PBC No. 40/2026

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

No. SR-HQ0HR (WEL)/32/2025 Date: 13/03/2026

Sub: Launch of Sexual Harassment Incident Notification for Empowerment (SHINE) of Female Employees Module.

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A copy of the Railway Board's letter No.PC-VII/2026/HRMS/11 dated 05.03.2026 regarding the launch of Sexual Harassment Incident Notification for Empowerment (SHINE) of Female Employees Module in HRMS is enclosed for information, guidance & necessary action.

Encl: 1 page

S JAYANTHI
Digitally signed by S JAYANTHI
Date: 2026.03.13 17:04:49 +05'30'

(एस जयंती / S Jayanthi)
Assistant Personnel Officer/Welfare
सहायक कार्मिक अधिकारी/कल्याण
For Principal Chief Personnel Officer
प्रधान मुख्य कार्मिक अधिकारी के लिए

Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/AISCSTREA
The General Secretary/AIOBCREA
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/2026/HRMS/11 **New Delhi, Dated: 05/03/2026**

General Managers,
All Indian Railways
(As per standard mailing list)

Sub : Launch of Sexual Harassment Incident Notification for Empowerment (SHINE) of Female Employees Module.

As per the existing guidelines of the Government of India, committees have to be constituted at various levels to address complaints of sexual harassment faced by female employees.

2. In order to make this mechanism more confidential and to be addressed in an expeditious manner, a facility has been developed for female employees to lodge complaints on sexual harassment at the workplace through HRMS. This feature is accessible to all female employees, and they can record their complaint directly and it will be received by the concerned Committee nominated to deal with such complaints online. Further, it also has features which include an option to lodge complaints on behalf of outside visitors, contractual employees/workers or students and also to lodge complaints on behalf of women employees by authorised users (officials dealing with sexual harassment cases in HRMS). Further, a report on the same is also available for proper monitoring.

3. Employees can access the SHINE module through Employees Self Service.

4. This module will be launched on March 8, coinciding with International Women's Day. The field units may nominate the IC Committee and officials dealing with sexual harassment cases. Detailed guidelines regarding the work flow of the module will be available in the HRMS Portal.

5. Information regarding the launch of this Module may be widely circulated among all the employees especially female employees.

(Dr. V. G. Bhooma)
Additional Member (HR)
Railway Board
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Ph: 011-47847174

Copy to :

i. PSO to CRB & CEO for information of CRB & CEO
ii. PSOs/Sr. PPSs to Member/Finance, Member/Infra, Member/T&RS, Member/O&BD for information of Members.
iii. PSO/Sr. PPS/PPS to DG/HR, DG/RPF, DG/RHS, Secretary/RB for information of DGs and Secretary/RB.
iv. All Principal Chief Personnel Officers of Indian Railways as per standard mailing list.
v. All Additional Members/Executives Directors/JSs Railway Board.
vi. General Manager/HRMS/CRIS.