GOVERNMENT OF INDIA MINISTRY OF RAILWAYS RAILWAY BOARD

File No. PC-VII/2022/HRMS/15

New Delhi, Dated : 12 /07/2022

The Principal Chief Personnel Officers, All Zonal Railways/PUs/TIs (As per standard mailing list)

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

The development of the Transfer Module of HRMS has been completed and testing of the same has also been done in Eastern/Southern Railways. The tentative date for the launch of the module is 01.08.2022. In this regard, it has been decided that the training sessions on usage of the Transfer module will commence w.e.f. 15.07.2022 as per the schedule enclosed herewith as Annexure-A. The Railways may nominate the officials who are handling the transfer related module to undertake this training session.

2. Prior to the launch of the module, the legacy data with respect to Inter Railway/Inter Division transfers are required to be entered into the Transfer module of HRMS. The procedure and the user manual for entering the legacy data in Transfer module is enclosed herewith as **Annexure-B**. It may be appreciated that entry of legacy data is very much crucial for maintaining the continuity and success of Transfer module as from 01.08.2022 onwards, the entire process of transfers will be operated through HRMS only. As such, due diligence may be exercised while entering the legacy data and the entire process may be completed by **25.07.2022**.

2.1 It may also be ensured that all existing cases be registered whether they have been accepted or not, as in future, the employees will be able to register directly online. The existing applicants shall not lose out due to their names having been missed out during the data uploading.

3. It is also advised that all the Field Units may advise the practice regarding maintaining the priority list w.r.t. IRT and IDT i.e. whether the separate lists are being maintained or a unified list is being maintained. The preferred course of action may also be advised by 20.07.2022.

Encl. as above

(V.G. Bhooma) Principle Executive Director/HR Railway Board Tele No. 011-23047174 E-mail ID : pedhr66@rb.railnet.gov.in 2nd floor, Room No.202 Rail Bhawan

Copy to:

- 1. GM/EPS/CRIS
- 2. GM/HRMS/CRIS
- 3. Concerned Nodal Officers

Railway Board, New Delhi-110001

Module	Date	Time	Railways / PUs
	15-07-2022 (Friday)	11.30-1300	NR, ER, NWR
		15.00-16.30	CR, WR, WCR
	18-07-2022	11.30-1300	SER+ Metro, NCR, NER
	(Monday)	15.00-16.30	SR+ ICF+ RWF+ SCR+ SWR
Transfer Sub- module	19-07-2022 (Tuesday)	11.30-1300	Railway Board + All CTI + ALL PUs (except RWF, ICF)
1. 1		15.00-16.30	ECoR + NFR + NFR(Cons.), ECR, SECR
	20-07-2022 (Wednesday)	11.30-1300	COFMOW + IROAF + IRPMU + IRWO + RDSO + WPO + CTI + RRB + CORE

Transfer Module - User Manual

1. Administrative Transfer



1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password

2. Enter OTP received on registered Mobile No.

Creation of Transfer Cell - For Unit Admin

- 1. Go to 'Admin Section > Change Role'
- 2. Assign role of '*Transfer Cell Member*' to required employee.

Creation of Placement Committee - For Transfer Cell Member

1. Go to 'Transfer > Manage Placement Committee' Page.



2. To create new Committee enter committee name, HRMS IDs for three members of the committee and upload relevant approval document (if any)

Name of the Committee *	Name of the Committee			Committee Approval Document	Choose File No file chosen	Upload
HRMS ID of Member 1 *	Member 1 HRMS ID	3				
HRMS ID of Member 2 *	Member 2 HRMS ID	4				
HRMS ID of Member 3 *	Member 3 HRMS ID) a				
Committee Validity Period						
From *	DD/MM/YYYY			To	DD/MM/YYYY	
Remarks (if any)	Remarka (if any)					
					h.	
			Subn	nit Reset		

- 3. To fetch list of active existing Committees, click on 'Load Committee List'.
- 4. Click on Committee ID to view details.



5. Click on 'Mark Inactive' button to mark committee as In-Active

Committee ID	: 106	Approval Document	: NA
Valid From	: 11/06/2021	Valid Upto	: NA
Created B	: MAHESH SINGH RATHORE (IIYUWR)	Created At	: 11/06/2021 15:40:56
lember Details			
Me	mber 1 : BASANT SINGH PURBIA / SPO		
Me	mber 2 : ASLAM KHAN RAJARH / ADDITIO	NAL CHIEF MEDICAL SU	UPERINTENDENT
Me	mber 3 : NARENDRA PRAKASH MATHUR /	ADME/C&W	
Re	marks : Placement Committee for Transfer reg	uests	

Creation of Transfer Proposal - for Gazetted Officers of Department

- 1. Go to 'Transfer **> Transfer Proposal**' Page.
- 2. To create a new proposal select **New Proposal option** and provide the name for the proposal and click on **'Go'** button,

to edit Existing Draft/ Returned proposal, select it from the dropdown and click on 'Go' button

Transfer 🔶			
Create Transfer Proposal	Transfer Proposal		
Record Committee Meeting			
Accept Transfer Proposal	Select a Transfer Pr 'Go' button.	roposal from the list to edit previous or select	t 'NEW Transfer Proposal' option from the list to fill details of Transfer Proposal and
Manage Placement Committee			
Transfer Proposal Summary	Transfer Proposal *	Select Transfer Proposal 💙	Go Reset
Placement Committee Meeting		Select Transfer Proposal NEW Transfer Proposal	The second is not test on rejected by Personal department of Placement
Summary		TEST0102 / REQ00000000089	Committee)
Placement Committee		TEST09062021 / REQ000000000000	*(Transfer Proposal in blue text are Draft Proposal)

3. Click on '+' icon to add employees in the proposal, select dealing clerk id in Forward to option to forward proposal to personnel department

Transfer Prop Proposal Nur	Transfer Proposal ID Will be generated Once Propo Proposal Number * TEST-PROPOSAL-20210622-			aved P	roposal Date *	-22/06/2021	
Sr No	HRMS ID	Name	Division / Zone	Transfer From Designation / Department	Division / Zone	Transfer To Designation / Department	Ed t
Forward to ⁴		Please	e Select	Ŧ			
Remarks*		Remai	riks				

- 4. In the pop up enter HRMS ID of the employee, current details of the employee will be fetched and shown to officer
- 5. Enter the proposed transfer details for the employee and click on 'Save' button.

