GOVERNMENT OF INDIA (भारत सरकार) Ministry of Railways (रेल मंत्रालय) Railway Board (रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/16

New Delhi, dated: 14.12.2020

The General Manager/CAOs(R), All India Railways & Production Units, (As per mailing list)

Sub: User Manual for PF Loan & Advance Module of HRMS

PF Loan & Advance module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the PF Loan & Advance Module was also provided by CRIS to all the employees.

2. Now, in order to serve as a guide and ready reckoner, a User Guide and a detailed User Manual is enclosed below and have also been uploaded on the website of Indian Railways at the following location:

<u>http://www.indianrailways.gov.in/railwayboard/</u> \rightarrow About Indian Railways \rightarrow Corporate Overview \rightarrow Directorates \rightarrow Pay Commission \rightarrow Pay Commission-VII

3. It is requested that the User Guide and User Manual be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

Encl: 1. User Guide on PF Advance Module2. User Manual on PF Advance Module

(JAYA KUMAR G) Deputy Director/ Pay Commission-VII & HRMS Railway Board

File No. PC-VII/2020/HRMS/16 Copy forwarded to :- New Delhi, dated: 14.12.2020

1. PFAs All Indian Railways, PUs, NFR(Const)

- 2. The Principal, National Academy of Indian Railways, Vadodara.
- 3. The General Manager, CORE/Allahabad
- 4. The Director General, RDSO, Lucknow,
- 5. The General Manager and FA&CAO, Metro Railway
- 6. The CAO and PFA, COFMOW/New Delhi
- 7. The CAO(Const), MTP(R)/Mumbai
- 8. The CAO(MTP(R) Chennai
- 9. The Director, CAMTECH/Gwalior
- 10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
- 11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
- 12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
- 13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
- 14. The General Secretary, IRCA/New Delhi.
- 15. The Commissioner, Railway Safety, Lucknow.
- 16. Executive Director (Finance), RDSO, Lucknow.
- 17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
- 18. The Chairman, RRT, Chennai.
- 19. The Chairman, RCT.
- 20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
- 21. The Editor, 'Bhartiya Rail'.
- 22. The Editor, 'Indian Railways'.
- 23. The Chairman, Passenger Services Committee.
- 24. The Chairman, Passenger Amenities Committee.
- **25.** The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
- 26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
- 27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
- 28. The C.A.O. (Const.), Central Railway, Mumbai.
- **29.** The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
- 30. The Director (Movement) Railways/Calcutta.
- 31. General Manager/HRMS/CRIS

Haya Kumar G) Deputy Director, Pay Commission-VII Railway Board

File No. PC-VII/2020/HRMS/16

New Delhi, dated: 14.12.2020

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- 2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
- **3.** Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi
- 4. The Secretary General, Federation of Railway Officers' Association.
- 5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
- 6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
- 7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
- 8. The Secretary General, Indian Railway Promotee Officers Federation
- 9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
- 10. The Secretary, RBSS Group 'B' Officers Association.
- 11. The Secretary, Railway Board Ministerial Staff Association.
- 12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

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Cash - I, II, & III, Budget, E(P&A) I & II, E(G), E(NG) I & II, PC – III, PC-IV, PC-V, PC-VI, E(LR) I & II, F(E) - I, II & III, F(E) Special, Security (E), Accounts III, ERB - I, II, III, IV, V & VI, G(Pass), G(Acc), RB(Welfare), E(SCT) I & II, E(O) I, II III & III(CC), E(GR) I & II, E(GP), E(GC), PR, branches of Railway Board.

PF Loan Application

Employee

- Go to <u>https://hrms.indianrail.gov.in/HRMS</u>
- Enter User Id, Password and OTP.
- Go to Loan and Advances -> My PF Loan Applications menu.
- Click on "New Application" Button.
- Employee's basic, bank details, last PF loan details and PF balance are shown.
- Employee selects PF loan type, withdrawal reason, enter amount, remarks and submit.

PF Loan Dealing Clerk/Verifying Authority/Accepting Authority

- Click on Loan and Advances ->PF Loan Applications menu
- List of Applications are shown.
- Click on Application number.
- PF loan application details are shown.
- Enter remarks and press forward/Reject button.
- Accepting Authority digital sign application and accept. On accepting a PDF file is generated and digitally signed. Same Signed PDF file along with application data is sent to account dept through IPAS system.
- On every change of status of PF Loan application, a SMS is sent on employee mobile number.

