



# TRAINING TO RAILWAY STAFF ON **HRMS** MODULES

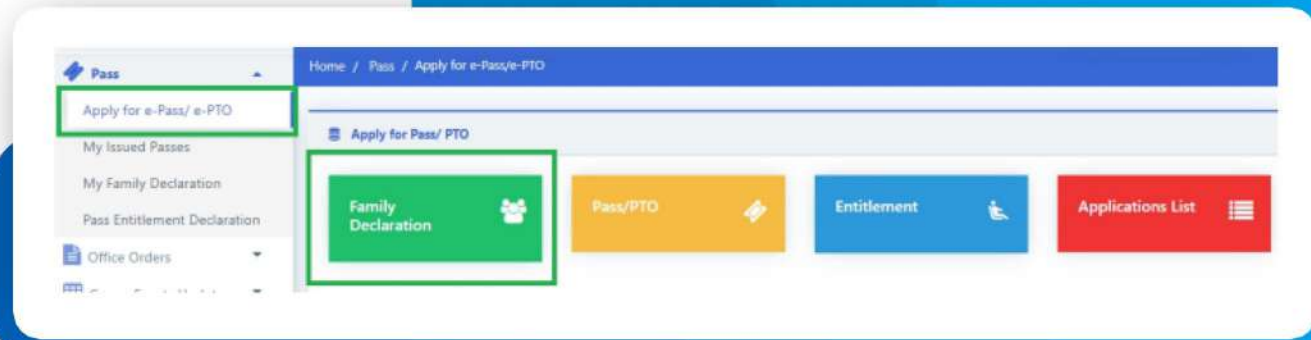
## INDEX

1. Submitting Family declaration for Pass and Medical facilities
2. Procedure to check pass entitlement
3. Apply for e-Pass/PTO
4. PF Loan & Advances
5. Book tickets through IRCTC using e-pass
6. APAR Module
7. ESS Module

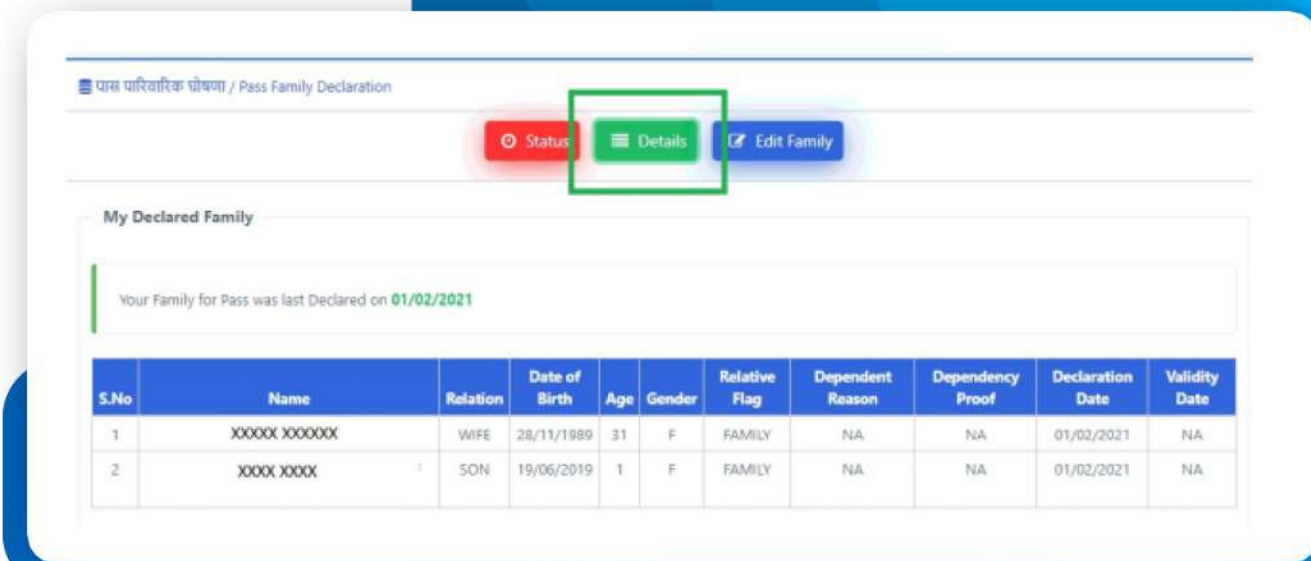
# Submitting Family declaration for **Pass** and **Medical facilities**



Click on Pass >> Apply for e-Pass/ e-PTO >> Family Declaration



Based on the status of the Family Declaration, different messages will be shown to user. To view previously declared family, Click on 'Details'



Click on 'Declare Family' or 'Redeclare Family' button to submit Family

Declaration for Family Members & dependents for the issue of Passes & PTO's as defined under Pass Rules 1986

\*Declared family & dependents of employee with the Dealing clerk.

Please select the family members for declaration of family for Pass. In case of any discrepancy in the details of family members kindly contact your Dealing Clerk for correction of the same or click 'Edit Family details' to change on your own.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass	Dependency Reason	Dependency Proof	Document Validity
1	YASH RAJ SINGH	SON	16-06-1992	28.0	M	FAMILY	<input checked="" type="checkbox"/>		<a href="#">Choose File</a> office order ...vised (2).pdf	30/06/2023
2	CHANDRA KALA	WIFE	14-06-1968	52.0	F	FAMILY	<input checked="" type="checkbox"/>		<a href="#">Choose File</a> No file chosen	DD/MM/YYYY
3	SHORYA RAJ SINGH	SON	01-06-1994	26.0	M	FAMILY	<input type="checkbox"/>		<a href="#">Choose File</a> No file chosen	DD/MM/YYYY

☐ In case of multiple documents for single member, please merge all documents and then upload as single pdf file.

**Terms & Conditions**

- I hereby declare that all the above mentioned members are residing with me and are wholly dependent on me.
- None of my brothers/sisters working in Railways are obtaining Privilege Passes/PTO's for the above dependents members.
- The unmarried daughters/sisters mentioned above who are working in Railways are not availing Privilege Passes/PTO's in their account.
- I declare that the particulars of my family members shown above are correct to the best of my knowledge.

☒ I agree to the Terms & Conditions above

[Submit](#) [Reset](#)

Select the members for Pass Family Declaration and provide dependency reason, proof & document validity date (if required) and click on 'Submit' button.

