दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेने-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)676/P/Vol.VII   दिनांक/Dated: 18.08.2022.

<u>All Concerned</u>

विषय /Sub: Implementation of Transfer Module in Indian Railways - reg

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A copy of Railway Board's letter No.PC-VII/2022/HRMS/15 dt 17.08.2022 on the above subject is enclosed for information, guidance and necessary action.

The Board's letter referred therein has been circulated as PBC No.135/2022.

Deputy Chief Personnel Officer/ Co-ordn
for Principal Chief Personnel Officer

Encl: 2 pages

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AISOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

GOVERNMENT OF INDIA (भारत सरकार)

Ministry of Railways (रेल मंत्रालय)

Railway Board (रेलवे बोर्ड)

File No. PC-VII/2022/HRMS/15   Dated: 17.08.2022

Principal Chief Personnel Officers,
All Indian Railways
(As per standard mailing list)

Sub: Implementation of Transfer Module in Indian Railways- reg.

Transfer Module of HRMS has been operationalised w.e.f. 15th August, 2022 vide board's letter dated 11.08.2022.

2.   It has been observed that though remarkable progress has been achieved by field Units w.r.t. data entry of legacy data, there are errors and some incomplete data. Since completion of the legacy data is a pre-requisite for arriving at the priority of the employees who have already applied for transfers, it has been decided as under:

(i)   After 15.08.2022, all transfer requests will be processed through HRMS only. No manual processing shall be permitted.

(ii)   Since priority is important in the Transfer process, due care should be taken while entering the data and data entered shall again be verified to ensure the correctness of the data and also matches with manual register.

(iii)   The Field Units shall ensure completion of entry of legacy data through the three stages required in HRMS.

(iv)   The concerned Sr. DPO/DPO/Dy. CPO/Personnel Officer shall certify the completion and authenticity of legacy data entry through HRMS, for which necessary provision has been created by CRIS team in the Transfer Module.

(v)   In respect of Transfer requests received off-line i.e. before 15.08.2022 but for whom priority has not been assigned, the same shall be processed after data entry has been completed into the HRMS system, and certified as above.

(vi)   Assignment of priority to the applications received through HRMS shall be done only after completion of legacy data.

17/08/2022

(Garima Srivastava)
Executive Director (Training & MPP)
Room No. 255-A, Rail Bhawan
Railway Board

Copy to: GM/HRMS/CRIS: May take action on the following aspects:-

1. Till such time the certificate of data entry completion by the field units is given,