IPAS system process

• Whenever application's status is changes in IPAS system, same is reflected in HRMS application in application list in Loan and Advances -> My PF Loan Applications menu.

PF Loan and Advances- User Manual

* For Unit Admin

1. Go to HRMS application http://10.77.48.16:8080/HRMSDEV/ and login using HRMS ID & Password

2. Enter OTP as 31120.

A. PF Loan Dealing Clerk, PF Loan Verifying and PF Loan Accepting Authority creation

1. If the user is not already created for HRMS application, go to *Admin Section>Create User*.

2. Enter the IPAS ID/ HRMS ID of the user and click on 'Go' button

3. Enter the mobile number of the employee and select user type as 'LDC'/'LVA'/'LAA' for PF Loan Dealing Clerk, PF Loan Verifying Authority, PF Loan Accepting Authority respectively from the dropdown and click on '*Create User*'.

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Dashboard	Home / Admin Section / Create Users						
IRHRMS-ESS	Create Users						
Admin Section	To 'Update Mobile Number' or 'Reset Passowrd' f	for user, enter employee HRMS/User ID and click on 'Go'					
Assign Bill Units				_			
Create User	IPAS/HRMS ID *	IPAS/HRMS ID		Go			
Change Role	User Id *	User Id		HRMS ID *	Employee Number		
Relationship Assignment							
Bulk Return Accepted Record	Employee Name *	Employee Name		Nickname *	Nickname		_
Actual Status Summary	Mobile number *	9999999999		User Type *	Please Select		~
Miscellaneous Reports							
Data Entry Progress	Create User Reset Password	Update Mobile Reset					
Pending Task							
₹ Loan & Advances •	LIST OF USERS IN NORTHER	RN RAILWAY/ HQ				Load	User List 🛛
👑 Employee Master 🔹							

4. If user already exists in HRMS application, Go to *Admin Section* >*Change Role*.

5. Add role of 'LDC'/'LVA'/'LAA' for PF Loan Dealing Clerk, PF Loan Verifying Authority, PF Loan Accepting Authority respectively to user.

B. LDC, LVA, LAA mapping

1. Login to HRMS application with Unit Admin's ID.

2. Click on Loan & Advances > PF Loan Authority Matrix

3. Select Loan Dealing Authority, Loan Verification Authority and Loan Acceptance Authority from the list for the respective unit and click on 'Submit' button.

IR-HRMS	≡		61539,99	71168228 or write to us at irhrms@cris.org.in		🚳 🖈 Өнөр 💾 🖤	
② Dashboard	Home /	Loan & Advance /	PF Loan Authority Relationship				
IRHRMS-ESS	CZ PF	Loan Authority Relat	lionship				
Admin Section	Select I	PF Loan Verification 8	5: PF Loan Acceptance Authority for the PF Dealing Clerk for NORTHERN RAILWA	Y/ HQ.			
Loan & Advances Assign Employees	Sr. N	lo.	PF Loan Dealing Clerk	PF Loan Verification Authority		PF Loan Acceptance Authority	
PF Loan Authority Matrix	1		AJAY SINGH RAWAT (ERIFIO)	ANIL KUMAR (OMWWEO)	~	AJAY KAKKAR (THOFIW)	~
Employee Master	2		ALAM SINGH (ROWDOM)				
e-sr · · ·			ALANI JIKUT (ALTIJUMI)	ANIL KUMAR (OMWWEO)	~	AJAY KAKKAR (THOFIW)	×
MIS Reports	3		ANIL KUMAR MAHTO (GNZDQL)	ANIL KUMAR (OMWWEO)	~	AJAY KAKKAR (THOFIW)	~
APAR-HELP Display Valid Forms							
dept-cell	Sul	bmit Reset					
🛷 Pass 👻	-						
Executive Record							

C. Employee assignment to LDC

- 1. Login To HRMS application with Unit Admin's ID
- 2. Click on Loan & Advances >Assign Employees