Employee Details					
imployee (D: 5	33NPS05273 Employee Nar	ne:	PRAHLAD BIJARNIYA		
	Transfer From		Transfer To		
Cone *	NORTH WESTERN RAILWAY(NWR)	~	NORTHERN RAILWAY(NR)		
Jnit/Division *	IODHPUR WORKSHOP (WSH)	*	ALAMEAGH WORKSHOP (WSH) Unit/Division is required.	*	
Station Place	iu		AMW		
Office/Section	CWM OFFICE		CWM OFFICE		
Department *	PERSONNEL	~	PERSONNEL		
Sub Department	Please select	~	Please select	*	
Designation *	SENIOR CLERK CUM TYPIST	*	SENIOR CLERK CUM TYPIST	~	
Bill Unit No	3307426		0308171		

- 6. Enter more employees by clicking on '+' icon
- 7. Click on 'Submit' to forward proposal to Personnel Branch

Processing of Transfer Case - For Personnel Department

- 1. Login with Dealing Clerk's ID
- 2. Go to 'Transfer > Forward Transfer Requests'
- 3. List of all received transfer proposals will be shown, select 1 proposal to work upon.

Forward Transfer Proposal		Servard Transfer Proposa	sai
Return/Process Transfer		Coloris Transfer Dec	
Request		Select a transier Pro	oposal from the list to view the Proposal raised by Department and click on 'Go' button.
I MPP HR Reports	•	ransfer Proposal *	Select Transfer Proposal

4. Select 'Forward' for requests which need to be forwarded to VA and select VA to forward to

		Trat	ster From	Tra	insfer To					
HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Request Status	Forward/ Return	Select Authority/Committee	Upload Docs (if any)
5PGZIQ (53307193099)	ASHOK KUMAR NIMESH	JODHPUR WORKSHOP (WSH) / NORTH WESTERN	SR AFA / ACEOUNTS	ALIPURDUAR (DIV) / NORTHEAST FRONTIER RAILWAY	SR AFA /	E [#] View Details	Submitted by Department to Personal Branch	Please Select Please Select Forward to VA	Please Select 👻	Choose file N.,.sen
UAHGDS	KAILASH	IODHPUR	CHIEF OFFICE	(NFR)	CHIEF OFFICE	Ľ	Submitted	Return to Department Please Select +	Please Select 👻	Choose file Nsen
(53307642830)	CHANUKA	(WSH) / NORTH WESTERN RAILWAY (NWR)	/ PERSONNEL	(DIV) / NORTHEAST FRONTIER RAILWAY (NFR)	/ PERSONNEL	View Details	by Department to Personal Branch			

Click on 'Submit' button to submit the remarks

Similarly VA needs to submit their remarks and forward the case to AA from the same menu.

Assignment of Transfer Case to Placement Committee - For APOs

- 1. Go to 'Transfer > Forward Transfer Requests'
- 2. List of all received transfer proposals will be shown, select 1 proposal to work upon.



3. Select 'Forward' for requests which need to be forwarded to placement committee and select committee to forward to from the drop-down

			Trans	ter From	Tran	ster To					
Sr No	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Forward/ Return*	Select Committee	Upload Docs (if any)	Remarks*
ţ	AKDSDX (533NPS05273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL	Uew Details	Forward 👻	Please Select Please Select Committee UW 1 Committee Johpur	Choose File N., sen Upbool	Remarks
•									Gazetted Committee		•

Submit

4. Click on 'Submit' button to submit the remarks.

Record Meeting of Placement Committee - Committee Members

- 1. Go to 'Transfer > Record Committee Meeting'
- 2. Select one committee. List of assigned proposals to that committee will be shown. Select a proposal and click on 'Go' button to fetch details.



- 3. List of requests of individual employees included in the proposal will be shown.
- 4. Members can send the proposal for query to personnel branch using 'Return for Query' option. They need to enter their query and then select the employee from dropdown

Sr No	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Member 1	Member 2	Member 3
1	YHBIXR (52307645193)	RAJIV SHARMA	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	CHIEF STAFF & WELFARE INSPECTOR / PERSONNEL	JAIPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	CHIEF STAFF & WELFARE INSPECTOR / PERSONNEL	Ø View Details	Results	Perset	Remarks
	ery to receive	rireportune				Pre	vious Romarl	() 55		
		Emplo	oyoo Namo				Designatio	a	Romarks	Date
Rem	arks	Femarits								
Forw	ard to	Please Sele	et							
Su	omit Remarks	Return fo	or Query							

5. Members need to provide their remarks individually for all requests & digitally sign to save meeting details and recommendations.

					Transf	er From	Trans	ter To			Remarks	
Si lo	Request No.	Unique Request No.	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Member 1	Member 2	Member 3
	REQ0000000100	191	JQCDXW (53300001110)	NAMO NARAYAN MEENA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TVPIST / PERSONNEL	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / SAFETY	G ^e View Details	Arranti,	Remarks.	

6. Once signed by all members requests will be sent back to personnel branch.

Submit

Forward Transfer Case to Transfer Acceptance Authority - By Personnel Branch

- 1. Login with Acceptance Authority (APO)'s ID
- 2. Go to 'Transfer' > 'Return/Process Transfer Requests'
- 3. List of all received transfer proposals from placement committee will be shown. Select 1 proposal to work upon

Industrial Relations	-	E Forward/Return Transfer	Proposal			
₩ Transfer	<u>.</u>					1 1 1 1
Forward Transfer Proposa		O Select a Transfer Pro	posal from the list to view the Proposal for which place	nent com	nittee has give	n remarks and dick on
Return/Process Transfer		Transfer Proposal *	Select Transfer Proposal	Go	Reset	
MPP HR Reports	Request		Select Transfer Proposal TEST-PRCPOSAL-000101/REQ0000000085 DEMO-123/DEMO/REQ00000000086	Γ	-	
O Settlement			TEST-PROPOSAL-20210622/REQ0000000000	8		

4. The AA can either forward the request to Establishment Officer for approval or return it to department based on remarks received from the committee.

