

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

No. PC-VII/2024/HRMS/12

New Delhi, dated: 19.06.2024

**Principal Chief Personnel Officers  
All Indian Railways  
(As per standard mailing list)**

**Sub: Launch of reservation Module of HRMS for promotee stream on pan-India basis**

The reservation Module of HRMS for promotion segment developed in consultation with E(SCT) Directorate of Railway Board, was launched on Pilot basis in Eastern, Northern, North Western Railways and ICF. The module has further been fine-tuned based on the feedback reports received.

2. It has now been decided to launch the Reservation Module for the promotee stream across all Indian Railways w.e.f. 19<sup>th</sup> June, 2024. The salient features of the module are as under:

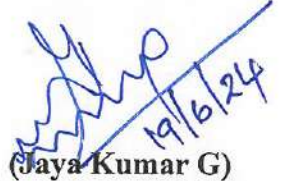
- i. Initially the Roster Module of HRMS is being launched for promotion of non-gazetted employees through the departmental promotional stream. This will include creation, modification, including updation, verification and database maintenance of rosters.
- ii. The Roster Module will be available for both the regular and L-14 point rosters.
- iii. The Module also incorporates vacancy calculation, including existing and anticipated vacancies, with the community wise breakup.
- iv. From 19<sup>th</sup> June, 2024, all new rosters will be created from HRMS roster module only.
- v. As to the existing rosters, details of the current incumbents / current cycle are to be uploaded to the HRMS reservation module and subsequent processing will need to be done in HRMS only. The manual rosters used till now, will be attested by the LO and preserved as a permanent record.
- vi. The existing manual rosters shall be migrated to the HRMS Roster Module by 31<sup>st</sup> **July, 2024** under authentication of concerned liaison officer.
- vii. The Field Units may scan the Manual Rosters and store the same online in addition to the manual storage of the Rosters.

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3. Detailed guidelines and manuals regarding the operation of the Module will be prepared by CRIS and uploaded on the HRMS website. Videos are also available online. Training, if any required, will be conducted by CRIS, which will be intimated separately.

This is issues with the approval of competent authority.



**(Jaya Kumar G)**  
**Deputy Director, Pay Commission-VII & HRMS**  
**Railway Board**  
**(e-mail: [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in))**  
**(Ph. No: 011-47845125)**

**Copy to:**

- i. Sr. PPS to DG(HR) for information of DG(HR)
- ii. PPS to Secretary/Railway Board for taking necessary action w.r.t cadres in Railway Board
- iii. PPS to AM(Staff) for information of AM(Staff)
- iv. EDE(Res.), JS(G), JS, Railway Board
- v. GM/HRMS- I & II/ CRIS