3. Select PF Loan Dealing Authority from the list to whom Employees needs to be assigned and click on '*Go*' button.

(2) Dashboard		Home / Loan & Advances / Assign Employee	;						
IRHRMS-ESS	÷	C Assign Employees	Assign Employees						
■ Admin Section	-								
₹ Loan & Advances	•	Select the PF Loan Dealing Authority.				_			
Assign Employees			PF Loan Dealing Authority "	PF Loan Dealing Authority * Please select		Go			
PF Loan Authority Matrix									
🖀 Employee Master	*	UNIT: NORTHERN RAILWAY/ HQ							
🥃 e-SR	-								
APAR	•		Click to Toggle between Bulk Assignment a	and One to One assignment	🔮 Bulk				
🛷 Pass	*	Select Billunit, department , designations & Stat	ion of the employees from the dropdown which needs to be assigned	d to the PF Loan Dealing Authority. Add mu	Itiple rows by clicking on '+' icon. If emplo	yees present in the combinat	ion selected are already assigned to some other PF Loan Dealing		
I Executive Record	-	Authority then the previous assignment will be o	overwritten.						
Dffice Orders	-	Total Employees in unit : 7726					Total Employees In Range for LDC :	0	
III Career Events Update	-	c .					_		
Grievance	-	sr. No. Bill Unit	Station	Department	Designation	To be assigned	Already Assigned to some LDC		
Settlement	-	1 Select Bill Unit 🗸	Select Station 🗸	Select Department 🗸 🗸	Select designation	0	0 (Click on Count to un-assign)	1	
		Assign Employees Reset							

4. **For bulk assignment**, select the bill unit, station, department & designation combination. The count of to be assigned employees and those employees which are already assigned to some LDC will be shown. Add more rows by clicking on '+' and remove rows by clicking on '-' icon

Dashbaard		Home / Loan & Advances / Assign Employees						
Cashboard								
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₹ Loan & Advances	•							
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PF Loan Authority Matrix								
嶜 Employee Master	-	UNIT: NORTHERN RAILWAY/ HQ						
■ e-SR	*							
APAR	•	Click to Toggle between Bulk Assignment and One to One assignment 😂 Bulk						
MIS Reports		Select Billunit, department, designations & Station of the employees from the dropdown which needs to be assigned to the PF Loan Dealing Autoriny. Add multiple rows by clicking on '+' icon. If employees present in the combination selected are already assigned to some other PF Loan Dealing						
APAR-HELP		Authority then the previous assignment will be overwritten.						
Display Valid Forms		Total Employees in unit : 7726 Total Employees in range for AJAY SINGH RAWAT (ERIFIO) : 0						
dept-cell								
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status report		1 Select Bill Unit V Select Station V Select Department V Select designation V 0 (Click on Count to un-assign)						
suggetions								
test								
🛷 Pass	*	Acsign Employees Reset						
Executive Record	•							
Cffice Orders	*	Total employees assigned to AJAY SINGH RAWAT (ERIFIO) : 119						

- 5. Click on 'Assign Employees' button to assign selected employees to the LDC.
- 6. For Assignment based on employee ID, click on the icon shown in below image

UNIT: JODHPUR WORKSHOP/ WSH	Toggle between Bulk Assignment and One to One assignment	
Click to Toggle between Bulk Assignment and One to One assignmer	t 🔮 Bulk	
Select Billunit, department & designations of the employees from the dropdown which	needs to be assigned to the assisting Autio	rity. Add r

employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwrite

7. Enter the HRMS ID/IPAS Employee ID of the employee and press 'Tab' key

IR-HRMS		≡		ielpdesl	k :- HRMS application related issue @ 7786	940452 ,9971535534,7982542883	For OTP @ 7267 🦉 🙊	Help	SMINE KEISHING 🔸		
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IRHRMS-ESS	-	🕼 Assig	Image: Constraint of the second sec								
Admin Section	•										
🖥 Loan & Advances		Select the	PF Loan Dealing Authority.								
Assign Employees			PF Loan Dealing Autho	nty *	AJAY SINGH KAWAI (ERIFIO)		· · · · ·	<u>.</u>			
PF Loan Authority Matrix											
Employee Master	*	UNIT: I	NORTHERN RAILWAY/ HQ								
e-SR	*										
APAR	*		Clic	k to Toggle between Bulk Assignment	and One to One assignment	to 1 🔮 i					
🛷 Pass	*	Enter IPAS	ID of employee which needs to be assigned to the Loan Dealir	g Authority. Add multiple rows by clickin	g on '+' icon. If selected employees are alread	ly assigned to some other Loan Deali	ng Authority then the previous as	signment will be overwritten.			
Executive Record	*	Total E	mplovees in unit : 7726				Total Employe	es in range for AJAY SING	H RAWAT (ERIFIO) :		
Grice Orders	*										
Career Events Update	*	Sr.	IPAS Employee ID	HBW2 ID	Employee Name	Department	Devicenation	Arrighted to LDC			
Grievance	*	1									
 Settlement 	*										
			ssign Employees	Reset							
Total employees assigned to AJAY SINGH RAWAT (ERIFIO) : 119											