This declaration will now be forwarded to the Pass Clerk for further action. Once Accepted by Pass Clerk, employee can now apply for e-Pass.

### Criteria For Bonafide Student

\*Declared family & dependents of employee with the Dealing clerk.

Please select the family members for declaration of family for Pass. In case of any discrepancy in the details of family members kindly contact your Dealing Clerk for correction of the same or click 'Edit Family details' to change on your own.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass	Dependency Reason	Dependency Proof	Document Validity
1		SON	08-10-1999	22.0	M	FAMILY	<input checked="" type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen	DD/MM/YYYY 
2		DAUGHTER	18-01-2000	26.0	F	FAMILY	<input checked="" type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen	DD/MM/YYYY 
3		WIFE	23-01-1975	47.0	F	FAMILY	<input checked="" type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen	DD/MM/YYYY 

It's Mandatory to upload Bonafide Certificate in place of Dependency Document and also provide validity of the Same.

**If the Family details needs some correction,** click on 'Edit Family' button, you will be redirected to 'ESS' to raise change request for Family Tab



Click on **Raise Change request**



- Family tab details that has been entered earlier is displayed in read only mode
- Employee can click "Add New Member" button to add new family members and fill their details.
- Employee go to family member no / tab and select "Edit Member" option by clicking "Edit" radio button.
- Alternatively, employee can select "Delete Member" option to delete existing member. (Only one of above two options can be selected.)
- By above activity that particular family member record become editable when the check box beside the field to be edited is ticked.

Member PAN No	<input type="text" value="Pan No"/>	<input type="checkbox"/>
Alternate ID Card	<input type="text" value="Please Select"/>	<input type="checkbox"/>
Relation *	<input type="text" value="SON"/>	<input checked="" type="checkbox"/>

- Option to upload supporting document will be provided at bottom of the page.
- Once employee clicks "Save" button, the Change Request is created with the data that are edited.

### Edit existing Family member

FamilyTab
Status: Accept

Add New Member

Family Member 1
Family Member 2
Family Member 3

☐ Edit
☐ Mark for Deletion

Reason
Reason For Editing/Deletion/Addition of member

Member Name *	<input type="text" value="G S S PRANEETH"/>	<input type="checkbox"/>	Member Name (RegionalLang)	<input type="text" value="Member Name (RegionalLang)"/>	<input type="checkbox"/>
Member Name (Hindi)	<input type="text" value="Member Name (Hindi)"/>	<input type="checkbox"/>	Gender *	<input type="text" value="MALE"/>	<input type="checkbox"/>
Marital Status *	<input type="text" value="BACHELOR"/>	<input type="checkbox"/>	Spouse Name	<input type="text" value="Spouse Name"/>	<input type="checkbox"/>
Aadhaar Number	<input type="text" value="Aadhaar Number"/>	<input type="checkbox"/>	Aadhar Upload	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="checkbox"/>
Member PAN No	<input type="text" value="Pan No"/>	<input type="checkbox"/>	Member Pan Upload	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="checkbox"/>
Alternate ID Card	<input type="text" value="Please Select"/>	<input type="checkbox"/>	Alternate ID-Card Upload	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="checkbox"/>



## Add new Family member

Status: Accepted

**Add New Member**

Family Member 1   Family Member 2   Family Member 3   Family Member 4

**New Member**

Reason: Reason for Editing/Deletion/Addition of member

Member Name \*   Member Name (RegionalLang)   Member Name (RegionalLang)

Member Name (Hindi)   Gender \*   Please select

Marital Status \*   Please select   Spouse Name   Spouse Name

Aadhaar Number   Aadhaar Upload   Choose File   No file chosen   Upload

Member PAN No   Member Pan Upload   Choose File   No file chosen   Upload

Alternate ID Card   Alternate ID-Card Upload   Choose File   No file chosen   Upload

Relation \*   Please select   Marriage/ Divorce/ Death Certificate (if any)   Choose File   No file chosen   Upload

The status of change request submitted can be checked in 'My Change request'

IRHRMS-ESS v2.0

User Profile

View/Edit My Details

**My Change Requests**

My Office Orders

Loan & Advances v2.0

Admin Section

Emplouee Master v2.0

**Change Request Summary**

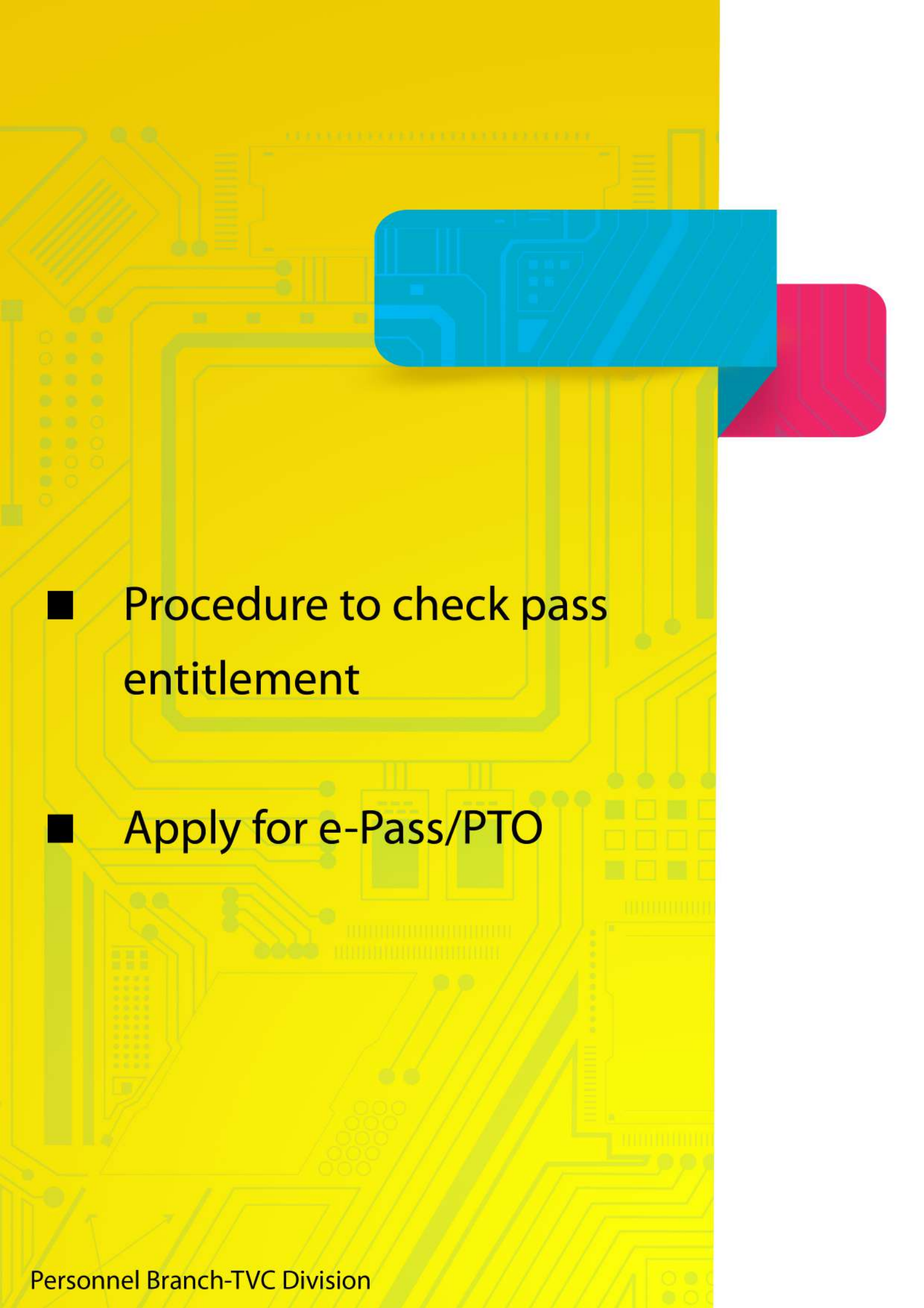
Show 10 entries   Search:

