



PBC No.111 / 2024

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Azadi Ka
Amrit Mahotsav

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

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 21.06.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Launch of reservation Module of HRMS for promote stream
on pan India basis.

A copy of Railway Board's letter No. PC-VII/2024/HRMS/12 dated 19.06.2024
on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 01 page.

(C.Anjani Kumar)

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

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

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PC-VII/2024/HRMS/12

New Delhi, dated: 19.06.2024

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

Sub: Launch of reservation Module of HRMS for promotee stream on pan-India basis

The reservation Module of HRMS for promotion segment developed in consultation with E(SCT) Directorate of Railway Board, was launched on Pilot basis in Eastern, Northern, North Western Railways and ICF. The module has further been fine-tuned based on the feedback reports received.

2. It has now been decided to launch the Reservation Module for the promotee stream across all Indian Railways w.e.f. 19th June, 2024. The salient features of the module are as under:

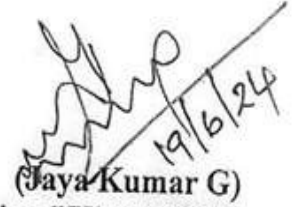
- i. Initially the Roster Module of HRMS is being launched for promotion of non-gazetted employees through the departmental promotional stream. This will include creation, modification, including updation, verification and database maintenance of rosters.
- ii. The Roster Module will be available for both the regular and L-14 point rosters.
- iii. The Module also incorporates vacancy calculation, including existing and anticipated vacancies, with the community wise breakup.
- iv. From 19th June, 2024, all new rosters will be created from HRMS roster module only.
- v. As to the existing rosters, details of the current incumbents / current cycle are to be uploaded to the HRMS reservation module and subsequent processing will need to be done in HRMS only. The manual rosters used till now, will be attested by the LO and preserved as a permanent record.
- vi. The existing manual rosters shall be migrated to the HRMS Roster Module by 31st July, 2024 under authentication of concerned liaison officer.
- vii. The Field Units may scan the Manual Rosters and store the same online in addition to the manual storage of the Rosters.

...contd. 2/-

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3. Detailed guidelines and manuals regarding the operation of the Module will be prepared by CRIS and uploaded on the HRMS website. Videos are also available online. Training, if any required, will be conducted by CRIS, which will be intimated separately.

This is issues with the approval of competent authority.



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