8. Add more rows by clicking on '+' and remove rows by clicking on '-' icon.

9. Click on '*Assign Employees*' button to assign the employees to the selected LDC and '*Unassign Employees*' button to unassign employees from the LDC(if any assigned to them).

Sr. No.	IPAS Employee ID		HRMS ID	Employee Name
1	IPAS Employee ID			
A	ssign Employees	Un-Assign Employees	eset	<u></u>

Note: If employee who is being assigned to a LDC is already assigned to some other LDC, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current LDC and then assign to new LDC.

10. To see the list of all employees assigned to LDC, click on '*Load List*' button. List of all assigned employees will be fetched.

Γ	Total employees assigned to BASANT SINGH PURBIA (OOLUZR) : 189							
	List of emp (OOLUZR)	loyees assig	gned to Pass I	ssuing Authority: BAS	ANT SINGH PURI	BIA	Load List C	
	Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit	

11. To unassign all employees from LDC, click on '*Unassign All*'. All the employees will be removed from selected LDC.

 ➡ Admin Section ▼ ▼ ▲ Advances ▲ Assign Employees 	Assign Employees Reset
PF Loan Authonty Matrix	Total employees assigned to AJAY SINGH RAWAT (ERIFIO) : 119 List of employees assigned to Loan Dealing Authority: AJAY SINGH RAWAT (ERIFIO) Click to un-assign all assigned employees of LDC 🔒 Un-Assign All
Pass • Executive Record • Office Orders •	PDF Excel Search

***** For PF Applying Employee

- 1. Login To HRMS application with Employee's ID
- 2. Click on Loan & Advances > My PF Applications

3. Click on New Application Button to apply for PF Loan or Click on Status button to update the in Draft or rejected application if any.

IR-HRMS		😑 🔿 In case of any issues please reach out to HRMS helpdesk :- HRMS app 🔞 🌋 🖗 Help 💾 SURANDER V	
② Dashboard	Ho	ome / Loan And Advances / 12 PF Loan Application	
IRHRMS-ESS		PF Loan Application	
Loan & Advances My PF Applications e-SR Image: Application and the second se		List of PF Loan Applications Click on J icon to edit existing PF Loan application of fil New Application here.	
Pass		Show 23 V entries Search	*1
Executive Record		Withdraw Application No Application Date Withdrawal Type Reason Applied Amount Sanctioned Amount Passed Amount Latest Processing Date Current Status Latest Processing Date Latest Processing Date Latest Processing Date Latest Processing Date Latest Processing Date <thlatest date<="" processing="" procest="" th=""> Latest Processing</thlatest>	itest Remarks
Office Orders • Image: Career Events Update •		Showing 0 to 0 of 0 entries	Previous Next
		Status Description : S- Draft Submitted Software A - Accepted by Dealing clark A - Accepted by Dealing clark A - Accepted by Verbying Authority A - Accepted by Accepting Authority	

4. Fill all the mandatory fields and upload the document justifying the PF Loan Withdrawal Reason.

IR-HRMS	=				t? In case of any is	🕈 🎓 🖓 Help 👑 SURANDER VERMA 🔸 🗦
② Dashboard	Last PF Loan Details					
 ♥ IRHRMS-ESS ▼ ▼ Loan & Advances 	PF Balance	0	Total Outstanding Balance	0	IPAS PF Loan Application No	
My PF Applications	Loan Type		Withdrawal Reason		Principal Amount	
e-SR ·	Sanctioned Amount		Sanctioned Date		Amount Passed	
🌮 Pass 👻	Passed Date		Sanctioned Recovery Rate			
Executive Record	PF Loan Application Detai	ls				
Career Events Update	Withdrawal Type *	Final 🗸	Withdrawal Reason *	PILGRIMAGE TRAVEL AND TOUR ADVANCE	 Applied Amount* 	
	Number of Installments	0	Dependent Name/Remarks		Upload Document	Choose File No file chosen Upload
	Maximum Eligibility	0	Installment Amount	0		
	The maximum eligibilty is minim	num of these 3 conditions				
	Condition 1- Basic Pay (72100)*	Basic Pay multiplier(0)				
	Condition 2- PF Balance (0)* Wit	thdrawal percentage(0)				
	Condition 3- Applied Amount(0))- Total Outstanding Balance(0)				
	Submit Save as Dra	ft				
5. Click	on submit E	Button.				