Change Request ID.	HRMS Emp Id	Employee Name	Req. Status	Module Name	Tab Name	Emp Txn Date	Dealing Clerk ID	DC Txn Date	VA User ID	VA Txn Date	AA User ID
No data available in table											

Showing 0 to 0 of 0 entries   Previous   Next

The change request needs to be Forwarded by assigned Dealing Clerk, Verified by Verifying Authority, Accepted by Accepting Authority for the changes to be updated in employee record



- 
- Procedure to check pass entitlement
  - Apply for e-Pass/PTO

## Procedure to check pass entitlement

Click on Pass >> Apply for e-Pass/ e-PTO >> Pass Entitlement Declaration to fetch entitlement details

The screenshot displays the 'Pass' section of the system, with 'Apply for e-Pass/ e-PTO' highlighted in the left sidebar. The main content area shows the 'Entitlement' tab selected, displaying 'Berth Entitlement' details. A table lists train types and their corresponding berth entitlements. Below the table, a legend explains the codes used.

Mail/Express Train					Rajdhani/Duronto Type Train					Shatabdi Type Train		Jan Shatabdi Type Train	
1-AC	2-AC	3-AC	SL	ZS	1-AC	2-AC	3-AC	SL	ZS	EC	CC	CC	ZS
RE-V	AEM	AEM	AEM	AEM	NE	1	2	AEM	AEM	NE	2	2	AEM

**Legends:**

- AEM** - All Eligible Members included in the Pass (i.e. self family members & dependent relatives, as defined under Rule 2(i) & (j) and subject to other conditions stipulated in the extant railway servants (Pass) Rules).
- NE** - Not Entitled
- RE** - Restricted Entitlement
- RE-I** - Extra berths for other eligible members included in the Pass on payment of 1/3rd difference of fare between 1-AC class and 2-AC class of respective train
- RE-II** - One extra berth for any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-III** - Berths for AEM on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-IV** - One berth for self or any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-V** - Berths for AEM on payment of full difference of fare between this Class and the next lower Class of respective train.

In case of any change in entitlement, (One way Transfer, Medical De-categorization)

- Employee may click on 'Pass Entitlement Declaration', select the reason and submit required documents.
- Once Accepted by Pass Clerk and Pass Issuing Authority Proper Entitlement Declaration will be Shown.

## Apply for e-Pass/PTO

- Click on Pass
- Click on 'Apply for e-Pass/ e-PTO'
- Select Pass Type: Privilege Pass/Privilege Ticket Order and click on 'Go' button.
- The entitled & available, full/half Pass will be shown.

The screenshot shows the 'Apply for e-Pass/ e-PTO' page. On the left is a sidebar menu with options like 'Service Request', 'IRHRMS-ESS', 'Admin Section', 'Loan & Advances', 'Employee Master', 'e-SR', 'APAR', 'Pass', 'Office Orders', 'Career Events Update', 'Grievance', and 'Industrial Relations'. The 'Pass' menu item is expanded, showing 'Apply for e-Pass/ e-PTO' (highlighted with a green box), 'My Issued Passes', 'My Family Declaration', and 'Pass Entitlement Declaration'. The main content area has a header 'Apply for Pass/ PTO' with buttons for 'Family Declaration', 'Pass/PTO', 'Entitlement', and 'Applications List'. Below this is a section 'Apply for e-Pass/e-PTO' with instructions and a 'Select Type Of Pass' dropdown set to 'PRIVILEGE PASS' with a 'Go' button. A table displays the pass entitlements and availability for 2020 and 2021.

Pass Year	Entitled Pass		Manual Availd Passes / DAR Cases		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2020	6	12	0/0/0	0/0/0	1 <a href="#">Apply / View</a>	2 <a href="#">Apply / View</a>
2021	6	12	0/0/0	0/0/0	6 <a href="#">Apply / View</a>	12 <a href="#">Apply / View</a>

- Click on 'View /Apply' against Available- full set- count. You will be redirected to Pass Application Page
- If there are any previous existing Draft applications (not submitted yet) for this year, then they will appear in the list. They can be edited by clicking on edit icon shown beside the application.
- To create a fresh application, click on 'New Application' button

The screenshot shows the 'List of Full Set Pass Applications for the year : 2020' page. It includes a search bar, a 'New Application' button, and a table with application details. The table has columns for Edit, Delete, Pass Application Number, Pass Type, Pass Year, Full/Half Set, From Station (Outward), To Station (Outward), Break Journey Stations (Outward), From Station (Inward), To Station (Inward), and Break Journey Stations (Inward). The table is currently empty, with a message 'No data available in table' at the bottom.

