



PBC No. 132 / 2025



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: 01.07.2025

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 Assessment of suitability sub-module of HRMS.

A copy of the Railway Board's letter No. PC-VII/2025/HRMS/25 dated 30.06.2025 on the above subject is enclosed for information, guidance, and necessary action.

Railway Board's letter dated 24.06.2025 referred therein is enclosed for reference.

संलग्नक/Encl. 03 pages

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 / DREU
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/2025/HRMS/25

New Delhi, dated: 30.06.2025

To,

**Principal Chief Personnel Officer,
All Indian Railways/PUs/TIs.
(As per standard mailing list)**

Sub: Launch of Assessment of suitability sub-module of HRMS.

This is to inform that the Assessment of suitability sub-module has been developed and tested by CRIS as a part of the Cade Management Module of HRMS. Training on the said sub-module has also been imparted to all the Railways and Field Units as per Board's letter of even number dated 24.06.2025.

2. It has now been decided by the competent authority that the **Suitability** sub-module of **UDIP**, the promotion module of HRMS be launched w.e.f. **1st July, 2025**. All processing regarding suitability for non-selection promotions shall be carried out only through the said sub-module and no physical or manual processing shall be done across Indian Railways from 01/07/2025. Detailed User Manual of the sub-module shall be made available on HRMS portal.

3. This issues with the approval of competent authority.

(Jaya Kumar G)

Joint Director, Pay Commission & HRMS

Railway Board

(Ph. No: 011-47845125, 47845132)

(e-mail: jaya.kumarg@gov.in)

Copy to:

- (i) PPS to Secretary, Railway Board for information of Secretary, Railway Board
- (ii) General Manager/HRMS, CRIS, ITPI Building, 4-A Outer Ring Road, IP Estate, New Delhi-110002, for necessary action please.

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

No. PC-VII/2025/HRMS/25

New Delhi, dated: 24.06.2025

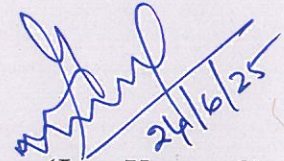
To,

**Principal Chief Personnel Officer,
All Indian Railways/PUs/TIs.
(As per standard mailing list)**

Sub: Training on Assessment of suitability sub-module of HRMS.

This is to inform that the Assessment of suitability sub-module has been developed and tested by CRIS as a part of the Cadre Management Module of HRMS.

2. In order to acquaint the Railway Admin users with the newly designed sub-module and give an on-hands experience, in-person training sessions shall be organized at **Conference Hall of CRIS Office, 4th Floor, DMRC Building, Supreme Court Metro Station, New Delhi-110001** as per the schedule attached at *Annexure-I*.
3. All the Zonal Railways and units are requested to depute officers at the level of APO/Ch. OS/OS dealing with Administrative matters regarding assessment of suitability, promotion etc. for the training sessions scheduled on 26th June, 27th June, 30th June and 1st July, 2025 and officers at the level of Sr. DPO/Dy. CPO for the training sessions scheduled on 3rd and 4th July, 2025.
4. Considering the fact that 'Assessment of Suitability' is one of the important sub-modules of Cadre Management, it may please be ensured that suitable officials across field units dealing with the subject matter may be deputed to ensure seamless roll out of the sub-module. All the deputed officials may also carry laptops to get hands-on experience of the sub-module.
5. This issues with the approval of competent authority.



(Jaya Kumar G)
Joint Director, Pay Commission & HRMS
Railway Board
(Ph. No: 011-47845125, 47845132)
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- (i) PPS to Secretary, Railway Board for information of Secretary, Railway Board
- (ii) General Manager/HRMS, CRIS, ITPI Building, 4-A Outer Ring Road, IP Estate, New Delhi-110002, for necessary action please.

Annexure-I

S.No.	Date & time	Officials to attend	Zonal Railway/Units
1	26 th June, 2025; 1000 to 1600 Hrs	Non-Gazetted supervisors of Personnel Department and APO/Ch. OS/OS	NR, NCR, NER, NWR, Railway Board, BLW, RCF
2	27 th June, 2025; 1000 to 1600 Hrs	Non-Gazetted supervisors of Personnel Department and APO/Ch. OS/OS	WR, WCR, CR, SWR, MCF, CORE, DMW
3	30 th June, 2025; 1000 to 1600 Hrs	Non-Gazetted supervisors of Personnel Department and APO/Ch. OS/OS	ER, ECR, NFR, ECoR, NFR (Const.), Metro Railway, CLW,
4	1 st July, 2025; 1000 to 1600 Hrs	Non-Gazetted supervisors of Personnel Department and APO/Ch. OS/OS	SR, SCR, SECR, SER, ICF, RWF
5	3 rd July, 2025; 1000 to 1600 Hrs	Sr. DPOs/Dy. CPOs	NR, NCR, NER, NWR, Railway Board, BLW, RCF, WR, WCR, CR, SWR, MCF, CORE, DMW
6	4 th July, 2025; 1000 to 1600 Hrs	Sr. DPOs/Dy. CPOs	ER, ECR, NFR, ECoR, NFR (Const.), Metro Railway, CLW, SR, SCR, SECR, SER, ICF, RWF