- 6. Enter the OTP as 20131.
- 7 Click ok

·	
н	me / Loan And Advances / 🕼 PF Loan Application
	PF Loan Application
l	Application Number is PF2020110900122

After successful submission the Application Number gets generated.

* For PF Loan Dealing Clerk

1. Login To HRMS application with PF Loan Dealing Clerk's ID

- 2. Switch user role to LDC, if having multiple roles.
- 3. Click on Loan & Advances > PF Loan Applications
- 4. Click on the application number to open the applied application details.

₹ Loan & Advances	-		PF LOAN APPLICATIO	DN .						
PF Loan Applications			\mathbf{X}		Pf Loan Applica	tions present in the following	list are available Kindly click on a Pf Loan Application Number to re	view it		
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🥃 e-SR	*		Application Number		Employee Designation	withdrawai Type	Neason	Applied Amount	Application Date	Application Status
APAR	*		PF2020110900122	SURANDER VERMA	ArA	r	PEGRIMAGE TRAVELAND TOUR ADVANCE	50000	2020-11-09	15
A Pass	-	Π.								

5. Check for the details filled, accordingly put remarks and forward or reject the application by clicking on the Forward or Reject button respectively.

₹ Loan & Advances -	Passed Date		Sanctioned Recovery Rate				
Employee Master	DE Loss Application Data	11-					
e-SR -	Withdrawal Type *	East M	Withdrawal Reason *	DUCDIMAGE TRAVELAND TOUR ADVANCE	Applied Amount*	300000	
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	Remarks *						
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				× No	✓ Yes	-	Am
		Sanctioned Rec	overy Rate	-			

* For PF Loan Verification Authority

- 1. Login to HRMS application with PF Loan Verifying Authority's ID.
- 2. Switch user role to LVA , if having multiple roles.
- 3. Click on Loan & Advances > PF Loan Applications
- 4. Click on the application number to open the applied application details.

₹ Loan & Advances	Ţ	PF Loan Application Detai	ls					
Employee Master	÷	Withdrawal Type *	Final	~	Withdrawal Reason *	PILGRIMAGE TRAVEL AND TOUR ADVANCE	Applied Amount*	300000
APAR	•	Number of Installments	0		Dependent Name/Remarks	test	Upload Document	Choose File No file chosen Upload
Pass		Maximum Eligibility	0		Installment Amount	0		
Career Events Update	÷	The maximum eligibilty is minim	num of these 3 conditions					
Settlement	·	Condition 1- Basic Pay (72100)* Condition 2- PF Balance (0)* Wit Condition 3- Applied Amount[3] PF Loan Dealing Clerk AJAY SINGH	Basic Pay multiplier(0) thdrawal percentage(0) - Total Outstanding Balance(0) 4 RAWAT(ERIFIC) Remarks : Forwarded					
		Remarks *				Verify Reject		

5. Check for the details filled, accordingly put remarks and verify or reject the application by clicking on the Verify or Reject button respectively.

Note: PF Loan Verifying Authority may check the pending applications with assigned PF Loan Dealing Clerks, which have missed processing time by clicking on the pending cases in PF Loan Section on LVA's Dashboard.

IR-HRMS	=				PENDING PF APPLICATIO	DNS:			NRZ 🎓 🕼
② Dashboard	Designation : OFF Railway Unit : NO	FIC							
IRHRMS-ESS	Zone/PU/Institute	e : Application No.	Submitted By	Applied Amount	Withdrawal Type	Withdrwal Reason	Pending With	Submitted On	
Admin Section						_			
₹ Loan & Advances -									
Employee Master	Statistics of	Users of HRMS applicat			Load Count Ø	Notification	5		
e-SR -	You					,9971535534,798	2542883 For OTP @ 726791	0583,9953780947 For ePass re	lated enquiry @ 98
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Office Orders									
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	PF LOAN Pending PF Applica Pendir Cases	ations	0						