Edit	Delete	Pass Application Number	Pass Type	Pass Year	Full/Half Set	From Station (Outward)	To Station (Outward)	Break Journey Stations (Outward)	From Station (Inward)	To Station (Inward)	Break Journey Stations (Inward)
No data available in table											



- Page for new application will open. Details of employee and list of members will be shown to employee.

The screenshot shows the 'Application for Pass' form in the IR-HRMS system. The form is titled 'Application for Pass for : M. AKHIL'. It contains several input fields for application details and employee information.

Application Details	
Application no. (Autogenerated)	2021
Pass Type *	PRIVILEGE PASS
Full/Part Set *	FULL SET

Employee Details	
HRMS Employee ID	80302
Employee Name	M. AKHIL
Father's Name	S. RAJESH KUMAR PILLAI
Date of Appointment	16/06/2014
Pay Level *	6 151400 - 174000
Basic Pay *	81100
Designation	JOINT WELFARE INSPECTOR
Current Zone	SOUTHERN RAILWAY
Current Unit Division	THIRUVALLATHURUR
Gen/Non-Gen	Non-Gen
Pay Level For Pass	6

Copyright © 2019 Centre for Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above. | [Feedback](#)

- Verify that your Designation is correct

**Outward Journey Details**

From Station <sup>\*</sup>  TRIVANDRUM CENTRAL (TVC) To Station <sup>\*</sup>  NEW DELHI (NDLS)

⚠️ ब्रेक जर्नी/यात्रा विराम स्टेशन वे स्टेशन होते हैं जहाँ से आपकी ट्रेन शुरू होती है, समाप्त होती है अथवा जहाँ आपको ट्रेनों को बदलने की आवश्यकता होती है, अर्थात् जहाँ आपकी यात्रा ब्रेक होती है। / Break journey stations are stations at which your train(s) starts, ends or where you need to change trains, i.e. where you break your journey

Break Journey Stations

Kindly enter the stations in order of travel

I know my break journey sequence order. Don't sort it.

☐ मैं यात्रा-जर्नी स्टेशन का क्रम जानता/जानती हूँ। इसे सॉर्ट न करें (कृपया इस चेक बॉक्स को तभी खिंचें यदि आप यात्रा एवं ब्रेक यात्रा का क्रम जानते हैं। यदि इस चेक बॉक्स को खिंचा नहीं गया तो HRMS, RBS का उपयोग करके अपने आप यात्रा क्रम निर्धारित कर लेंगे।)

☐ Click here, if you want to add via stations in your journey. (यदि आप अपनी यात्रा में यात्रा स्टेशनों को जोड़ना चाहते हैं तो यहां क्लिक करें।)

**Return Journey Details**

From Station <sup>\*</sup>  NEW DELHI (NDLS) To Station <sup>\*</sup>  TRIVANDRUM CENTRAL (TVC)

Break Journey Stations

- Provide From station and To Station in **outward Journey details**
- If employee needs to stop at a station, **Break journey** needs to be entered. While booking a ticket, the train must pass through the entered break journey stations.
- Employee can add **Via journey** (Not Mandatory), if There is 2 Route to one Destination and which way you Intend to travel

**Return Journey Details**

From Station \*   To Station \*

Break Journey Stations

**Dependents & Family Members**

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Handicapped	Relative Flag	Members to be included in Pass
1	M. AKHIL	SELF	10/05/1990	31	M	N	FAMILY	<input type="checkbox"/>
2	GOURI S PARAMESWARAN	WIFE	01/10/1992	29	F	N	FAMILY	<input type="checkbox"/>

Check the applicable boxes below:

☐ Attendant Travelling

☐ I want to carry Cycle/Motor Cycle

- Fill the Travelling details and select Family members For Pass
- Tick 'attendant' Travelling' if you intend to add attendant in your Pass
- Tick 'I am not suspended' Declaration
- Preview Your Pass application and Verify all details are Correct before submitting your Pass

**Dependents & Family Members**

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Handicapped	Relative Flag	Members to be included in Pass
1	RAHUL R	SELF	18/01/1989	32	M	N	FAMILY	<input checked="" type="checkbox"/>
2	SRUTHY S KUMAR	WIFE	20/06/1996	25	F	N	FAMILY	<input checked="" type="checkbox"/>
3	VAISHNAVI R	DAUGHTER	09/06/2020	1	F	N	FAMILY	<input checked="" type="checkbox"/>

Check the applicable boxes below:

☒ Upgraded Pass

☐ I want to carry Cycle/Motor Cycle

☒ I declare that I am not suspended. (मैं घोषणा करता/करती हूँ कि मुझे निलंबित नहीं किया गया है।)

- Employee in Level 1,2,3,4 are eligible for one 3rd AC pass and remaining sleeper class. For availing that 3rd AC pass 'Tick' **Upgrade Pass**

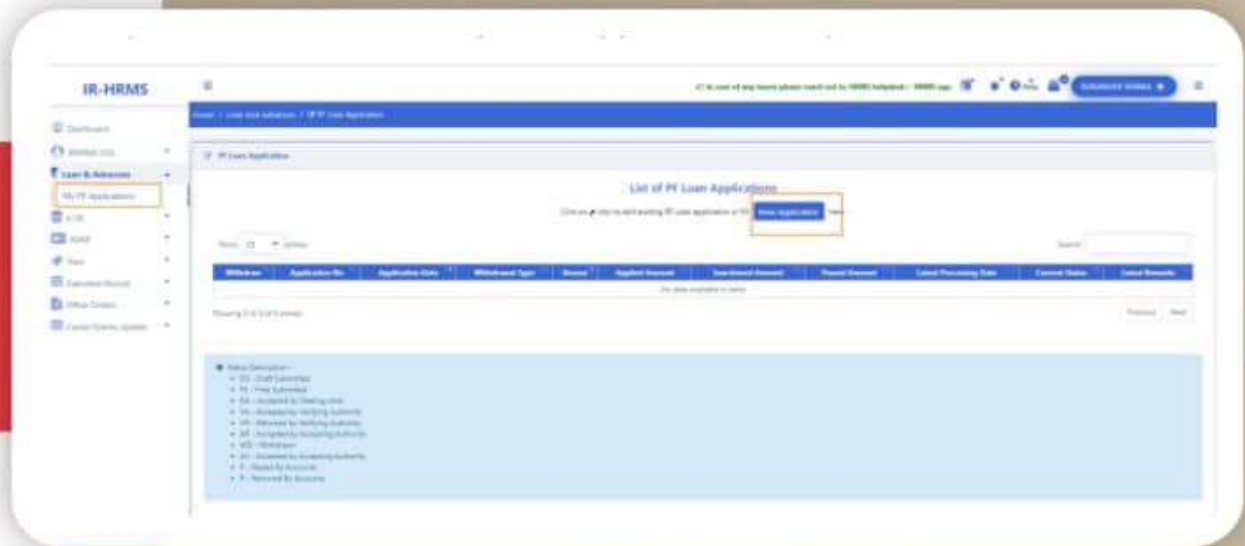




# PF Loan & Advances

## PF Loans & Advance

- Click on Loan & Advances -> My PF Applications
- Click on New Application Button to apply for PF Loan or Click on Status button to update the in Draft or rejected application if any.



