

# Railway Employee Self Service(RESS)

## Overview:-

- ✓ Railway Employee Self Service → works best in Google Chrome/ Mozilla Firefox.
- ✓ An Employee gets access → financial and personal data (Personal details, Salary, PF, Loans)
- ✓ Employee register → To view Income Tax Projections, and download Pay Slips.
- ✓ To use application → Register first.

## 1.0 Registration with Railway Employee Self Service:-

Please ensure

- Aadhaar Number, Mobile number, Date of Birth is updated in IPAS as these are printed in Pay slip. (Updation through Pay Bill Clerks).
- Consent of employee is required. one time exercise.
  - Send SMS on 08860622020  
SMS START

## Website:-

- 1) ECR Website → [www.ecr.indianrailways.gov.in](http://www.ecr.indianrailways.gov.in)
  - Hajipur HQ. Accounts Department →  
Information Technology → RESS  
Or
- 2) AIMS portal <https://aims.indianrailways.gov.in/>
  - Employee Self Service  
<https://aims.indianrailways.gov.in/AIMS>

## First Time Registration:-

If Aadhaar is available:-

- Click on “New User Registration”.
- Enter your 12 digits Aadhar Number, valid Mobile Number and Birth date,
- Click on Submit button.  
(System sends initial password on employee's above mobile number).
- Enter password as sent on mobile number.
- Click on Register and Login Button.

If Aadhaar is not available:-

- Click on “Not Having Aadhaar”.
- Enter 11 digit Employee Number, valid Mobile Number (present in your bio-data) and Birth date
- Enter password as sent on mobile number

- Click “**Register and Login**”.

### 3. Already Registered with Railway Employee Self Service:-

- click <https://aims.indianrailways.gov.in/mAIMS> (Can add this link in Bookmark).
- Enter **User-ID, Password**
- click “**Submit**” button
- Home Page will show the data of the Employee:-
  - i. Bio-Data
  - ii. Salary
  - iii. Provident Fund,
  - iv. Loans & Advances
  - v. Income Tax

#### 3.1 Bio-Data:-

Click on the Bio-Data button and Showing the 3 option:-

- i. **Personal Details:-**
  - Click on the Personal Details ,
  - It will show personal data of the Employee like Name, Date of Birth, Pan No., Email id, Mobile/Tel.
- ii. **Job Related:-**
  - Click on the Job Related
  - It shows the Job related data like Bill unit, Department, office, Status, Designation, Date of Appointment (DOA), Date of Retirement (DOR), Station of the employee.
- iii. **Pay Related:-**
  - Click on the Pay Related
  - It shows have the Pay related data of the employee like Grade pay/Pc 7 Level , Pay band, Basic, Bank, Account No.

#### 3.2. Salary: -

Click on the Salary button and Showing the 2 option:-

- i. Salary
- ii. Yearly Summary

##### i. Salary:-

- Click on the **Salary**.
- Enter the salary for **pay period**.
- click on Submit
- click on the option of download **Pay slip in PDF**

( User can download their own Pay Slip (Monthly and Yearly) in PDF Format. )

##### ii. Yearly Summary:-

- Click on the **Yearly Summary**
- Enter **financial year**
- Click on **Submit** button . (System will show Yearly Summary.)

### 3.3. Provident Fund:-

- Click on the Provident Fund.
- Enter financial year
- Click Submit button.

System will show PF Details.

### 3.4. Loans & Advances:-

- Click on the Loans & Advances
- It will show the Loans Advances details of Employee.

### 3.5. Income Tax:-

- Click on the Income Tax Option.
- Enter Financial Year
- Click on submit button.
- Click on the option of **download Income Tax Projection** in PDF

## 4. Edit Profile

Home page displays Profile Button on the left side.

- Click the button, the screen will appear:-

Three Options will be shown on the Profile Page:-

- i. Mobile
- ii. Password
- iii. Image

**Mobile:-** If you want to update your mobile number then

- click on the **mobile option**
- Enter the new 10 digit mobile number
- Click on the update button.

**Password:-** For update your password

- click on the password option.
- Enter the new password &
- Confirm new password (Minimum 6 character)
- Click on the update button.

**Image:-** For upload your photograph

- Click on the image and choose the photograph from the System.

## 5. Password is forgotten:-

- ❖ Click on “Forgot Password?” link on Login Page.
- ❖ Enter “User ID”, “Mobile No” and “Date of Birth”.
- ❖ click “Submit” button.
- ❖ System will verify detail with Already Registered Data, regenerate Password and send to Registered Mobile No.
- ❖ Enter password as sent on Mobile No.

It will set “**New Password**”.

Welcome Page of the application will appear.