

North Central Railway

Headquarters Office
Personnel Department
Prayagraj-211015
Date:07.10.2020

No.797-E/NCR/HRMS/2019

All PHOD/CHOD

Dy. CMM/GSD/JHS

NCR/HQ/PRYJ

DRM/ PRYJ, JHS, AGC

Dy. CPO/CMLR/WS/ JHS

CWM/WS/ JHS, STLI

XEN/CSP/PRYJ

CWM/CPOH/PRYJ

Principal/CETA/CNB

Dy. CE/TMC/L/JHS

Sub: Update Executive SR in HRMS.

Ref: DG(HR), Rly Bd's DO Letter No. PC/VII/2019/HRMS/3(part) Dated
06.10.2020

Director General (HR) vide above quoted letter dated 06.10.2020 (Copy Enclosed) has directed that an Executive Record Sheet facility has been developed under the Human Resource Management System (HRMS). This facility captures critical service details of **Group 'A'** and **Group 'B'** officers, including qualification, postings, training, awards and publication. The **"Update Executive SR"** Tab in HRMS enables the officers to complete any missing information in their Executive Record Sheet. Officers can access website of HRMS using PF No./**HRMS ID** at URL <http://hrms.indianrail.gov.in/HRMS>.

All concerned officers are requested to access this facility and fill in/update missing fields. This exercise must be completed by **29th October, 2020**.

User manual for filling Executive Record sheet and weblink giving demonstrations for the aforesaid has been uploaded on NCR website. Please visit the following link to access the above said guidelines;

<https://ncr.indianrailways.gov.in/> -About us – Departments – Personnel–HRMS

DA/As above.

(Awadhesh Kumar)
Chief Personnel Officer/IR

Copy to Secy. to GM for kind information and necessary action please.



Dr. Anand S. Khati
Director General (HR)



भारत सरकार
रेल मंत्रालय
रेलवे बोर्ड, रेल भवन
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD, RAIL BHAVAN
NEW DELHI-110001

D.O. No. PC/VII/2019/HRMS/3(Part)

New Delhi, dated: 06/10/2020

My dear General Managers,

As all may appreciate that implementation of various modules of HRMS has picked up momentum. In this regard, I would like to inform you all that an Executive Record Sheet facility has been developed under the Human Resource Management System (HRMS). This facility captures critical service details of **Group 'A'** and **Group 'B'** officers, including qualification, postings, training, awards and publication. The **"Update Executive SR"** Tab in HRMS enables the officers to complete any missing information in their Executive Record Sheet. Officers can access website of HRMS using PF No./HRMS ID at URL <https://HRMS.indianrail.gov.in/HRMS>. User manual for filling Executive Record sheet along with video for ease of working has been circulated. The weblink giving demonstrations for the aforesaid link is https://youtu.be/BpL_9dno4bk.

2. It is advised that necessary steps may be taken to ensure that all officers access this facility and fill in/update missing fields. This exercise must be completed by **29th October, 2020**.

With regards,

Yours sincerely,

(Dr. Anand S. Khati)

The General Managers
All Indian Railways and PUs,
(As per standard letter mailing list)