			Tra	Transfer From		ransfer To	Docs					
Sr No	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	uploaded by DC	Request Status	Forward to *	Remarks	
1	BMFUAO (53307650413)	MANJU LATA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	OFFICE SUPERINTENDENT / PERSONNEL	NWR CONST BIKANER (CONS) / NORTH WESTERN RAILWAY (NWR)	OFFICE SUPERINTENDENT / PERSONNEL	Details	Document	Remarks given by Placement Committee	Please Select Please Select Ferverd to Sr. DPO Return to department	Remarks	ji.

To send to Establishment Officer, the user needs to start typing their name in the input box and select from the list shown and click 'Submit' button

5. Login with Establishment Officer's ID

Submit

- 6. Establishment Officer has to forward the request to Transfer Acceptance Authority for final Acceptance, using the same menu option
- 7. After selecting relevant options, click on Submit button to save details.

Transfer Case acceptance - by Transfer Acceptance Authority (TAA)

- 1. Go to 'Transfer' > 'Accept Transfer Proposal'
- 2. List of all received transfer requests will be shown. Select 1 case to work upon.

Transfer	The second second second second		
Create Transfer Proposal	Accept Transfer Propos	al	
Record Committee Meeting			
Accept Transfer Proposal	0 Select a Transfer Pro	oposal from the list to view the Proposal Approved by Placement C	ommittee ani
Manage Placement Committee	Tomates Deserved *		-
Transfer Proposal Summary	nansiel Ploposal	TRANSFER-PROPOSAL-011-2021/RE Y GO	
, ,		Select Transfer Proposal	
Placement Committee Meeting		TRANSFER-PROPOSAL-011-2021/REQ00000000095	
Summany			

3. Select 'Yes/No' for Approval and provide detailed remarks.

Sr No HRMS ID Name Division / Zone Designation / Department Designation / Division / Zone Designation / Department Department Department<				Transfer From Tr		Transfe	er To			
1 AKDSDX PRAHLAD BIJARNIVA JODHPUR WORKSHOP (WSH) / SENIOR CLERK CUM (533NP505273) JOHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY	Sr No	o HRMS ID Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Approved		
(NWR) / PERSONNEL / NORTHERN RAILWAY (NR) / PERSONNEL	1 A	AKDSDX (533NP505273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL	C View Details	Yes 👻	Remark

- 4. Click on 'View & Accept By Digital Sign' button. A pdf file will be generated with proposal details and will shown for Digital Signature.
- 5. Digitally sign the pdf and it will sent back to DC for further process

V FIL	E			Sign	Digitally				Х	
REQ000	000000098	M_041.pdf		1/1 - 1	00% + 🕄 🔊		Ŧ	÷	:	
Propor	sal No. : REQ	00000000098		JUDH-UK WUK	NSHUP/ WSH	Proposal D	ate : 22/06/2021			sority /
Propos	sal No. : REQ Employee Name	00000000098 Unit/ Zone/ Station Dept./ Sub-D	v/ OFFICE/ Desig. / Dept./ BillUnit	Department Remarks	Personnel Department Remarks	Proposal D Committee Remarks	Authority Remarks		I	aority A
Propor	sal No. : REQ Employee Name	00000000098 Unit/ Zone/ Station Dept./ Sub-I Transfer From	V OFFICE/ Desig. / Dept./ BillUnit Transfer To	Department Remarks	Personnel Department Remarks	Proposal D Committee Remarks	Authority Remarks			nority A

Mark Transfer Case to Issue Order - By Personnel Branch

- 1. Login with Establishment Officer's ID
- 2. Go to 'Transfer' > 'Forward/Return Transfer Requests'
- 3. List of all received transfer proposals received from accepting authority will be shown. Select 1 proposal to work upon

Grievance						
Industrial Relations		Forward/Return Transfer	Proposal			
₽ Transfer		O Select a Transfer Driv	nosal from the list to view the Dronosal for which placem	ont commi	ttee has niven remarks and rli	ick on
Forward Transfer Propo	sal	C Seecra harbier Pro	poser for the lot to vev the proposer of which pracen	enceonnin	the has given remaind and on	UN OIL
Return/Process Transfer	r.	Transfer Proposal *	Select Transfer Proposal	Ge	Reset	
MPP HR Reports	-		Select Transfer Proposal TEST-PROPOSAL-000101/REQ00000000085 DEMO-123/DEMO/REQ00000000086		-	
O Settlement			TEST-PROPOSAL-20210622/REQ00000000088			

- 4. Forward request to APO for order issuance or return to department based on TAA remarks
- 5. Click on 'Submit' button to save changes
- 6. Login with APO's ID

- 7. Go to 'Transfer' > 'Forward/Return Transfer Requests'
- 8. List of all received transfer proposals received from Establishment Officer will be shown. Select 1 proposal to work upon
- 9. Forward request to OS for order issuance or return to department based on Establishment Officer's remark
- 10. Login with OS's ID
- 11. Go to 'Transfer' > 'Forward/Return Transfer Requests'
- 12. Mark to issue Order (Draft office order will be created on submission) or Return to department based on Accepting authority remarks

	6.		Trans	fer From	Trac	eler To			Forward for Order / Forward to		
Sr No	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Request Status	Competent Authority/ Return to department	Remarks	
1	IMKZZW	RAJENDER	JODHPUR (DM) /	ASSISTANT TL &	GUNTUR (DIV) /	ASSISTANT TL &	C	Arcepted by	Please Select 🗸	Rémarks	
	(533NPS02239)	MEENA	NORTH WESTERN RAILWAY (NWR)	/ ELECTRICAL	SOUTH CENTRAL RAILWAY (SCR)	/ ELECTRICAL	Details	Authority	Please Select Mark to issue Order Return to department		h
2	XDZBJG (533NPS01702)	RAMAVTAR PRAJAPOT	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	ADRA (DIV) / SOUTH EASTERN RAILWAY (SER)	ASSISTANT TL & AC (KHALAS//PS) / ELECTRICAL	12 View Details	Remerks given by Placemont connittee	Please Sciect 🗸	Remarks	i.

Submit

- 13. After selecting relevant options, click on Submit button to save details
- 14. Once submitted a draft order will be created. To proceed with order generation, dealing clerk needs to go to 'Office Order > Promotion/Transfer Order'. Order will be available in drop down.

