

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

No. PC-VII/2024/HRMS/34

New Delhi, dated: 14.10.2024

To,

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

**Sub: Entering legacy data of transfer applications in the upgraded
Transfer Module of HRMS**

Transfer Module of HRMS was launched in August, 2022 and thereafter, all the applications relating to Inter-Railway transfers were supposed to be processed through HRMS. While operationalizing the Transfer Module in 2022, the legacy data as existing was also ported to HRMS.

2. Subsequently, taking into account the launch of various cadre related modules and to ensure updation of related modules in a dynamic manner and also to include all kinds of transfers in the ambit of HRMS, CRIS team has upgraded to Transfer Module and the same is going to be operationalized soon. In this regard, a Video Conference was held by AM(HR) with PCPOs on 05.10.2024 wherein the modalities regarding the upgraded Transfer Module was explained.

2.1 It is now informed by various Field Units that some of the legacy data has not been completely ported by them, and details of some of the applications which were received manually is yet to be updated. The cases can be categorized as under:

- i. Applications received in P-Branch and entered in the manual Priority register.
- ii. Applications received in P-Branch but not processed or not entered in the register.
- iii. Application yet to be received by the P branch, purportedly with the supervisors.

3. To ensure seamless launch of the upgraded version of the Transfer Module and continuity of priority of new applicants for transfer, it is imperative to ensure that complete and correct legacy data of transfer applications is ported to HRMS, considering the fact that after the launch upgraded version, all transfers are required to be processed through HRMS only. For this purpose, HRMS team is circulating a format to ensure uniformity and the concerned units will need to fill the details in the format and forward the details to CRIS through e-mail. This process needs to be completed by **18th October, 2024, 1300 hrs.**

4. Field units may ensure all the directives issued so far are to be strictly adhered to in arriving at the priority prior to the launch of transfer module of HRMS in August, 2022.

5. In case of applications covered under Point (i) above, the same will be done with the personal approval of DRM and in respect of all other cases, except those cases registered in HRMS, every case has to be recommended by the DRM and will need the approval of PCPO.

6. The onus of assigning priority regarding pending applications and resolving grievances and disputes thereof will be the sole responsibility of the concerned field units. The timeline for completion of the process mentioned in Para 5 will be **18th October, 2024**.

7. The position of applications will be final immediately thereafter and subsequent applications will be entered and processed only through the new version of HRMS transfermodule.

This issues with the approval of competent authority.



(JAYA KUMAR G)

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

No. PC-VII/2024/HRMS/34

New Delhi, dated: 11.10.2024

To,

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

**Sub : Entering legacy data of transfer applications in the upgraded
Transfer Module of HRMS**

Transfer Module of HRMS was launched in August, 2022 and thereafter, all the applications relating to Inter-Railway transfers were supposed to be processed through HRMS. While operationalizing the Transfer Module in 2022, the legacy data as existing was also ported to HRMS.

2. Subsequently, taking into account the launch of various cadre related modules and to ensure updation of related modules in a dynamic manner and also to include all kinds of transfers in the ambit of HRMS, CRIS team has upgraded the Transfer Module and the same is going to be operationalized soon. In this regard, a Video Conference was held by AM(HR) with PCPOs on 05.10.2024 wherein the modalities regarding the upgraded Transfer Module was explained.

2.1 During the course of meeting and subsequently, it has been pointed out by various Field Units that the legacy data has not been completely ported and details of the applications which were received manually is yet to be fully updated. The cases can be categorized as under:

- i. Applications received from the other Railway and the receiving unit has issued NOC but got expired
- ii. Applications received from the other Railway and NOC issued but not acted upon on the NOC
- iii. Applications forwarded from the other Railway but the receiving Railway has not processed.
- iv. Applications were made by the official to multiple units and one of the units issued NOC and the official has been released but pending with other unit.

3. In order to ensure seamless launch of the upgraded version of the Transfer Module, it is imperative to ensure that all the legacy data is ported to HRMS considering the fact that after the launch of upgraded version, all the transfers are required to be processed through HRMS only. The format for sending information to HRMS team of CRIS through e-mail is attached (**email ID: cris.irhrms@gmail.com**). This process needs to be completed by 16th October, 2024, 1300 hrs.

4. This issues with the approval of competent authority.

Encl: As above


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PROFORMA FOR ENTERING LEGACY DATA IN UPDATED TRANSFER MODULE OF HRMS

S. No	Dest Zone	Dest Unit	Type of Transfer	HRMS ID	Name	IPAS ID	Sending Railway zone	Sending railway Unit	Applied on special grounds	Type of special grounds	Cadre id which will be assigned	Cadre level id which will be assigned	Incoming Priority number as per register	Manual Priority register serial number	NOC issued	NOC valid	NOC validity date
			IRRT / IDRT						Yes / no						Yes / No	Yes / No	

(To be sent to CRIS on e-mail id: cris.irhrms@gmail.com)