- Fill all the mandatory fields and upload the document justifying the PF Loan Withdrawal Reason

- Withdrawal type : Final for PF loans & Temporary for Advance

IR-HRMS

Role-DC/SCRZ Help FAQ SMT N NIDHI

PF Loan Application Details

अवैधन का प्रकार / Withdrawal Type: Temporary

अवैधन कारण / Withdrawal Reason: Please select

अधिकतम योग्यता / Maximum Eligibility

आपू रशि / Applied Amount

किस्तों की संख्या / Number of Installments

किस्त की रशि / Installment Amount

अवैधन नाम / डिपेंडेंट / Dependent Name/Remarks

डस्तावेज़ अपलोड करें / Upload Document

Choose File Upload

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above. Host : hrmsapp1

- Upload relevant documents in the fields provided according to the reason of withdrawal.
- Click on **submit Button**.
- Enter the OTP and **Click 'ok'**

Home / Loan And Advances / PF Loan Application

PF Loan Application

Application Number as PF2020110900122

- After successful submission the Application Number gets generated.



**General Questions**

Proposed Insured's Name: \_\_\_\_\_  
(Please use capital letters)

Birth Date: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Passport no: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Others: ☐ Yes ☐ No

Are you a retiree? ☐ Yes ☐ No

Marital Status: ☐ Single ☐ Married ☐ Divorced

Children: ☐ Yes ☐ No

Plan Choice: \_\_\_\_\_

**Personal Details**

Name of Beneficiary: \_\_\_\_\_

Account: (or ID number for confirmation only) \_\_\_\_\_

Address of beneficiary's bank: \_\_\_\_\_

Spouse: ☐ Yes ☐ No

Plan Choice: \_\_\_\_\_

Children: ☐ Yes ☐ No

Plan Choice: \_\_\_\_\_

**PLAN A**  
Starting from \$25 per week\*\*  
(prices excl. VAT, activation fees apply)  
See more details on page 17

**PLAN B JOIN NOW!**  
Starting from THB \$21 per week\*\*  
(prices excl. VAT)  
See more details on page 17

Mode: ☐ Annual ☐ Semi-Annual ☐ Monthly PAT (complete PAT card)

Application: \$ \_\_\_\_\_

Annual Premium: \_\_\_\_\_

Monthly premium: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

It should be measured regularly and assessed in order to know who is beneficial and what is not. This will help you

Providing bank details  
and relevant  
documents in PF  
Advance Application

- Bank details are being retrieved from IPAS, any changes required are to be done by the concerned Bill Clerk in IPAS and the changes will reflect in HRMS after 24 hours.
- For uploading documents, Click on 'Choose file'

- Select Documents to be uploaded (pdf file with less than 2 MB allowed)
- Click on 'Upload'

- Once documents are successfully uploaded, Click on 'Submit'  
All documents uploaded in HRMS must be submitted manually to Accounts.






# **Book tickets through IRCTC using e-pass**



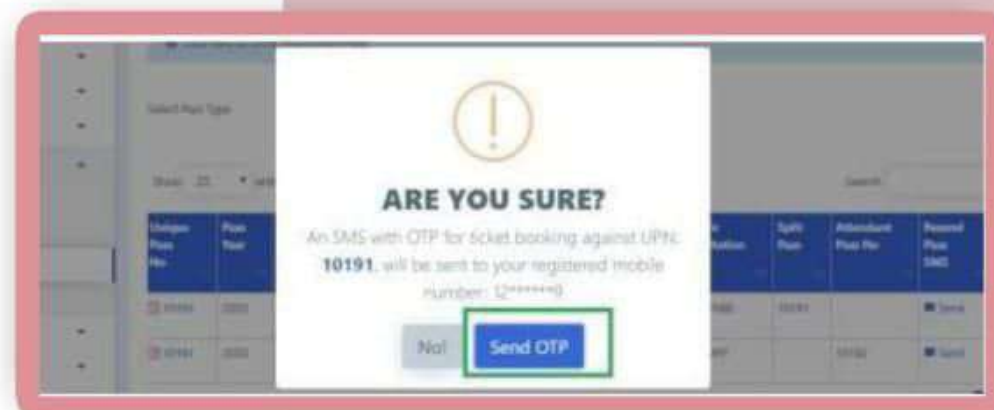
UPN:1111111,PRIVILEGE PASS,F,2021, Issue Date:10-01-2022,  
Expiry Date:30-05-2022, PIN:XXXX, Jrny: TVC-NDLS,ERS, CLT, MAQ,  
HRMS ID:XXXXXX  
ARUN.C/M/23-IR/HRMS

- When Pass is Issued a message will be sent to Employee's number that include UPN and PIN which is required at the time of booking
- If the message want to be Resend again at the time of booking
- Go to 'Pass' > 'My issued Passes'
- Click on 'Send OTP' against the pass for which ticket needs to be booked



Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS
10198	2020	PRIVILEGE PASS	FULL SET	10144	20/01/2020	18/06/2020	UKD	PNBE	10191		Send	Send OTP
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/01/2020	18/06/2020	SVCK	MFP		10192	Send	Send OTP

- Click on Send OTP and an OTP will be sent to your registered mobilenumber



## Ticket booking through IRCTC Website

→ Login to IRCTC website

### LOGIN

[FORGOT USER ID?](#)

[FORGOT PASSWORD?](#)