2. Mutual Transfer

Basic Flow

		Mutual Transfer Process	
		Employee 1 Fills form	
))		1	
		Employee 2 Fills form	
		4	
		Supervisors of both employees fill their remarks and forward to respective Branch Officer	>
Initiating caller		J	
initiating railw	ay		
		1 Branch Officer forwards request to their Personnel Branch	
		4	
	\rightarrow	OS forwards to Ch. OS & uploads DRM approval	
T			
Return		Ch. OS forwards to APO	
\uparrow		1	
 <		APO forwards to Personnel branch of other Unit	8
	\rightarrow	or to HQ (for HQ controlled posts)	\rightarrow
\uparrow			
Return	~	APO HQ forwards to Personnel branch of other	
		Unit or returns to Division	
	_		V IIIIII
	3		Rejected
Other Railway	li -	V DO C	.↑
		BU forwards to US	
1	-	US forwards to Ch. US uploads DRM approval	
Dotum	-	Ch OS forwards to APO	
A		Ch. US TO Wards to APU	
'←		APO approves or reject the case or to HQ (for	\rightarrow
•	\rightarrow	HQ controlled posts)	
Return		APO HO Accepts or returns to Division	
	←		
	-	Order is Drafted	
	-		

- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Request submission by 1st Employee

- 1. Login as Employee in HRMS
- 2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'
- 3. Click on 'New application' button to raise new application.

	Home / ESS / M	utual Transfer Re	quest							
② Dashboard										
O IRHRMS-ESS	Mutual Transfe	r Request								
User Profile										
View/Edit My Details				Mutua	al Transfer Re	quest Applic	ations			
My Change Request Summary					New App	lication				
Mu Office Orders	Received A	pplication			-	~	1			
Mutual Transfer Request	Application No.	Employee1 HRMS ID	Employee1 Name	Employee1 Zone	Employee1 Submitted On	Employee2 HRMS ID	Employee2 Name	Employee2 Zone	Employee2 Submitted On	Fill Application
Com Request Transfer		and the second second second	Contraction of the	Contraction of	No Transfer app	lications found	a anatoria a	Sector 1	and and and a star of the second star	Contraction interaction
Forward Mutual Transfer	List Of Pre	vious Applic	ation							
Request	Application	Employee1	Employee1	Employee1	Employee1	Employee2	Employee2	Employee	2 Employe	e2
Co Service Request	NO	TRANS ID.	Noine	Zone	Submitted On	TRANS ID	Name	Zone	Submittee	ron statu
					No transfer app	ications round				

- 4. Fill all relevant details and upload scanned copy of signature and photograph. Provide HRMS ID of the employee against whom mutual transfer is sought, all their details will be fetched and shown automatically
- 5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

-	042400	Eminoyoczanincocie
Supervisor HrmsId *	Employee1 Supervisor Hmssld	Employeed2 Steparylance (timold)
Declaration		
on the head		
We the undersigned.	hereby declare that we are making this re	equest under the rule 230 of IREC Vol I with the condition of Rule 226 and Note
We, the undersigned, der this Rule of IREC Vol ued/modified from time to	hereby declare that we are making this re 1 and also Para 310 of IREM Vol-I regard time. Further we declare that we have re	equest under the rule 230 of IREC VoLI with the condition of Rule 226 and Note ding assigning of seniority etc., and other Administrative instructions ead and understood the contents of RBE 107and 134 of 2007 in regard to the
We, the undersigned, der this Rule of IREC Vol ued/modified from time to itual request transfer. We vision/Railway is subject t	hereby declare that we are making this re 1 and also Para 310 of IREM Vol-I regard 5 time. Further we declare that we have re also understood that acceptance of the E o the availability of replacement in place to	equest under the rule 230 of IREC VoL1 with the condition of Rule 226 and Note ding assigning of seniority etc., and other Administrative instructions ead and understood the contents of RBE 107and 134 of 2007 in regard to the Divisional/Railway is not final in the process of transfer and reliving to of the one of us to be relived at first. In the event of consideration of our reque:
We, the undersigned, der this Rule of IREC Vol- sued/modified from time to itual request transfer. We vision/Railway is subject to will not tender unwilling	hereby declare that we are making this re 1 and also Para 310 of IREM Vol-I regare 5 time. Further we declare that we have re also understood that acceptance of the E to the availability of replacement in place of less nor claim any undue benefits, which	equest under the rule 230 of IREC Vol I with the condition of Rule 226 and Note ding assigning of seniority etc., and other Administrative instructions ead and understood the contents of RBE 107and 134 of 2007 in regard to the Divisional/Railway is not final in the process of transfer and reliving to of the one of us to be relived at first. In the event of consideration of our reques are against the Indian Railway Establishment
We, the undersigned, der this Rule of IREC Vol ued/modified from time to itual request transfer. We vision/Railway is subject t s will not tender unwillingn	hereby declare that we are making this re 1 and also Para 310 of IREM Vol-I regard 5 time. Further we declare that we have re also understood that acceptance of the D is the availability of replacement in place of less nor claim any undue benefits, which	equest under the rule 230 of IREC Vol I with the condition of Rule 226 and Note ding assigning of seniority etc., and other Administrative instructions ead and understood the contents of RBE 107and 134 of 2007 in regard to the Divisional/Railway is not final in the process of transfer and reliving to of the one of us to be relived at first. In the event of consideration of our reques are against the Indian Railway Establishment
We, the undersigned, der this Rule of IREC Vol ued/modified from time to itual request transfer. We vision/Railway is subject to will not tender unwillingn arks*	hereby declare that we are making this re 1 and also Para 310 of IREM Vol-I regard 5 time. Further we declare that we have re also understood that acceptance of the E to the availability of replacement in place of tess nor claim any undue benefits, which semarks	equest under the rule 230 of IREC VoLL with the condition of Rule 226 and Note ding assigning of seniority etc., and other Administrative instructions ead and understood the contents of RBE 107and 134 of 2007 in regard to the Divisional/Rallway is not final in the process of transfer and reliving to of the one of us to be relived at first. In the event of consideration of our reques are against the Indian Railway Establishment

Request submission by 2nd Employee

- 1. Login as 2nd Employee in HRMS
- 2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'

