



भारत सरकार **Government of India**  
रेल मंत्रालय **Ministry of Railways**  
(रेलवे बोर्ड) **Railway Board**

**Office Order No. 16 of 2021**

**Sub: HRMS- Procedure & Methodology**

Various Modules of Human Resource Management System (HRMS) has been launched all across the Indian Railways. However, it has been observed that officers/staff working in Board's Office are not aware of various aspects of HRMS like Login Method, procedure to apply for Pass/PF, checking the data entered in HRMS, raising request for change/correction in HRMS data etc.

2. In majority of cases officers/staff have not yet checked the data entered in HRMS with the PAO( for gazetted Officers), ERB-II ( for non-gazetted staff) and ERB-V( for MTS etc) particularly service/pass related data, as a result problems are faced by them while applying for Pass/PF.


3. In the first instance, all Officers/staff are requested to login in HRMS portal and check their service related data. Any error in Service Record, Dependents, Family details, Salary etc may be brought to the knowledge of their respective ERB sections (by non-gazetted staff )and to PAO unit (by Gazetted Officers). All correction related to service record, dependent, family members, salary data would be carried out by these unit. Alternatively, the concerned Officer/staff may raise edit/change/update request through HRMS portal for which detailed procedure has been attached at **Annexure-I**.

4. Accordingly, a detailed flow chart( **Annexure-I & II**) covering various aspects of HRMS has been attached for ease of working through HRMS. It is requested that all officers/staff may start using HRMS, get themselves registered, change login password, apply for Passes/PF through HRMS and gradually get themselves acquainted with different modules/features. HRMS can be accessed from Mobile/PC browser (<https://hrms.indianrail.gov.in/HRMS/login>) or through HRMS Android app ( which may be down loaded through google play store, App for iOS is not yet ready and would be intimated in due course).

5. Cooperation of all concerned is solicited towards use of HRMS. For any technical query HRMS help desk at first floor Room No 110-A may be consulted.

**No.2021/O&M/2/6**

**Dated:18/03/2021**

  
**( B Majumdar)**

**Joint Secretary/Railway Board**

**R.No.533-C**

**All Officers/Branches in Board's Office and at Dayabasti, New Delhi.**  
**Dir/Admn, Dir/GA JDF/CCA & PAO/RB**

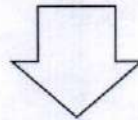


**PROCESS FLOW HRMS**

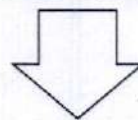
**1. HOW TO LOGIN TO HRMS**

Download HRMS App from Google Play Store>Click on Register using IPAS ID(5101+ RUID)> HRMS ID & other details would populate (If Mobile No. shows 'N/A', please contact dealing hand-ERB-II/ERB-V/PAO)> Enter OTP received in Registered Mobile No. & Submit.

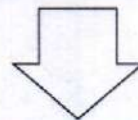
You are now registered (Incase of Apple iOS please take help to register through any Android mobile phone, this is only one time exercise)



Now Login to HRMS by using URL  
<https://hrms.indianrail.gov.in/HRMS/login>  
or type HRMS Indianrailways in Google  
LOGIN by Using your HRMS ID & Password  
( First time user can use Test@123 as password and then change it)  
OTP would be received in Registered Mobile No.  
Enter the OTP to login



Those who still face issue with USERID can click on 'Need help for login' in the HRMS page  
type in IPAS ID(5101 followed by RUID or as shown in Salary Slip)  
HRMS ID and other details will populate



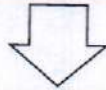
Those who forgot their password can click on Forgot Password.  
Type in HRMS ID  
Click on Send OTP  
An OTP would be received on Registered Mobile No  
Enter the OTP to Reset Password  
Password should be minimum 8 Charecters with capital & Small letters, Special chartecter and Numbers



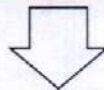
## 2. AFTER LOGIN TO HRMS

### Dashboard & IRHRMS-ESS PROCESS-(How to Raise change Request)

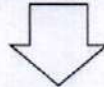
After login to HRMS, Click on dashboard  
Check your details  
If 'PIA' is 'N/A' or '0'  
Visit G(Accomodation) for PIA Assignment



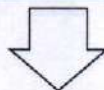
Go to IRHRMS-ESS Tab,  
Click on View/ Edit My Details  
Click on Drop Down Menu like Basic Info>Check your details (Name, Age, Gender, Address etc) minutely>The Data under IRHRMS-ESS should show the status as 'Accepted' in Top Right Corner while Data under e-SR should show the status as 'Verified'



Like wise Click on 'Reset' and Click on Dropdown to go to other Menus like Employee master>Family > Check details of each family Member viz name, Age, Dependency etc.  
Similarly visit all other drop down menus and check the details/data minutely ( **note down all the discrepancies**)