* For PF Loan Accepting Authority

- 1. Login To HRMS application with Loan Accepting Authority's ID.
- 2. Switch user role to LAA , if having multiple roles.
- 3. Click on Loan & Advances > PF Loan Applications

IR-HRMS		≡		Are you sure you want to Accep	pt employee's Pf Loan Application?	0583,9953780947 ×	For ePass relate 🏼 🦉 📸 Role	e-LAA/NRZ 🎓 3 Help 👑 🗛	iay kakkar 🔹 🗏
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₹ Loan & Advances	-								
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e-SR	*	Maximum Eligibility		Installment Amo	unt 0				
APAR	-								
Pass	-	The maximum eligibility is min	imum of these 3 conditions						
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Contract of the orders	-	Condition 2- PF balance (0)* V	(200000), Total Outstanding Palanas(0)						
E Career Events Update	•		(500000)- Totar Outstanding Balance(0)						
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		PF Loan Verification ANIL KUMA	R(OMWWEO) Remarks : verified						
	Sa	anctioned Amount *	0						
		Remarks *							
		Accepted			~				
					Reject Sign and Acce				

4. Click on the application number to open the applied application details.

5. Check for the details filled, accordingly put remarks, sanctioned amount and accept or reject the application by clicking on the Sign and Accept Application or Reject button respectively.

6. After successful digital signing by PF loan Accepting authority the application moves to accounts.

UDMC	=							. IRZ
HRIVIS			VIEW FILE		Sign Digitally			X
rd	Pas	ssed Date			· · · · · · · · · · · · · · · · · · ·			
ESS	* PF	Loan Applica						î 📕
ection	• Witho	drawal Type *					1	3000
vances e Master	• Numl	ber of Installme		NORTH	ERN RAILWAY			lior
e master	• Maxir	num Eligibility				GP-49		
	• The n	naximum eligib		PF Loan Application No.PF2020110	0900122			
D 1	Cond	ition 1- Basic P		Application for	advance from NR.P.Fund FinalFinal			
Record	Cond	ition 2- PF Bala		Department: ACCOUNTS	Office : NDL	S		
ders	Cond	ition 3- Applied		1. Name of the Subscriber	SURANDER VERMA			
nt	• PF Loar	Dealing Clerk		 Account No Designation* Rate of Pay Rs 	:365/4123647 :AFA :72100 Pay Level : 8			
	PF Loar	Verification Al		5. (i) Closing balance as per statement for (ii) Credits frombb (iii) Refund of advance/advances (iv) Withdrawals during the period from (v) Not balance at credit Rs 0	the year Subscription Rs			
	Sanctioned	Amount *		6. Amount of advance/advance outstanding Amount of advance taken on date of sanction (i) Rs. 0	: 0 Balance outstanding Rs. 0	as on date		
	Remarks							

	DIGITAL SIGNA	TURE				×	reach out 🚳 🎽 Role
	Digitally Sign						
	Tokens	Please Select	~	Certificate Name		~	
nal	Password of your Signature						Applied Amount*
				Digit	ally Sign Document	Close	Upload Document

Note: PF Loan Accepting Authority may check the pending applications with assigned PF Loan Dealing Verifying authority, which have missed processing time by clicking on the pending cases in PF Loan Section on LAA's Dashboard.

IR-HRMS	=				PENDING PF APPLICATIO	DNS:		×***	NRZ 🎓 🕼
② Dashboard	Designation : OF Railway Unit : N	OR							
IRHRMS-ESS	Zone/PU/Institu	te : Application No.	Submitted By	Applied Amount	Withdrawal Type	Withdrwal Reason	Pending With	Submitted On	
■ Admin Section	•	<u> </u>				-			
₹ Loan & Advances	•								
Employee Master	Statistics of	Users of HRMS applicati	ion		Load Count 2	Notifications	issues please reach out to n	плиз персезк :- плиз арри	cation related issue
e-SR	▼ Ya					,9971535534,798 write to us at irhr	2542883 For OTP @ 7267910 ms@cris.org.in)583,9953780947 For ePass re	lated enquiry @ 98
APAR	User Type	No. of Users Date Last Creat	tion User	Type No. of Users	Date Last Creation				
Pass	•								
Contract Office Orders	*								
Career Events Update	-								
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