3. Application pending for the employee will be shown. Click on 'Edit' button against it.

② Dashboard	Home / ESS / M	lutual Transfer Rec	juest							
O IRHRMS-ESS	E Mutual Transfe	er Request								
User Profile					utual Transfer Per		ations			
View/Edit My Details	Received A	Application		IVI	utuar fransier Rec	luest Applic	auons			
My Change Request Summary My Office Orders	Application No.	Employee1 HRMS ID	Employee1 Name	Employee1 Zone	Employee1 Submitted On	Employee2 HRMS ID	Employee2 Name	Employee2 Zone	Employee2 Submitted On	Fill Application
Mutual Transfer Request	47	QQWOTE	DINESH SHARMA	NWR	2022-02-28 12:09:43:257211	ZOAGPG	AKHILA SRIKUMAR	SR		CP Edi
Application	List Of Pre	vious Applic	ation				1			

- 4. Fill all relevant details and upload scanned copy of signature and photograph.
- 5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

Approval of Request by Supervisors

- 1. Login with 1st Supervisor
- 2. Click on 'Transfer > Process Mutual Transfer Requests'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

Create Transfer Proposal	Forward Mutual Transf	er Requests			
Forward Transfer Proposal					
Return/Process Transfer	Select a Transfer R	equest from the list to view the request raised by em	nployees and click on 'Go' b	utton.	
Request				-	_
	Transfer Request *	Select Transfer Request	~	Go	Reset
Process Inter Railway Transfer		Select Transfer Request			Successive of the local division of the loca
Dequest		15 - BASANT SINGH PURBIA(OOLUZR) / SA	NJAY KUMAR SINGH(DOOI	HYS)	
Process Mutual Transfer				_	
Requests					

- 4. Supervisor will provide their remarks and will either
 - a) Forward to the branch officer for further process, or
 - b) Reject the request

Employee Name / Designation	Remarks
DINESH SHARMA OFFICE SUPERINTENDENT / PERSONNEL	Please approve
AKHILA SRIKUMAR OFFICE SUPERINTENDENT / PERSONNEL	please approve
OENTSM : MEENA BASKARAN /	DY CPO (SOUTHERN RAILWAY/HQ.)
Forwarded for further consideration	
	Employee Name / Designation DINESH SHARMA OFFICE SUPERINTENDENT / PERSONNEL AKHLA SKIRUMAR OFFICE SUPERINTENDENT / PERSONNEL DENTSM : MEENA BASKARAN / Forwarded for further consideration

5. This process needs to be followed by both supervisors

Processing of Request by Branch Officer

- 1. Login with any one of the Branch Officer HRMS ID
- 2. Click on 'Transfer > Process Mutual Transfer Requests'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. Branch Officer will provide their remarks and will either
 - a) Provide their remarks & forward to their personnel branch for further process, or
 - b) Reject the request

Remarks *	Femarks	
Objections against this transfer *	Objection against this transfer	6
Remarks on DAR/VIG/CRIMINAL *	Remarks on DAR/VIG/CRIMINAL	ji li
Forward to Dealing clerk	Please Select	
	Submit Reject	

Processing of Request by Personnel Branch

- 1. Login with dealing clerk
- 2. Click on 'Transfer > Process Mutual Transfer Requests'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. DC will check and forward to the Verification Authority.

 All the columns from Approval of DR//A Item No.23 filled an Certified that service Attested copies of S The employee is free This employe If undergoing This Mutual Transfer 	n: 1 to 23 are filled. DRM of this Division of this Railway is obtained after the approval of Branch Officer. d signed by Branch Officer concerned of this Division/Railway. : particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and focervice Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway from DAR/VIG./Criminal cases. ee of this Division/Railway is undergoing/not undergoing effective penalty g use particulars request has been registered and uploaded in the COMPTRONPORTAL and ID No. is generated.
Remarks *	Everything is in order, please forward
orward to Verification uthonty	RAJ KUMAR ASSUDANI (LHSGDO)
	Submit Reject

- 5. Similarly the Verification Authority will forward to the Acceptance Authority
- 6. After this, AA will either forward the case to Zonal Headquarter (for HQ controlled posts) or to Branch Officer of other division.

emarks *	Remarks		
mptron Id.*	Comptron Id		
tion	Please Select	~	
tion	Please Select Please Select Fourier 15, 2nd Pranch Officer	~	

Processing of Request by 2nd Branch Officer

- 1. Login with 2nd Branch Officer
- 2. Click on 'Transfer > Process Mutual Transfer Requests'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. Branch Officer will provide their remarks and will either
 - a) Provide their remarks & forward to their personnel branch for further process, or
 - b) Reject the request

Processing of Request by Personnel Branch

- 1. Login with dealing clerk
- 2. Click on 'Transfer > Process Mutual Transfer Requests'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

4. DC will check and forward to the Verification Authority.

 Instructions: All the columns from Approval of DRM/AD Item No.23 filled and Certified that service. Attested copies of Se The employee is free This employee If undergoing. This Mutual Transfer 	1 to 23 are filled. EM of this Division of this Railway is obtained after the approval of Branch Officer. signed by Branch Officer concerned of this Division/Railway. particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and foun rvice Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway. from DAR/VICI/Criminal cases. of this Division/Railway is undergoing/not undergoing effective penalty give particulars equest has been registered and uploaded in the COMPTRONPORTAL and ID No. is generated.
Remarks *	Everything is in order, please forward
forward to Verification Authonty	RAJ KUMAR ASSUDANI (LHSGDO)
	Submit Reject

- 5. Similarly the Verification Authority will forward to the Acceptance Authority
- 6. After this, AA will either forward the case to Zonal Headquarter (for HQ controlled posts) or will finalize the transfer request. On Finalization, a two draft office orders will be created, 1 each in both Dealing clerk's ID

Remarks *	Remarks		
Action	Please Select	~	7
	Please Select Finalize and Draft Order Forward To HeadQuarter Return To Dealing Clerk	Reject Request	

3. Own Request Transfer

Basic Flow



- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Request submission by Employee

- 1. Login as Employee in HRMS
- 2. Go to 'IRHRMS-ESS' -> 'Own Request Transfer request'
- 3. Click on 'New application' button to raise new application.