For correction of discrepancy, in data , if any, in any of these Menu  
Click on Raise Change Request  
Select Edit Button  
Mention reason for editing  
Go to the tab which requires editing & click on the check box on right side  
Make required corrections  
Upload Documents, wherever required &  
Submit



Whatever prompt you get on submitting needs to be done like entering Aadhar Number, Uploading Aadhar, etc.  
Once the Change request is submitted, the Request status can be monitored from My Change Requests Tab



### 3. Apply for Pass

Click on Pass tab



Go to Pass Set List

The Pop Up would appear for the first time which indicates the number of used passes in 2020/2021  
Write Correct in Remarks & Confirm, if Data is correct or Return to Dealing Clerk in G Branch for incorrect Data



Click on Family Declaration

Check the Boxes, if details of Family Members are correct  
Submit

**Dealing hand of 'G' Branch will approve and then only one can apply for pass**

It may be noted that after every change request in family data under IRHRMS ESS for pass, family declaration is to be given again and the same would be approved by dealing hand of 'G' branch.



To apply for pass click on Pass Set List

Select Privelege Pass/PTO from Drop Down

It will show the number of Pass/PTO available for 2020/2021

Click on hyperlink against Full/Half set

Click on New Application

Fill in the Journey Details

Select Members travelling (**Ensure the data of Members are correct-Age,name-Gender as reservation gets rejected if data mismatches**)

Submit



Application will go to 'G' Branch for approval

Once approved, pass can be seen in 'Issued pass Section', Generate OTP Option for booking ticket. OTP is valid for 24 hrs. For every separate booking, different OTP needs to be generated



Ticket can be booked from Window or IRCTC

For IRCTC, one needs to login in IRCTC portal

click on 'Trains'

click on 'Pass Booking'

After selecting the train & Date of Journey, Click on 'Concession' under Passenger Details Tab and then click 'Pass Booking'



# HRMS - GUIDELINES

Website address: <https://hrms.indianrail.gov.in/hrms/login> or download HRMS App from Google Play Store

To Know your HRMS ID: Open HRMS Log-in Screen, select "Need Help for Login" > enter your IPAS 11 Digit Employee Number (PF Number) > click "GO" to view HRMS Details

Password Wrong: Open HRMS Log-in Screen, select "Forgot Password" > enter your HRMS Emp ID > click "Send OTP" > Enter 5 digit OTP received in your registered Mobile > click on "Password Reset" > Set New Password and Confirm.

## PROCEDURE TO USE DIFFERENT MODULES IN HRMS APPLICATION Log-in with HRMS User ID & Password along with OTP received on Registered Mobile No

### For Checking the Data

#### Employee Master

- > Basic Information
- > Family
- > Communication Information
- > Personal Qualification
- e-SR**
- > Initial Appointment
- > Awards
- > Promotions
- > Transfers
- > Nominations
- > Training Details
- > Publication Details
- > Deputation Details

For corrections in Employee Current Status, Pay change history, populating 'Draft/Verified' or reflecting no entry' of data, please contact concerned Dealing hand in ERB-II, V(By Non-gazetted staff) & PAO ( by Gazetted Officers).  
**For any further technical support, please contact HRMS Helpdesk at Room No 110-A**

### ( For Data Correction /Update )

#### ESS – Employee Self Service

- Select > IRHRMS-ESS
- Select > View/Edit My Details
- Select > Required Tab for correction and click on "Go" to view details.

#### Raise Change Request"

- > Click on "Raise Change Request"
- > Type the Reason for Correction
- > Click on check box on the right side of the field
- > Make the corrections required
- > Upload the required Documents
- > Click on "Submit" button

Note: Upload document should be in PDF format less than 2 MB and photos in JPG format

### e-PASS

- Select > Pass
- Select > Family Declaration
- Select > Click on 'For Pass' option to each member of family and submit for verification
- Select > Pass Set List
- Select > Confirm, if manual Pass availed entry details are correct.

#### Procedure for Applying for New Pass/PTO:-

- Select > Pass Set List
- Select > Type of Pass > click "Go"
- Select > on Available passes "Full Set" or "Half Sets"
- Select > "New Application"

Enter: Outward journey from – to stations and add Break Journey stations.

Select > "Member to be included" and "Submit" for checking by G Branch & Pass Issuing Authority.

**To View Issued Pass / PTOs**  
Select > "My Issued Passes" to view pass and PTOs.

### PF - Loan

- Select > Loan & Advances
- Select > My PF Application
- Select > "New Application"
- Select > Withdrawal Type
- Select > Withdrawal Reason
- Enter > Applied Amount
- Enter > No. of Installments (if Temporary Loan applied)
- Enter > Remarks
- Upload if documents required and click on "Submit" for further process

#### To view Status: -

Select > Loan & Advances  
Select > My PF Application  
View "Current Status" in the details against your Application No.