→ In IRCTC website, select **Railway Pass Concession**

PNR STATUS CHARTS / VACANCY

### BOOK TICKET

From:  To:  Date: 22/11/2021

Class: All Classes Quota: GENERAL

☐ Divyang Concession ☐ Flexible With Date  
☐ Train with Available Berth ☐ Railway Pass Concession

Search

→ Click on 'OK'

PNR STATUS CHARTS / VACANCY

### BOOK TICKET

From:  To:  Date: 22/11/2021

Class: GENERAL Quota: GENERAL

☐ Divyang Concession ☐ Flexible With Date  
☐ Train with Available Berth ☐ Railway Pass Concession

Search

**Confirmation**  
You are booking ticket in Railway Pass Concession. Do you want to continue?  
OK Cancel

Refund Status Re-Book Favourite Journey

**75 Azadi Ka Amrit Mahotsav**

**BOOK TICKET**

From: TRIVANDRUM CNTL - TVC To: KOZHIKKODE - CLT

Date: 17/01/2022 Class: All Classes

GENERAL

☐ Divyaang Concession ☐ Flexible With Date  
☐ Train with Available Berth ☐ Railway Pass Concession

Search

**INDIAN RAILWAYS**  
 Safety, Security, Punctuality

→ Click on Available tickets and enter Passenger Details and select Pass booking

**Passenger Details**

Passenger Name Age Gender India No Preference

Concession

Pass Booking

+ Add Passenger + Add Infant

→ Enter Pass Number (UPN) and Pass booking Code(PIN) (OTP)

**Passenger Details**

Passenger Name Age Gender India No Preference

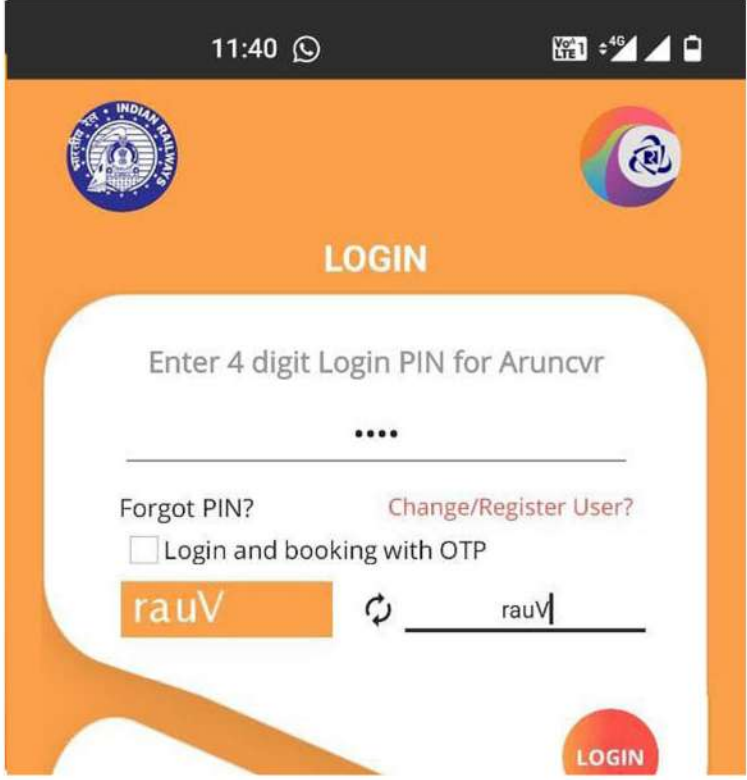
Pass Booking Pass Number Pass Booking Code \*

\* Enter the OTP received in your Mobile Number registered with HRMS




## Ticket booking through IRCTC Mobile App

→ Login in IRCTC mobile App



The screenshot shows the login interface of the IRCTC mobile app. At the top, the status bar displays the time 11:40, signal strength, 4G network, and battery level. The app header features the Indian Railways logo on the left and the IRCTC logo on the right. The main heading is "LOGIN". Below it, a text prompt says "Enter 4 digit Login PIN for Aruncvr". There is a four-dot input field for the PIN. Below the input field, there are two links: "Forgot PIN?" and "Change/Register User?". A checkbox labeled "Login and booking with OTP" is present. At the bottom left, there is a CAPTCHA image showing the text "rauV". To its right is a refresh icon and a text input field containing "rauV". A red "LOGIN" button is located at the bottom right.

→ Click on 'Plan My Journey'



The screenshot shows the "IRCTC RAIL CONNECT" app dashboard. The status bar at the top shows the time 16:53, signal strength, 4G network, and 61% battery. The app header has a back arrow on the left and the title "IRCTC RAIL CONNECT". Below the header is a navigation bar with three tabs: "Dashboard" (selected), "Upcoming Journey", and "Last Transaction". The main content area displays four large icons with labels: "Plan My Journey" (train icon), "My Bookings" (ticket icon), "PNR Enquiry" (document with magnifying glass icon), and "Refund History" (refresh/circular arrow icon). At the bottom, there is a "Show More" link with a downward arrow.



→ Click on 'Railway Pass Concession' check box

The screenshot shows the 'TRAIN SEARCH' screen. At the top, the status bar displays the time 11:40 and various icons. Below the header, the search parameters are set: 'From TVC Trivandrum Cntl' and 'To CLT Kozhikkode'. The class is 'All Classes' and the quota is 'GENERAL'. The departure date is set to 'Wed 19 Jan'. Below the date, there are three date selection buttons: '20 Jan Thursday', '21 Jan Friday' (which is highlighted), and '22 Jan Saturday'. There are five checkboxes for search filters: 'Flexible with Date', 'Divyaang Concession', 'Trains With Available Berth', 'Connecting Journey Booking', and 'Railway Pass Concession'. The 'Railway Pass Concession' checkbox is highlighted with a green rectangular box. At the bottom, there is a red button labeled 'SEARCH TRAINS'.

→ Click on available Tickets and Enter Passenger Details and select pass booking

The screenshot shows the 'PASSENGER DETAILS' screen for the train 'MANGALORE EXP(16347)'. The header shows the time 11:41 and various icons. Below the header, the train name 'MANGALORE EXP(16347)' is displayed. The journey details are shown: '20:50 Trivandrum Cntl (TVC) Fri, 21 Jan' and '06:05 Kozhikkode (CLT) Sat, 22 Jan'. The duration is '09h:15m'. The availability is 'GNWL165/WL25'. The class is 'Sleeper(SL) | GENERAL(GN)'. There is a button 'CHANGE BOARDING STATION' with 'Trivandrum Cntl' selected. At the bottom, there is a section 'Select Passenger' with three options: '+ Add New', '+ Add Infant', and '+ Add Existing'.

