



PBC No.259 / 2024

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436/P/HRMS

दिनांक/Dated: 02.12.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Processing of Administrative Transfers through HRMS.

A copy of Railway Board's letter No. PC-VII/2024/HRMS/34 dated 02.12.2024 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl.1 page

CHILAKALAPUDI
ANJANIKUMAR

Digitally signed by
CHILAKALAPUDI ANJANIKUMAR
Date: 2024.12.03 13:30:36 +05'30'

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PC-VII/2024/HRMS/34

New Delhi, dated: 02.12.2024

To,

**Principal Chief Personnel Officer,
All Indian Railways/PUs/TIs.
(As per standard mailing list)**

Sub : Processing of Administrative Transfers through HRMS

The Transfer Module of HRMS has been re-designed to accommodate all kind of Transfers, including submission of application, processing, approval, issue of orders and joining of the transferred employees. On-hands training for operation of the said Module was imparted to the railway officials at CRIS office from 24.09.2024 to 27.09.2024.

2. However, the launch of module has been put on hold since porting of legacy data relating to manual transfer applications has not been completed by many Field Units and extended timelines were provided to the Railways to complete the same. Pending completion of this process, it is decided by the competent authority in Board's office that the re-designed Transfer Module be launched partially across all Field Units w.e.f. 1st December, 2024 to cover the office order provisions in respect of the following:

- i. Processing of all new administrative transfer applications shall only be done through HRMS w.e.f. 01.12.2024.
 - ii. Issuance of orders relating to administrative transfers, posting of medically de-categorized staff, promotion orders shall only be done through HRMS.
 - iii. Issuance of manual orders in respect of the aforesaid processes shall be stopped w.e.f. 15.12.2024.
3. This issues with the approval of competent authority.

Signed by Jaya Kumar G

Date: 02-12-2024 11:21:04

(JAYA KUMARG)

**Joint Director, Pay Commission & HRMS
Railway Board**

(Ph. No: 011-47845125)

(e-mail: jaya.kumarg@gov.in)