

# HRMS – GUIDELINES FOR RAILWAY EMPLOYEES

## EMPLOYEE USER MANUAL

Website address: <https://www.hrms.indianrail.gov.in/HRMS> or download HRMS App from Google Play Store

**To Know your HRMS ID:** Open HRMS Log-in Screen, select "Need Help for Login" → enter your IPAS 11 Digit Employee Number (PF Number) → click "GO" to view HRMS Details.

**Password Wrong:** Open HRMS Log-in Screen, select "Forget Password" → enter your 6 digit HRMS Emp ID → click "Send OTP" → Enter 5 digit OTP received in your registered Mobile → click on "Password Reset" → Set New Password and Confirm.

### PROCEDURE TO USE DIFFERENT MODULES IN HRMS APPLICATION

*Log-in with HRMS User ID & Password along with OTP received on registered Mobile*

#### e-PASS

Select → Pass  
Select → Family Declaration  
Select → Click on for Pass option to each member of family and submit for verification  
Select → Pass Set List  
Select → Confirm if manual Pass availed entry details correct.

#### Apply New Pass Application: -

Select → Pass Set List  
Select → Type of Pass → click "Go"  
Select → on Available passes "Full Set" or "Half Sets"  
Select → "New Application"

**Enter:** Outward journey from – to stations and add Break Journey stations  
Select → "Member to be included" and "Submit" for checking of Pass Clerk & Pass Issuing Authority.

#### To View Issued Pass / PTOs

Select → "My Issued Passes" to view pass and PTOs.

#### PF - Loan

Select → Loan & Advances  
Select → My PF Application  
Select → "New Application"  
  
Select → Withdrawal Type  
Select → Withdrawal Reason  
Enter → Applied Amount  
Enter → No. of Instalments (if Temporary Loan applied)  
Enter → Remarks

Upload if documents required and click on "Submit" for further process

#### To view Status: -

Select → Loan & Advances  
Select → My PF Application

View "Current Status" in the details against your Application No.

#### ESS - Employee Self Service

Select → IRHRMS-ESS  
Select → View/Edit My Details  
Select → Required Tab for correction and click on "Go" to view details.

- Click on "Raise Change Request"
- Type the Reason for Correction
- Click on check box on the right side of the field
- Make the corrections which required
- Upload the required Documents
- Click on → "Submit" button

**Note:** Upload document should be in PDF format less than 2 MB and photos in JPG format.

#### USE Employee ESS Module

##### Employee Master

- Basic Information
- Family
- Communication Information
- Personal
- Qualification

##### e-SR

- Initial Appointment
- Awards
- Promotions
- Transfers
- Nominations
- Training Details
- Publication Details
- Deputation Details

For corrections in Employee Current Status & Pay change history, please contact concerned Dealing Clerk

**For any further information please Contact your Staff Welfare Inspector Mobile: 96009 56299 & 95009 56612**

For more details in HRMS Application: Click on "HELP" & "FAQ" located at top of Right-hand Side.

Divisional Personnel Officer/SA Divn. /S. Rly.