12:17
VoLTE
4G

<
**PASSENGER DETAILS**
TVC TO CLT | WED, 19 JAN 2022

<b>20:50</b>	— 09h:15m. —	<b>06:05</b>
Trivandrum Cntl (TVC)		Kozhikkode (CLT)
Wed, 19 Jan		Thu, 20 Jan

**ADD PASSENGER DETAILS**

Name

Age

Gender

☐ Male
☐ Female
☐ Transgender

Nationality India

Berth Preference Select Berth Preference

Special Concession Pass Booking

Pass UPN

Pass Booking Code

Enter the OTP received in your Mobile Number registered with HRMS.

→ Proceed for booking the ticket.

# APAR Module

## View uploaded APARs

➤ Click on 'click here to access APAR Module'

Human Resource Management System

Welcome to HRMS Application for Indian Railways

Version: 2.4.9.2 : Host : hrmsapp1  
Languages : English हिन्दी  
Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google

**Login**  
Login to your Account

User ID: XCRXLX  
Password: \*\*\*\*\*

Login

Click here to access APAR Module

Need Help for Login? Forgot Password?  
Retired Employee Registration

Please Note: There are changes in HRMS Helpdesk

Activate Windows  
Go to Settings to activate Windows

➤ Login by using Same User id and Password

Human Resource Management System

Welcome to APAR Application for Indian Railways

Version: 2.4.9.5 : Host : pcphmsapp041.cloud.criun  
Languages : English हिन्दी  
Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google

**Login to APAR**  
Login to your Account

User ID: XCRXLX  
Password: \*\*\*\*\*

Login to APAR

Need Help for Login? Forgot Password?

Activate Windows  
Go to Settings to activate Windows



- Click on APAR -> View APAR
- Select APAR Fin Year in the dropdown
- Click on 'GO'

**IR-APAR**

Home / APAR / View APAR

View APAR

APAR FIN YEAR

2020-2021

Please Select

2020-2021

Go

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above. Host : fmsapp2

**VIEW FILE**

XCRXLX\_L2\_2019-20\_051.pdf

1 / 1 100% + -

**SOUTHERN RAILWAY**

APAR for Staff working in 'Grade Pay Rs.1900+ and Grade Pay Rs.2000+'  
For the period ending 2020-2021

Department : PERSONNEL Office :

**PART-A (PERSONAL DATA)**

1. Name in full	ARUN C	
2. Date of Birth	1998-04-22	
3. Category(SO/ST/OBC/Gent)	OBC	
4. Designation at which employed	JUNIOR CLERK CUM TYPIST	
5. Station at which employed	TRIVANDRUM CENTRAL (TVC)	
6. Basic Pay	20500	Increment % Scale Rs. : 2
7. Date of appointment to service	0	Increment % Scale Rs. :
8. Date of continuous appointment to the present grade pay	2019-11-26	
9. Whether permanent/temporary	0	
10. Educational, Professional and Technical Qualifications	28/11/2019	
11. Particular of examination(including Departmental examination) passed during the year	P	

Activate Windows  
Go to Settings to activate Windows

## Personal Data correction in APAR and Filling SelfAppraisal through HRMS

Once Employee Personal data is filled by Assigned Dealing Clerk, employee will receive a message that APAR of the employee has been initiated.

1. If employee finds any discrepancy in the Personal data entered by the DC, employee can enter remarks and return it to DC for changes
2. If Personal Data is found correct,
  - Click on role and change to 'E' - Employee
  - Click on APAR -> Self Appraisal
  - Enter Brief description of duties and special achievements and submit by entering Transaction OTP.

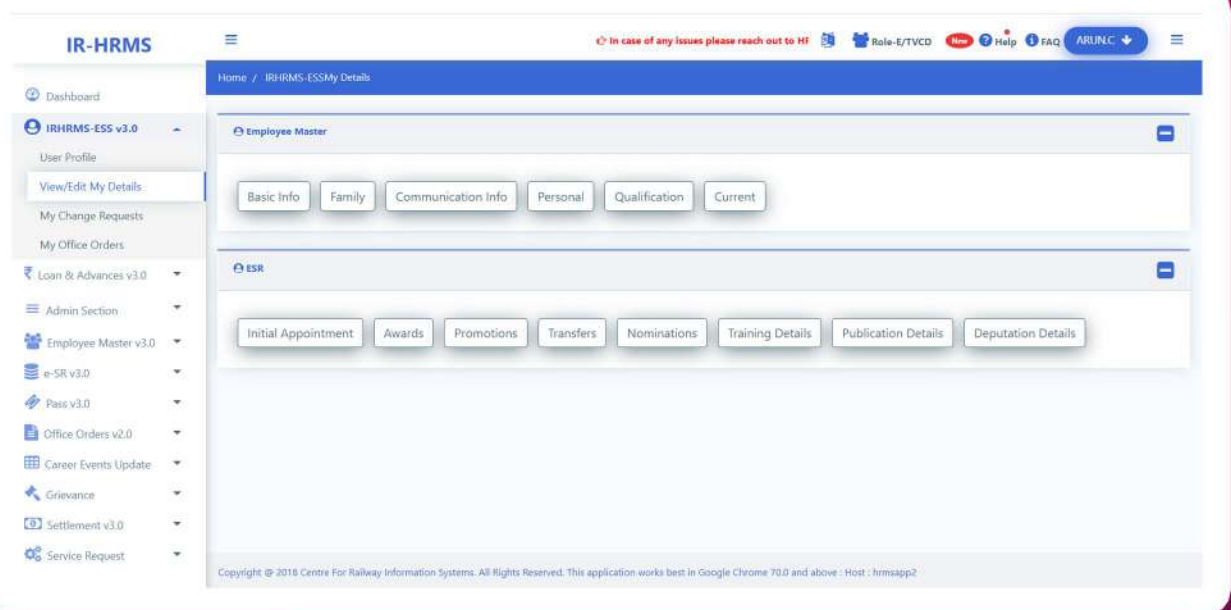
The screenshot shows the IR-HRMS Self Appraisal form. The left sidebar contains a navigation menu with options like Dashboard, Service Request, Admin Section, User & Address, Employee Profile, APAR, Self Appraisal, Representation, Received Representation, Close Representation, Display Vaid Form, MIS Reports, APAR-HELP, APAR-QUESTIONS, APAR, APAR Display Files, APAR Observation, View APAR, and Departmental Not. The main content area is titled 'Self Assessment' and displays personal information for an employee named 'NE - SURESH KUMAR - GENERAL /OFFICE ASSISTANT (PEON )'. The form includes fields for 'Brief Description of Duties', 'Brief resume of the work done by you During the year/period', 'Work Done From' and 'Work Done To' dates, 'BRIEFING OUT ANY SPECIAL ACHIEVEMENTS DURING THE YEAR/PERIOD IN THE POINT OF SHORTFALL IN ACHIEVEMENT FURNISH REASON', 'Property Return Submitted or Not', and 'Return Remarks'. At the bottom, there are buttons for 'Save as Draft', 'Submit', 'Return', and 'Reset'.