IR-HRMS	1 = 1	≡ RMS					
D THE BORDOLIUW 💿 🔞	Home / ESS / Own Reque	est Transfer Application					
IRHRMS-ESS	Cwn Request Transfer A	Application					
Change Of Category View/Edit My Details User Profile			Own Reque	est Transfer Ap	plications		
My Change Request Summary	Application No	Submitted On	HRMS ID	Current Unit	Transfer Unit	Transfer Station	Status
My Office Orders	-		No Tr	ansfer applications four	nd		
Mutual Transfer Request							
Own Request Transfer Application Service Request	Status Description : S - Submitted to	r Approval					
Admin Section							
Loan & Advances -							
🖉 Employee Master 🔹							

- 4. Fill all relevant details and upload scanned copy of signature and photograph.
- 5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

O IRHRMS-ESS	Declaration	
Change Of Category	(Click on the box)	
View/Edit My Details User Profile My Change Request Summ My Office Orders	I hereby declare the first state of the first	hat I am eager for my transfer which is being arranged on the basis of own request/mutual transfer and express the following:- by and accept the seniority as admissible under the rules for own request/mutual transfer. bottom seniority under the rules as the transfer sought for is at my own request . issting at any station/office/unit/Division of the Railway to which I shall be transferred. I am netther entitled to transfer passes nor TA/DA at joining time. for allotment of Railway quarters on out of turn basis. ecurity money as and when required for the post to which I am seeking transfer.
Mutual Transfer Request	 I shall comply w I shall not notice 	th the rules and regulations connected with the duties of the post to which I am seeking transfer.
Own Request Transfer Application	8. I shall undertake	a re-transier to my onginal department. I initial/refresher course and first-aid training etc. as required under rules.
Co Service Request	-	
Admin Section	-	
Loan & Advances	•	
Employee Master	Forward To (Department Supervisor)"	Himsid
e-SR		
Pass	Remarks *	Remarks
Executive Record	*	d
Office Orders	Submit Reset	
Career Events Update	·	

Processing of Request by Supervisors

- 1. Login with Supervisor
- 2. Click on 'Transfer > Inter Railway Transfer Requests'
- 3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them

Placement Committee Summary	O Select an inter railway request	from the list to view the request raised by D	epartment and click on 'Go' button.	
Orders Issuance After Approval Summary	Transfer Request *	OR00000027 - SANJAY KUMAR SING 🗢	Go Reset	
Forward Mutual Transfer Requests	Employee Details			
Mutual Transfer Report	HRMS Employee ID	DOOHYS	Ipass Employee ID	: 53307649990
Transferrable Staffs List	Employee Name	- SANJAY KUMAR SINGH	Date of Birth	: 1975-07-24
Priority Register	Appointment Date	: 1986-05-13	Substantive Designation	: OFFICE SUPERINTENDENT
Forward Inter Railway Transfer Request	Substantive Paylevel	: 6	Grade in Which Appointed	:5 (029200-092300)
MPP HR Reports	Staff/Ticket No.	: 14	Current Unit	: JODHPUR WORKSHOP
Sattlement	Current Bill Unit	: 3307426	Educational Qualification	: BTECH
OND *	Typing proficiency	1 N		
ONR	Trasfer Details			
Seniority	Type Of Transfer	: INT_D	Railway Unit	: BANARAS LOCOMOTIVE WORKS
	Station	: JMU	Department	: COMMERCIAL
	Sub Department	1.2	Designation Name	- ACCOUNTS ASSISTANT
	Special Condition	: YES MARZE		

- 6. Supervisor will provide their remarks and will either
 - a) Forward to the controlling officer for further process, or
 - b) Reject the request

Economic Murtial Tra	notor	Request Remarks		
Requests		Date	Employee Name / Designation	Remarks
Mutual Transfer Rej	port	25/03/2022 15:06:58	SANJAY KUMAR SINGH OFFICE SUPERINTENDENT / ADMIN/GENERAL	please forward
Transferrable Staffs	List	1.		
Priority Register				
Forward Inter Rallw Request	ay Transfer			
MPP HR Reports				
Settlement	1.7	Action*	please select	
ONR.	-			
🌲 Seniority		Remarks *	Réminita	
		Submit Reset		

Processing of Request by Controlling Officer

- 1. Login with any one of the Branch Officer HRMS ID
- 2. Click on 'Transfer > Inter Railway Transfer Requests'
- 3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
- 4. Branch Officer will provide their remarks and will either
 - a) Provide their remarks & forward to DC of Employees unit
 - b) Reject the request

Processing of Request by DC, VA, AA of Employees Unit

1. Login with dealing clerk

- 2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
- 3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
- 4. DC will check and forward to the Verification Authority.
- 5. Similarly the Verification Authority will forward to the Acceptance Authority or will return back the request to DC.
- 6. After this, AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application
- 7. Once approval received from DRM/CWM, AA will either forward the case to Head Quarter DC or Transfer unit DC.

Transfer Proposal Summary	- Request Remarks -		
Placement Committee Meeting	Date	Employee Name / Designation	Romarks
Summary	25/03/2022 15:06:58	SANJAY KUMAR SINGH OFFICE SUPERINTENDENT / ADMIN/GENERAL	please forward
Placement Committee Summary	25/03/2022 15:10:01	M SENTHIL KUMAR LAB ASSISTANT / PERSONNEL	forwarded
Orders Issuance After Approval Summary			
Forward Mutual Transfer Requests			
Mutual Transfer Report			
Transferrable Staffs List	Accepting officer's Action*	Forward To Transfer Unit	
Priority Register			
Forward Inter Railway Transfer Request	Forward to Railway Unit*	: BLWP	
MPP HR Reports	Remarks *	Remarks:	
Settlement			
Cadre Management 🔹			a.
Seniority 👻	Submit Reset		

Processing of Request by DRM/CWM

- 1. Login with DRM/CWM
- 2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
- 3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
- 4. DRM/CWM will either accept or reject the application.

Processing of Request by DC, VA, AA of Headquarter

- 2. Login with dealing clerk
- 2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
- 3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
- 4. DC will check and forward to the Verification Authority of headquarter.
- 5. Similarly the Verification Authority will forward to the Acceptance Authority of headquarter or will return back the request to DC headquarter.

6. After this, AA will either forward the case to Transfer unit DC or return to DC headquarter or Reject the application.

Processing of Request by DC, VA, AA of Transferring unit

- 1. Login with dealing clerk
- 2. Click on 'Transfer > Forward Inter Railway Transfer Requests'

3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them

4. DC will check and forward to the Verification Authority of transferring unit.

5. Similarly the Verification Authority will forward to the Acceptance Authority of transferring unit or will return back the request to DC transferring unit.

6. AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application

7. Once approval received from DRM/CWM, AA will Accept the application.

8. Officer order will be generated once the accepting officers of transferring unit accepts the request.

4. Change of Category

Basic Flow

		Change of Category Process	
		Employee Fills form	
		Supervisor forwards to DC	
<u>^</u>	\rightarrow	DC forwards to VA	
		Ļ	
Return	\leftarrow	VA forwards to AA	
\uparrow			
		AA forwards to Cadre Controlling Authority	>
		CCA approves and returns back to AA	→
		\downarrow	
		AA sends to CCA of Transfer Unit	
		Ļ	
		CCA of Transfer Unit Accepts & returns to AA	\rightarrow
			Rejected
		AA sends to Estabilishment Officer	1
		Estabilishment Officer forwards to DRM/CWM	>
		↓	
		DRM/CWM approves & order is drafted	→ I
		↓ Order is Drafted	

- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Request submission by Employee

- 1. Login as Employee in HRMS
- 2. Go to 'IRHRMS-ESS' -> 'Change of Category'
- 3. Click on 'New application' button to raise new application.

O IRHRMS-ESS	Change of Category Application	n					
Change Of Category			Change of Catego	ry Applications			
viewedit my betails			Change of Catego	y rependence in			
User Profile			New Applic	ation			
My Change Request Summary	Application No	Submitted On	Current Unit	Current Station			
My Office Orders		No Transfer applications found					

4. Fill all relevant details and Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

(Department Supervisor)*		Com Provide for a construction of the	
Remarks *	Remarks	×	
	Remarks is requ	ired.	

Approval of Request by Supervisors

- 1. Login with Supervisor ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

Gnevance	•	E onunge or ourogory	a debuserana
Industrial Relations	-	O Select an applic	ation for change of category from the list and click on 'Go' button.
₽ Transfer	•	Application *	CAT00000014 - NATHU SINGH JODHA/RZTTE Y CO Resol
Change of Category Re	pon	1	
Process Change Of Category			
Transier Proposar Sum	mary		
Forward Mutual Transfe	er.		

- 4. Supervisor will provide their remarks and will either
 - a) Forward to the dealing clerk for further process, or
 - b) Reject the request

Remarks * Remarks	
	đ

Processing of Request by Dealing Clerk

- 1. Login with any DC ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

4. DC will provide their remarks and will forward to VA for further process

Processing of Request by Verification Authority

- 1. Login with any VA ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. VA will provide their remarks and will forward to AA for further process

Processing of Request by Acceptance Authority

- 1. Login with any AA ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. AA will select name of Cadre Controlling Authority of Employee's unit, or to CCA of transfer Unit or to Establishment Officer and will forward to them for further process

Forward to CCA of Transfer unit	MKDQKU	NARENDRA PRAKASH MATH
Remarks *	Remarks	
	L	
		Forward

Processing of Request by Cadre Controlling Authority of Employee's unit

- 1. Login with CCA of employee's Unit
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

narks *	1		
		Approvo Doquest	Deject Dequest

Processing of Request by Cadre Controlling Authority of Employee's unit

- 1. After AA forwards to CCA of Transferring Unit, login with CCA's ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

Processing of Request by Establishment Officer of Employee's unit

- 1. After AA forwards to EO, login with EO's ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. EO will either forward the request to DRM/CWM or reject the request.

Forward to DRM/CWM	PERGOZ	AKHILESH KUMAR: PERGOZ	
Remarks *	Remarks		
			1
		Forward Reject Request	

Processing of Request by DRM/CWM

- 1. Login with DRM/CWM's ID
- 2. Click on 'Transfer > Process Change of Category'
- 3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
- 4. DRM/CWM will either approve the request or reject it. On approval a draft order will be created in DC's ID under 'Office Order > Promotion/Transfer Order'.

Remarks *	Remarks		
			×
		Approve Request	Reject Request

5. Express Interest /Search List For Mutual Transfer

- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Express Interest/Search List

- 1. Login as Employee in HRMS
- 2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer request'
- 3. Click on 'Express Interest / Search List For Mutual Transfer'.

Dashboard										
IRHRMS-ESS	Mutual Transfer	r Request								
User Profile										
View/Edit My Details							Б	press Interest	/ Search List for Mut	al Transfe
My Office Orders				N	lutual Transfer Re	equest Applicat	ions			
My Change Request Summary										
	A Mictual Tra	nsfer Request: 27 is a	Iready in process	s for the employ	ee. New request can only	be raised once this p	ending request i	s processed con	npletely	
Own Request Transfer	A matuar ris									
Own Request Transfer Application	Received A	polication								
Own Request Transfer Application Mutual Transfer Request	Received A	pplication	Employee1	Employeet	Frankwee1 Submitted	Employee2 HRMS	Employee2	Employaa2	Frankryse2 Submitted	Fill

4. Upon clicking you can click on Express interest and proceed with filling the form and submit.

Transfer Sought To Railway Zone * P Employee Remarks *	Please Select						
Railway Zone * P	Please Select						
Employee Remarks *			Railway Unit *	F	Please Select		
	Tease entre your remarks here						
Submit Reset					Se	erch:	
10 11	Transfer Zone			insfer Division	37	Status	Enable/Disable
MT/00000026	AUDIT	2	AUDIT/AUD			ACTIVE	Disable

- 5. You enable or disable any of your request by clicking the enable/disable button.
- 6. In order to search list click on the search list button.

Fetch						
o : Iway Zone *	Please Se	Nect		Railway Unit *	Please Select	
rom : Iway Zone *	Please Se	elect	*	Railway Unit *	Please Select	÷

- 7. Select all the fields as seen above and click fetch .
- 8. All the records will be shown in the table.

Own Request Transfer Priority Entry for old records

- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Previous Priority Register entry

- 1. Login as Employee in HRMS
- 2. Go to 'Transfer' -> 'Priority Register Entry'

Create Transfer Proposal	Phonty Register Entry	y.	
Priority Register Entry			Click to Topple between Single entry mode & Bulk entry mod
Transfer Dashboard			A Single actor
Forward Transfer Proposal			Contraction of the second s
Return/Process Transfer	HRMS/(PAS ID *	ANNES/MILES 112	Go Reset

3. Enter HRMS ID of the employee and transfer details

	Finployee Name HRMS ID IPAS 10	Familyane Name/		Transfer From		Transfer To										
JNc		IPAS ID	Zone / Unit	Department / Designation (Pay Level)	Zona		Unit		Department	Designation (Pay Level	0	Application E	late :	Transfer Reason	Current Status	
1	+#M510				Select Zone	+	Select Unit	•	Select Department 👻	Select Designation	•	SD/MM/YYY		Remarks (Harry)	Flease Select	- 0
2	1-001510				Select Zone		Select Unit		Select Department 👻	Select Decignation		ED/MM/YYY	G	Termarka (iTany)	Please Select	. 0

- 4. Click on '+' or '-' icon to add or remove rows.
- 5. Click on 'Submit' button to submit details.

