



## SOUTH CENTRAL RAILWAY

Office of the Divisional  
Railway manager  
Personnel Branch  
Vijayawada

SA/P. 465/XII/HRMS/2019

Date:06-09-2019

### All Branch Officers & All Supervisory officials

Sub: HRMS (Human Resource Management System) – Implementation  
of Employee Master Data & e-SR modules – reg.

Ref: Railway Boards letter No. ERP/2018/HRMS/CRIS/MoU Pt. I  
dated 12-07-2019.



Indian Railways has introduced the HRMS (Human Resource Management System) as a new initiative. This initiative targets to bring all the Railway Employees on the employee portal so that all the processes of the personnel management starting right from appointment to retirement will be on the digital platform.

In connection with above, all the details pertaining to the employee which includes Employee Master data, E-SR, Cadre Management, Salary Processing, Quarters, Electricity, Loan & Advances, Leave Management, Settlement, Employee Self Services, Pass & PTO, Staff Grievance, Man Power Planning, D&AR, Welfare, Recruitment, HOER, Court Cases, APAR, Reservation Matters, Industrial Relationship and Training and Skill Development are available in the single platform of HRMS.

For creating Employee's Master Data, various personal details of employee as well as family member details are required. HRMS application (6 pages) is enclosed herewith, the copies may be distributed to the employees working under your control. They may be advised to fill up the application (all the columns) and attached the required documents (mentioned in the bottom of 3<sup>rd</sup> page) and to submit the same through the concerned supervisory official on or before 16-09-2019. besides up loading to the e. mail address furnished here under.

- 1) [hrms.dpowlwys@gmail.com](mailto:hrms.dpowlwys@gmail.com),
- 2) [hrms.apottraffic@gmail.com](mailto:hrms.apottraffic@gmail.com),
- 3) [hrms.apomechanical@gmail.com](mailto:hrms.apomechanical@gmail.com),
- 4) [hrms.apoelectrical@gmail.com](mailto:hrms.apoelectrical@gmail.com),
- 5) [hrms.apoengineering@gmail.com](mailto:hrms.apoengineering@gmail.com),

The Supervisory officials may collect the same, verify with the available records and forward to this office in one bunch through the respective personnel officer (DPO/APO) on or before 19-09-2019. The information/data furnished by the employee is his prime responsibility and if any shortcomings/deficiencies noticed at a later date will be viewed very seriously and action is initiated under the provisions of D&AR.

An IT cell is formed for the smooth implementation of HRMS and employees can contact the section welfare inspector/Concerned Cadre dealer for any assistance.

Encl:6 pages of HRMS Application

**P. Nehemiah**  
**Sr. Divisional Personnel Officer**  
**South Central Railway, Vijayawada**

C/- **PS to DRM** for kind information to **DRM**

**PS to ADRM/Infra, ADRM/OP** for kind information to **ADRM**s

# HRMS

## (Human Resource Management System)

Employee's Latest  
Passport size photo  
(not more than 3  
months old)

I. BASIC INFORMATION												
1	IPAS Employee ID/PF Number											
2	Employee Name as in SR											
3	Employee Name as in Aadhaar Card											
4	Aadhaar Number (enclose copy)											
5	Employee First Name											
6	Employee Middle Name											
7	Employee last Name											
8	Country of Birth											
9	Birth Place											
10	Date of Birth (DD/MM/YYYY) Proof should be attached	d	d	/	m	m	/	y	y	y	y	
11	Gender	Male / Female										
12	Father's Name											
13	Mother's Name											
14	Spouse Name (Wife/Husband)											
15	PAN Number (Copy should be attached)											
16	Blood Group											
17	Retirement Date (DD/MM/YYYY)	d	d	/	m	m	/	y	y	y	y	

**II. Family Dependent Details (As per Pass / Medical Rules): - (if more than 4 members add additional sheet)**

**01. First Family Member: -**

18. Member Name											Member Latest Passport size photo (not more than 3 months old)									
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**02. Second Family Member: -**

18. Member Name											Member Latest Passport size photo (not more than 3 months old)									
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**03. Third Family Member: -**

18. Member Name											Member Latest Passport size photo (not more than 3 months old)									
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**04. Fourth Family Member: -**

18. Member Name											Member Latest Passport size photo (not more than 3 months old)									
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**Following Documents to be furnished for each member of family:**

1. Following copy of documents to be furnished for each member of family.
  - (1) Aadhaar Card (2) DOB Proof (3) Relationship Proof (4) Dependent document / FCC Copy, (5) Bonafide Document of Students (6) Handicap Certificate from Govt. Doctor

<b>III. PERSONAL DETAILS</b>						
25	Religion					
26	Community (UR/OBC/SC/ST) (Community Certificate should be attached)					
27	Identification Mark 1					
28	Identification Mark 2					
29	Marital Status (Married/Unmarried/Widowed/Divorced)					
30	Date of Marriage					
31	Mother Tongue					
32	Height in Cms.					
33	Weight in Kgs					
34	Nationality					
35	Character Certificate	A certificate from Supervisor or from any other authority to be attached				
<b>IV. COMMUNICATION INFORMATION</b>						
36	Personal Mobile Number					
37	Alternate Personal Mobile Number					
38	Official Mobile Number (CUG)					
39	Personal Email					
40	Official Email (only GOV.IN)					
<b>V. COMMUNICATION ADDRESS</b>						
41	<b>Present Address</b>					
	S/o, D/o or C/o Name					
	Address Line 1					
	Address Line 2					
	Village name / City name					
	Pincode					

	District	
	City	
	State	
42	<b>Is Present Address same as Permanent Address?</b>	Yes / No
43	<b>Permanent Address</b>	
	Address Line 1	
	Address Line 2	
	Pincode	
	District	
	City	
	State	
<b>VI. EMPLOYEE CURRENT STATUS</b>		
44	Bill Unit	0   6   0   6
45	Appointment Date	d   d   /   m   m   /   y   y   y   y
46	Mode of Appointment (RRB, RRC, CGA, Substitute, Sports, Cultural, etc.,)	
47	Current Zone	Southern Railway
48	Current Unit / Division	
49	Current Station / Place	
50	Current Working Office	
51	Seniority Unit (Division/HQrs/Rly Board)	
52	PH Quota (Yes / No)	
53	Service Status (Regular/Temporary/Substitute/Trainee)	
54	Railway Group (Group A, B or C)	
55	Officer Type (A, B) (Applicable to Gazetted Officers only)	
56	Cadre (For officers only)	
57	NPS Scheme (Yes / No)	



**VI. EDUCATIONAL QUALIFICATION (Copy of each certificate should be attached)**

Sl. No.	Qualification level	Duration	Specialization	Board/ University	Name of School/ Institute	Passing Year <small>(course completion year)</small>	Grade/ % age	At Joining? Yes/No
76	77	78	79	80	81	82	83	84
1.								
2.								
3.								
4.								
5.								
6.								

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief. I undertake that if it is found to be false at later date, I am liable to be taken up under relevant Service Rules, by the Administration.

Place :

Date :

**Signature of the Employee**

Forwarded to DPO/SA (HRMS-Admin.)

Date :

\_\_\_\_\_  
**(Signature of Supervisory Official with Seal)**