# ESS Module

ESS Module to raise change requests in the details filled in Employee Master and e-SR modules of HRMS

### Raising change request for Basic Info/ Current Tab

- Click on **IRHRMS-ESS v2.0** -> View/Edit my details
- Select the tab to be edited





➤ Click on 'Raise Change Request'

The screenshot shows the 'IR-HRMS' interface with the 'Basic Info' tab selected. The left sidebar contains a navigation menu with options like Dashboard, User Profile, My Change Requests, and various administrative sections. The main content area displays employee information for ARUN.C (XCRXLX). A 'Reason' field is present with the text 'Reason for Editing'. Below this, there are input fields for IPAS Employee ID, HRMS Employee ID, Employee Name As in SR, Employee Name As in Aadhaar, Aadhaar Number, and Upload Aadhaar (in PDF format). The status is marked as 'Accepted'.

IR-HRMS

Basic Info | Family | Communication Info | Personal | Qualification | Current

ESR

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

Employee : ARUN.C (XCRXLX) | DC : SOBHANA (DSWRPM) | VA : ELSAMMA VARIGHESE (RGEFWI) | AA : LAVANYA B (GSGCPG)

Basic Tab

Reason: Reason for Editing

Status: Accepted

IPAS Employee id \* 16429001373 HRMS Employee ID XCRXLX

Employee Name As in SR \* ARUN.C Employee Name As in Aadhaar ARUN.C

Aadhaar Number 217339638231 Upload Aadhaar (in PDF format) Choose File No file chosen

Copyright © 2016 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above. Host : hrmsapp1

➤ Enter the 'Reason for editing'

This screenshot shows the same 'IR-HRMS' interface, but the 'Reason' field is now filled with 'CORRECTION IN BASIC INFO'. The form displays a comprehensive set of employee details, including first, last, and regional names, birth place, date of birth, gender, and parents' names. The status remains 'Accepted'.

IR-HRMS

Reason: CORRECTION IN BASIC INFO

Status: Accepted

IPAS Employee id \* 16429001373 HRMS Employee ID XCRXLX

Employee Name As in SR \* ARUN.C Employee Name As in Aadhaar ARUN.C

Aadhaar Number 217339638231 Upload Aadhaar (in PDF format) Choose File No file chosen

Employee First Name \* ARUN Employee Middle Name Employee Middle Name

Employee Last Name C Employee Name Hindi अरुण

Employee Name Regional അരുൺ Country of Birth INDIA

Birth Place KOZHIKODE Date Of Birth \* 22/04/1996

Date of birth Proof (in PDF format) Choose File No file chosen Gender \* MALE

Father's Name ARAMUGHAN V. Mother Name SUGHATHA PK

- Click on the check box beside the field to be edited and edit the data

The screenshot displays the IR-HRMS user profile interface. The left sidebar contains navigation links: Dashboard, IRHRMS-ESS v2.0, User Profile (with 'View/Edit My Details' selected), My Change Requests, My Office Orders, Loan & Advances v2.0, e-SR v2.0, Pass v2.0, Grievance, Settlement v2.0, APNR, and Service Request. The main content area shows a form for user details. A dropdown menu is open for the 'Blood Group' field, listing options: A NEGATIVE, A POSITIVE, AB NEGATIVE, AB POSITIVE, B NEGATIVE, B POSITIVE (highlighted), BOMBAY BLOOD GROUP, BUKA, O NEGATIVE, and O POSITIVE. Other fields include Birth Place (MADRAS/CHALUKA), Date of Birth (15/06/1996), Gender (MALE), Father's Name (K. SUNDARARAJU), Mother Name (K. SETHIAMMAL), Guardian, Spouse Employment Type, PAN Number, Upload PAN, and Superannuation Date (30/06/2026). A 'Supporting Photo Document' field is at the bottom. The footer contains copyright information for the Centre For Railway Information Systems.

IR-HRMS

+ NR + CR + DLW + IPRC + SCR SIMobile no 7982542883 for M Role E/SCRZ Help FAQ

Dashboard

IRHRMS-ESS v2.0

User Profile

View/Edit My Details

My Change Requests

My Office Orders

Loan & Advances v2.0

e-SR v2.0

Pass v2.0

Grievance

Settlement v2.0

APNR

Service Request

Birth Place: MADRAS/CHALUKA

Date of Birth: 15/06/1996

Date of Birth Proof: Choose File No file chosen Upload

Gender: MALE

Father's Name: K. SUNDARARAJU

Mother Name: K. SETHIAMMAL

Guardian: Please select  
A NEGATIVE  
A POSITIVE  
AB NEGATIVE  
AB POSITIVE  
B NEGATIVE  
B POSITIVE  
BOMBAY BLOOD GROUP  
BUKA  
O NEGATIVE  
O POSITIVE

Spouse Employment Type: Choose File No file chosen Upload

PAN Number: B POSITIVE

Blood Group: B POSITIVE

Upload PAN: Choose File No file chosen Upload

Supporting Photo Document: Choose File No file chosen Upload

Superannuation Date: 30/06/2026

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above | Host : hrmsapp2

SOLUTION



KNOWLEDGE

ANSWER



SUPPORT



If any queries contact :

**HRMS Helpdesk** Personnel branch

Thiruvananthapuram Division

mob: 9746769604

e-mail: [tvcgrievanceadalat@gmail.com](mailto:tvcgrievanceadalat@gmail.com)