Verify Priority Entry List

- 1. Login as Verification authority in HRMS
- 2. Go to 'Transfer' -> 'Verify Priority Register'
- 3. List of priorities pending for verification will be shown.
- 4. Select the entries which are correct and leave those which should be returned to DC
- 5. Click on 'Verify' button
- 6. Similarly the entries needs to be accepted by Acceptance Authority
- 7. The records will appear in Priority Register only after acceptance by Acceptance Authority

Update Priority Entry List

- 1. To update status of entry made, go to 'IRHRMS ESS' > 'Priority Register Entry'
- 2. Click on 'Load Priority List' button to fetch list
- 3. List of old entries made will be fetched. Click on 'Update' button. A pop up will open

iority Re	gister Entri	es for JODHPU	R WORKSHOP/	WSH		Load P	riority List 🕻
Priority ID	Employee	Designation/ Department	Transfer To Unit / Zone	Application	Search:	Created By	Update
PR00000009	SUEHASH PATEL (BQLISE)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	19/12/2018	Pending with Transfering Unit AA	DOOFYS	C Update
PR00000008	HANUMAN SAHAY (ZKFIHO)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	27/02/2019	Submitted by Employee pending with Supervisor	DOOHYS	C Update
PR0000010	HANUMAN	SENIOR SECTION	NR./ALAMBAGH	27/02/2019	Order Issued	DOOHYS	C Update

4. Select the new status from the list and click on update button.

8 Below are the det	ails of Priority entry made. To update state	is, select status from the drop	down and click	on 'Update' button.	
ID	: PR0000008	Employee Name	: HANUM	AN SAHAY (ZKFIHO)	į
Designation/ Department	: SENIOR SECTION ENGINEER (C&W) /MECHANICAL	Transfer To Unit / Zone	: NR /ALA WORKSHO	MBAGH DP/WSH	
Application Date	: 27/02/2019	Current Status	: Subwitt	ed by Employee pend	ĩ
- Update Details -	Please Select		HILL JUP	#430F	
- Update Details – New status	Please Select	Update	HACE SHOT	****	
- Update Details - New status	Please Select	Update		Close	-
- Update Details - New status	Please Select Please Select Please Select Please Select Pending with Supervisor Pending with Controlling dificer	Update		Close	
- Update Details – (New status	Please Select	Update		Close Tracterus Just 20	e

5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively

Own Request Transfer Priority Entry for old records

- 1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
- 2. Enter OTP received on registered Mobile No.

Previous Priority Register entry

- 1. Login as dealing clerk in HRMS
- 2. Go to 'Transfer' -> 'Priority Register Entry'

rity Register Entry Click to Toggle between Single an sifer Dashboard	try mode & Bulk entry mo
ndfør Dashboard	
	Sunche entry
ward Transfer Proposal	Control (control (control (control)))
um/Process Transfer HRMS(APAS ID * HRMS(APAS ID Go Reset	
unyProcess Transfer HRM5/4945 ID * JackGales ID Go Read	

3. Enter HRMS ID of the employee and transfer details

		Familyane Name/		Transfer From				107	ansier To							
JNc	HIUMS ID	IPAS ID	Zone / Unit	Department / Designation (Pay Level)	Zona		Unit		Department	Designation (Pay Leve	0	Application E	late :	Transfer Reason	Current Status	
1	+#M510				Select Zone	+	Select Unit	•	Select Department 👻	Select Designation	•	SD/MM/YYY		Remarks (Harry)	Flease Select	- 🖸
2	1-001510				Select Zone		Select Unit		Select Department 👻	Select Decignation		ED/MM/YYY	G	Termarka (iTany)	Please Select	. 0

- 4. Click on '+' or '-' icon to add or remove rows.
- 5. Click on 'Submit' button to submit details.

Verify Priority Entry List

- 1. Login as Verification authority in HRMS
- 2. Go to 'Transfer' -> 'Verify Priority Register'
- 3. List of priorities pending for verification will be shown.
- 4. Select the entries which are correct and leave those which should be returned to DC
- 5. Click on 'Verify' button
- 6. Similarly the entries needs to be accepted by Acceptance Authority
- 7. The records will appear in Priority Register only after acceptance by Acceptance Authority

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iority Re	gister Entri	es for JODHPU	R WORKSHOP/	WSH		Load P	riority List 🕻
Priority ID	Employee	Designation/ Department	Transfer To Unit / Zone	Application	Search:	Created By	Update
PR00000009	SUEHASH PATEL (BQLISE)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	19/12/2018	Pending with Transfering Unit AA	DOOFYS	C Update
PR00000008	HANUMAN SAHAY (ZKFIHO)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	27/02/2019	Submitted by Employee pending with Supervisor	DOOHYS	C Update
PR0000010	HANUMAN	SENIOR SECTION	NR./ALAMBAGH	27/02/2019	Order Issued	DOOHYS	C Update

4. Select the new status from the list and click on update button.

8 Below are the det	ails of Priority entry made. To update state	is, select status from the drop	down and click	on 'Update' button.	
ID	: PR0000008	Employee Name	: HANUM	AN SAHAY (ZKFIHO)	į
Designation/ Department	: SENIOR SECTION ENGINEER (C&W) /MECHANICAL	Transfer To Unit / Zone	: NR /ALA WORKSHO	MBAGH DP/WSH	
Application Date	: 27/02/2019	Current Status	: Subwitt	ed by Employee pend	ĩ
- Update Details -	Please Select		HILL JUP	#430F	
- Update Details – New status	Please Select	Update	HACE SHOT	****	
- Update Details - New status	Please Select	Update		Close	-
- Update Details - New status	Please Select Please Select Please Select Please Select Pending with Supervisor Pending with Controlling dificer	Update		Close	
- Update Details – (New status	Please Select	Update		Close Tracterus Just 20	e

5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively