

East Central Railway

Office of the
General Manager(P)
Hajipur
Date-24.12.2025

No.-ECR-HQ0PERS(SEL)/0011/2025

Secy. to GM/ECR: For kind information of GM
PS-I to AGM: For kind information of AGM.
Secy. to PCPO- for kind information of PCPO.
PCSTE/ECR/HJP, SDGM/ECR/HJP & PFA/ECR/HJP.
CAO(Con)(S&N)/MHX/ECR/PNBE.
CAO/DLF/MEW, CAO/GELF/DMH, CAO/RWP/Bela, CAO/WPO/PNBE.
General Manager (P)/NCR & CORE/Allahabad.
CPD/RE/DNR.
CSTE/Con/S&N/ECR/MHX/PNBE.
CPO(A)/ECR/HJP.
DRM/ECR/DNR, DDU, DHN, SEE & SPJ.
CSO/ECR/HJP, CWM/PD/DDU, WS/SPJ & CRW/HRT.
Sr.DPO/ECR/DNR, DDU, DHN, SEE & SPJ.
Sr. DSTEs/DSTEs/ECR/DNR, DDU, DHN, SEE & SPJ.
Dy.CPO/IR&W/ECR/HJP, Dy.CPO/MPP/ECR/HJP & SPO/PD/DDU.
Principal/ZRTI/E.C.Rly/Bhuli & MFP.
SPO(Con.)/MHX/PNBE.
APO/ESM & APO/M&E/HQ/HJP.
APO/MPP/ECR/HJP :- for uploading on website.
All Extra Divisional Units
General Secretary/ECROA, ECRPOA & ECREU.

**Sub :- LDCE for the post of Assistant Signal & Telecom Engineer (Group-
'B') in Level-8 of Pay Matrix as per 7th PC against 30% quota.**

Ref :- Railway Board's letter No. E(GP)2024/2/37, dated 12.12.2025.

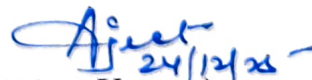
In terms of Railway Board's letter under reference, notification for selection to the Group 'B' post of Assistant Signal & Telecom Engineer against 30% quota for the vacancy cycle 2025-26 has been issued on 23.12.2025 and is now live on HRMS. Last date for submitting application through HRMS is 06.01.2026.

A copy of the said notification (with all annexures) as well as a copy of User Manual for entire processing of application through HRMS is attached herewith for ready reference and further wide circulation to all concerned staff/officials including those working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization having lien and seniority in ECR.

Authorized nominated Railway officials may be advised to scrutiny and forward the applications of willing candidates to the concerned next authority on day-to-day basis.

It may also be ensured that the applications of eligible candidates only may be forwarded to the authority at HQ/HJP by 13.01.2026, so that further necessary action can be possible within time frame.

DA:- As above.


(Ajeet Kumar)
APO/Gaz.

For General Manager (P)/ECR/HJP

East Central Railway

Office of the
General Manager(P)
Hajipur

No.ECR-HQ0PERS(SEL)/0011/2025
ALL CONCERNED

**Sub :- LDCE for the post of Assistant Signal & Telecom Engineer (Group-'B')
in Level-8 of Pay Matrix as per 7th PC against 30% quota.**

Ref :- Railway Board's letter No. E(GP)2024/2/37 dated 12.12.2025.

With the approval of Competent Authority, it has been decided to hold a selection LDCE for forming a **panel against 05 vacancy** for the post of ASTE(Gr.-'B') against 30% quota over E.C. Railway, as per details given below:-

LDCE	UR	SC	ST	Total	PwBD
ASTE (Gr.'B') 30%	04	01	00	05	0

- (1) (a) **Tentative date of Examination (CBT) :- 08.03.2026**
(b) **Venue of Examination (CBT) & Date of Viva Voce :- Will be notified in due course**

(2) **ELIGIBILITY:- (As on 01.01.2025)**

- (a) All permanent Group-"C" technical staff working in S&T Department including those working in other Railways/on deputation having lien and seniority on any Division/Unit of East Central Railway who have completed a minimum of 05 years of non-fortuitous service in Level- 6 of Pay Matrix (Pay Band Rs. 9300-34800 (PB-2) with Grade pay Rs. 4200/- as per 6th CPC) & above (including non-fortuitous service rendered in the corresponding pre-revised grades) as on 01.01.2025 are eligible to volunteer to appear in the selection against LDCE.

NB:- However, Those Gr. 'C' employees who have been given financial up-gradation in Grade Pay 4200/- or above in PB-2 (9300-34800/-) under ACP/MACP are not eligible to volunteers for the above (LDCE) examination.

- (b) **The cut-off date of eligibility for candidates for 30% LDCE is 01.01.2025, which is same as in the earlier part selection of 70% Quota.**
- (c) As per Railway Board's letter No. E(GP)2005/2/74 dt.13.03.08(RBE No. 40/08) in case of persons transferred at his own request to a new unit in the same category of post and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.
- (d) Those Railway employees who have come own request transfer/mutual transfer and joined E.C. Railway after the cutoff date i.e. 01.01.2025 will not be eligible to appear in this examination.

(3) **SCHEME OF SELECTION**

The selection will consist of (A) Written Examination (CBT) (B) Medical Examination (C) Viva-voce and record of service.

(a) **Written Examination (CBT)**

In terms of Railway Board's letter No. E(GP)2024/2/37 (3477173) dated 12.12.2025, the written examination will be conducted in the form of Centralised Computer Based Objective Type Examination (CBT) by RRB/Ajmer tentatively on 08.03.2026. As per Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022, there shall be a single paper of 150 marks comprising 100% objective type Multiple Choice Questions consisting of 175 questions out of which 150 questions are to be attempted. All objective type questions carry equal marks. 1 mark will be allotted for every correct answer. There shall be negative marking for each incorrect answer and One-third (1/3rd) of the marks allotted for each question will be deducted for every wrong answer.

P/2**(i) Scribe and Compensatory Time to PwBD employees :-**

In terms of Railway Board's letter No. E(NG)I2022/PM/4/9 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation in write and that scribe is essential to write examination on his/her behalf from the competent Railway Medical Authority as per proforma enclosed as ANNEXURE – 'B'.

(ii) The distribution of marks will be as under :-

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.09.2022, the break-up of marks for individual topics for the written examination (CBT) consisting of 150 questions will be as detailed hereunder :-

Topic	No. of questions	Marks
Technical (Professional) subject	85 questions (Including 5 optional questions)	80 marks
General Knowledge and Official Language Policy & Rules	55 questions (Including 15 optional questions on Official Language Policy & Rules)	40 marks
Establishment & Financial Rules	35 questions (Including 5 optional questions)	30 marks

- (iii) **Qualifying marks** : 90
 (iv) **Duration** : 3 Hours

(b) Medical Examination:

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.03.2023, employees who qualify in the written examination (CBT) by securing 60% or more marks shall be shortlisted, to the extent of five times the number of respective vacancies (community-wise), in order of merit, for the prescribed Medical Examination for promotion to Gr. 'B' post of ASTE (Safety category), as per the Railway Medical Manual. Only those candidates who are declared medically fit in the prescribed Medical Examination shall be called for the Viva-voce in accordance with extant instructions.

(c) Viva-Voce & record of service :

The following marks are allotted for Viva-voce and record of service:

	Maximum Marks	Qualifying Marks
Viva-voce	25	30
Record of service	25	(Including at least 15 marks under record of service)

(d) Empanelment:

The placement of the candidates in the panel will be based on their performance in Written examination, Viva-voce test and Record of service as per extant instructions of Railway Board and will be strictly as per merit, restricted the same to the number of assessed vacancies.

(4) Syllabus for the Written Examination (CBT) :

In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as ANNEXURE - 'A'.

(5) Submission of applications through HRMS :

- (a) The applications for the aforesaid LDCE shall be invited through HRMS.
 (b) Physical applications will not be entertained.
 (c) The detailed instructions to the candidates to submit applications through HRMS is enclosed as ANNEXURE-'C'.
 (d) The last date for the submission of application by the eligible employees is **06.01.2026**.
 (e) The reserved community employees are advised to check whether their community certificate is available in employee details, if the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising a ESS request by employee himself/herself and get it approved.

- (f) The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system.
- (g) Staff working in the Construction/Project Organization on deputation, training, leave/sick and any Ex-cadre Organization and having lien and seniority in any Division/Unit of ECR, should also be notified to enable them to submit their applications through HRMS. It is the personal responsibility of the personnel Officers/Controlling Officers of the Units of such staff to ensure that the notification reaches to all the eligible employee well in time.
- (h) The employees, who have responded to this notification, are also equally responsible to attend the written examination through CBT tentatively scheduled on 08.03.2026.

(6) TRAINING OF SC CANDIDATES:-

In terms of Railway Board's letter no. E(GP)2022/2/4 dated 18.10.2022, before conducting written examination, mandatory Pre-promotional training classes of 60 hrs./15 working days to all SC eligible candidates will be arranged by the department concerned. PCSTE/ECR/HJP will nominate a JAG or above officer of S&T Department as an in-charge of Pre-promotional training for the SC candidates. The in-charge of Pre-promotional training will intimate the date and venue of the Pre-promotional training to the eligible SC candidates in due course.

If any SC candidate refuse to undergo Pre-promotional training, a written undertaking should be obtained from him/her and the same may be sent to Dy.CPO(Gaz.)/ECR/HJP as well as PCSTE/ECR/HJP. The Controlling Officers should ensure that the SC candidates under their control are spared without fail on time to participate in such training.

The SC candidates are also advised to insist their controlling officers, in their own interest to spare them for the said training.

(a) Duty of the in-charge of Pre-promotional training (Nominated by PCSTE):-

- (i) To inform in writing through special messenger to the concerned SC employee with details of date, time & venue of training.
- (ii) To obtain in writing unwillingness for training, if any, from the concerned SC employees.
- (iii) To arrange sparing of the candidates and liaison with respective Controlling Officers/Supervisors.
- (iv) To chalk out training schedule and adhere to it.
- (v) To ensure maintenance of daily attendance of SC candidates on the attendance sheet, who attend the training.
- (vi) After completion of such training, the in-charge of the Pre-promotional training will give a written report along with all supporting documents/papers including attendance sheet of SC participants to Dy.CPO(Gaz)/ECR/HJP, immediately after completion of Pre-promotional training for records and further action. On receipt of compliance report of Pre-promotional training, written examination will be conducted.

(b) Duty of Controlling Officer:-

To spare the candidates under their control without fail in time with direction to participate in the Pre-promotional training as well as to appear in the written examination also.

(c) Duty of concerned SC applicant:-

- (i) To arrange their sparing from duty by insisting their Controlling Officers in their own interest.
- (ii) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-promotional training on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of Pre-promotional training and it will deemed to be refusal for the same.

- (iii) Failure of concerned SC employees to avail Pre-promotional training on any account including leave etc. will be considered on their part and no supplementary training will be organized in any circumstances.
 - (iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of Pre-promotional training.
 - (v) After completion of Pre-promotional training, the in-charge of the Pre-promotional training will give a written report along with all supporting papers including attendance sheet of SC participants to Dy.CPO/Gaz/HJP latest by 27.02.2026 for records and further action.
- (7) The eligible staff should also be advised that no absentee written examination would be held for the absentees under any circumstances. As per rule, there is no provision of absentee exam in LDCE.
- (8) The concerned Personnel Branch Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of written examination through special messenger to Dy.CPO/Gaz/ECR/HJP.
- (9) The above selection will be held as per procedure laid down in Master Circular No. 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued time to time. The said Master Circular is available on website www.indianrailways.gov.in → Ministry of Railway...>Railway Board.....>Railway Board Directorates...>Establishment...>E(GP)circular → Master Circular. The department/division/unit should ensure the compliance of instructions of item 16 of Master Circular- 68.

Note:- This notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date.

Please acknowledge receipt.

DA:- (i) ANNEXURE - 'A' – Syllabus

(ii) ANNEXURE - 'B' – Scribe declaration

(iii) ANNEXURE- 'C' – Instructions to the employees to submit application through HRMS

Digitally signed by

AJEET KUMAR

Date: 23-12-2025

18:04:34

APO/GAZ

For General Manager(P)/HJP

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.**Syllabus for Establishment Rules:**

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

Syllabus for 30% LDCE for Promotion to Group 'B' post of ASTE in Signalling & Telecommunication Department

Part – A - General

I. Current Affairs and General Knowledge

- This section would contain questions of general interest and importance, which is acquired by general observation or reading without specific text book study. Subjects of national importance as well as achievements of Railways are also to be covered. The standard of General Knowledge shall not be more rigorous than Matriculate level.

II. General Mathematics

- Arithmetic and Statistical operations, Graphs, Fractions, Percentage, Sampling & Averages
- Geometry – Areas & Volumes up to Higher Secondary /12th Standard level
- Algebra, Simultaneous Equations etc up to Higher Secondary /12th Standard level

III. Physics & Basic Electricity

- Units & Measurements
- Mechanics – Newton's Law of motion, Velocity & Acceleration, Work, Energy, Power
- Mechanical properties of solids and fluids
- Heat & work, expansion of solids, liquids & gases
- Ohm's law, Coulomb's law, Faraday's Law, Voltage, Current & Resistance, Kirchhoff's Laws, Wet & Dry Batteries, Power Factor
- Fleming's Law, Lenz's Law, Simple Motors & Dynamos, Generators, Principle of working of Transformer, Relay, Fuse, Circuit Breaker
- Semi conductor devices – P-N diode, Transistors, FETs, Applications
- Power supply, AC & DC, Rectifiers

IV. Digital Electronics & Information Technology

- Principles of Digital Electronics – Boolean Algebra, Digital Devices and their applications
- Information Technology – Generations, PC specifications, Operating systems – Windows, Linux and Application Software.

Part – B - Professional Subjects

I. Signalling :

- Basics of Signalling
- Principles of Interlocking, Signal Interlocking Plan, Route holding principles, Table of Control
- Colour Light Signal concepts

- Signalling Elements – Relays, Cables, LED Signals, Point Machines, Track Circuits (DC, AC & AFTC), Axle Counters (SSDAC & MSDAC), Block instruments, Integrated Power Supply, Interlocked Level Crossing Gates and Data Loggers
- Automatic Signalling
- Intermediate Block Signalling, BPAC, UFSBI
- RE Modifications
- Relay Interlocking concepts - Metal to Carbon, Metal to Metal, Panel Interlocking and Route Relay Interlocking
- Electronic Interlocking – Principles, Configuration, Interface logic, Application logic, VDU logic, FAT, SAT, Technical System Approval
- Earthing, Lightning and Surge protection arrangements
- Train Protection Systems – TPWS, Kavach
- Centralised Traffic Control (CTC) , Train Management System (TMS)
- Execution of S&T Infrastructure works – Planning, Execution, CRS sanction, Documentation, Testing and Commissioning

II. Telecommunications

- Outdoor and Indoor Telecom cable system, jointing procedures, and maintenance and fault localisation methods, laying practices and precautions at work site
- Control Communication, OFC based, VoIP based, Emergency Control Communication, Voice Logger, COA
- Telephone Instruments, Signalling principles of Telephone Exchanges, Automatic, ISDN, and VoIP Telephone Exchanges
- PCM-TDM Principles, PD multiplexers, SDH principles and SDH equipments
- Modulation techniques and radio propagation
- VHF, UHF, Tetra, GSM-R, LTE-R
- OFC Communication systems, OFC Splicing, Measurements and laying practices
- Data Communication and IP networks, IP-MPLS, Data networks of IR, PRS, UTS, FOIS, TMS, NMS, Wi-Fi at stations, Firewalls/UTM, Cyber security and Wireless security
- Public address system, Passenger information systems and VSS

III. Codes & Manuals

- General Rules
- Railways (Opening for Public Carriage of Passengers) Rules
- Indian Railways Schedule of dimensions
- Indian Railway Signal Engineering Manual
- Indian Railway Telecom Manual
- Accident Manual
- Block working Manual
- Extracts of Operating manual for Indian Railways, Indian Railways manual of AC Traction Maintenance and Operation and Indian Railways Permanent Way Manual relevant for Signal & Telecom Engineers

IV Workshop Practices

- Raw material processing
- Workshop Machines and their utilisation
- Overhauling procedure and practices
- Inspection and testing of components
- Testing procedures of Block Instruments , Relays, Point Machines, IPS, EoLB, Track Feed Battery Chargers, EKTs, Control Panels and Mechanical Items.
- RDSO approval procedure and Renewal
- Production Management Plan
- Quality control and Safety Practices
- Calibration of instruments and machines
- ISO/IMS Certification for workshops
- Scrap disposal
- Workshop suspense
- Costing of products
- Incentive schemes

Part - C – Official Language

Official Language Policy, Act, Rules, Incentive Schemes etc

Annexure-B

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of (Vill/ PO/PS/District/State), aged.....yrs, a person with..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto_____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature &Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic /PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist /Special Educator	Neurologist (if available)	Occupational therapist available)	Other Expert as nominated by the Chairperson (if any)
(Signature &Name)				
Chief Medical officer/Civil Surgeon /Chief District Medical Officer..... Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____ a candidate with _____ (nature of disability/condition) appearing for the _____ (name of examination) bearing Roll No. _____ at _____ (name the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

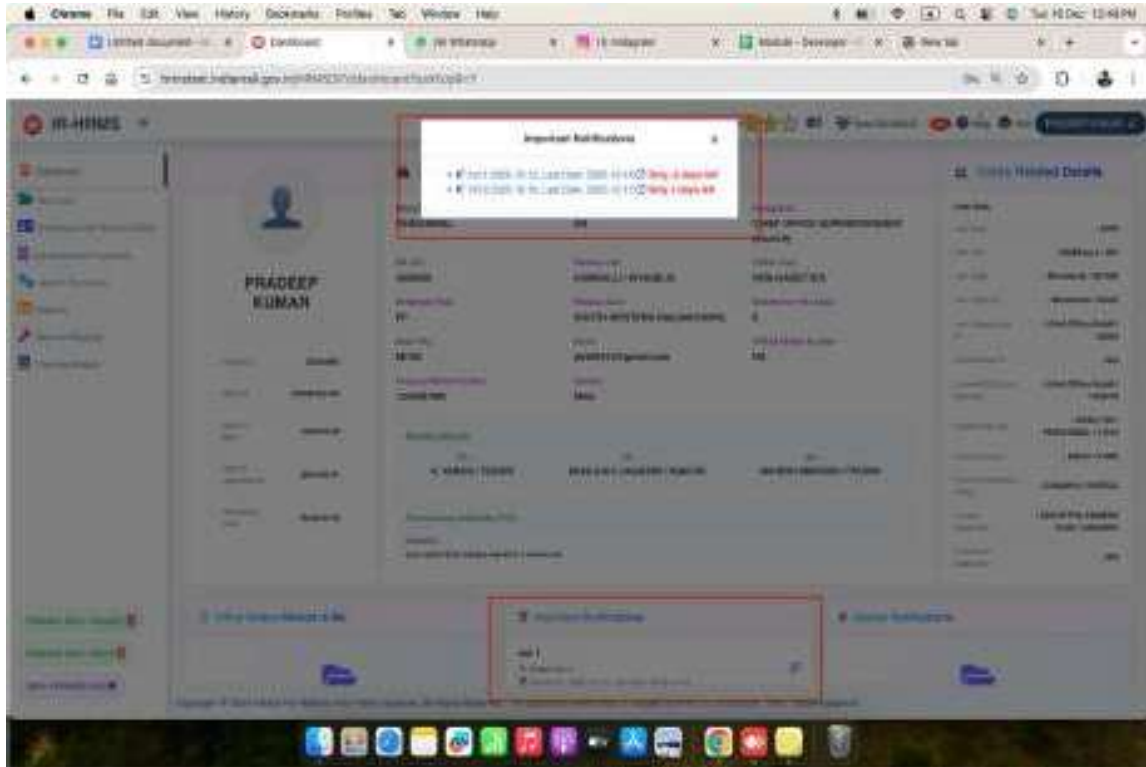
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**

The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot displays a web-based application form titled 'HR-System'. The interface includes a left-hand navigation menu with options like 'Home', 'Employee Self-Service', 'Information & Support', 'Application Management', 'Requests', 'Document Management', and 'System Settings'. The main content area is divided into several sections: 'Employee Details' (containing fields for Name, Date of Birth, and Gender), 'Employee Photo' (with a placeholder for a photo), 'Employee Signature' (with a placeholder for a signature), 'Employee Details' (containing fields for Employee ID, Name, Date of Birth, Gender, and various dates), and 'Employee Details' (containing fields for Employee ID, Name, Date of Birth, Gender, and various dates). The form is designed for an employee to input their personal and professional information.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Year	Date	Type	Application No.	Application Code	Status	Last Date of submission of application	Assessment Period from	Assessment Period to	Date of Signaling	Action
2020	2020-04-01	SWR	1011	1011-0001	Open	10-01-2020	10-01-2020	10-01-2020	10-01-2020	Apply for promotion (Open Application)
2020	2020-04-01	SWR	1011	1011-0002	Open	10-01-2020	10-01-2020	10-01-2020	10-01-2020	Apply for promotion (Open Application)

This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.

**User Manual for Group B Notification - 30% and Application
processing facility in HRMS**

Version 1

Date of issue:16/12/20205

User Manual for Group B Notification - 30% and Application processing facility in HRMS

This manual details the steps to be followed for

- 1) Issuing Group B notification-30% by HQ
- 2) Application against notification of Group B- 30% by eligible applicants
- 3) Processing of applications by Units and HQ.

User roles involved.

- 1) Role GZA - Officer of Personnel Department in HQ - This user role performs following functions
 - a) Issuing Notification
 - b) Creating Custodians for individual Units in the zones
 - c) Creation of HQ recipients
- 2) Applicant - The eligible employee who applies for the notification issued.
- 3) Unit Custodian - He is created by Officer of Personnel department in HQ. He will have the role of GZV.
He scrutinizes the applications pertaining to a unit he/she is mapped to
- 4) Role GZV - HQ recipient - He / She is the gazetted clerk/Verification authority.
He / She process/distributes the applications received at zonal HQ for further checking or processing.

Stages of the program

Various stages pertaining to the facility are given below

- 1) Creating a Notification
- 2) Application by employee
- 3) Processing of Applications

1) Creating a Notification - User role GZA

The role of GZA is created by Unit Admin (UA). This can be given to a gazetted officer of personnel department in HQ.

The user GZA logs in and follows the path as

Login → Establishment Functions → UDIP → Group B applications → **Group B notification entry.**

After going through above path, the screen looks as below.

The screenshot shows the 'Group B Notification Entry' form in the IR-HRMS system. The form is divided into several sections for data entry:

- Zone:** SOUTH WESTERN RAILWAY
- Notification Year:** 2025
- Type:** Please Select
- Post:** Please Select
- Notification No:** (empty field)
- Notification Date:** DD/MM/YYYY
- Notification Pdf Upload:** Choose file (No file chosen) and an Upload button.
- Last Date of Submission of Application:** DD/MM/YYYY
- Assessment Period From:** DD/MM/YYYY
- Assessment Period To:** DD/MM/YYYY
- Date Of Eligibility:** DD/MM/YYYY

Below the form fields, there is a section titled 'Eligible employee to whom application form to be shown :'. It contains a table with columns: Department, Sub Department, Cadre Code, Pay Level, and Action. An 'Add Row' button is located to the right of the table.

At the bottom, there is a section titled 'Select Employee Who Will Oversee The Applications :'. It contains a table with columns: Unit, Search Employee, and Employee Detail.

The footer of the page includes the copyright notice: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcpnrmsapp013'.

This screen has four sections in it.

The first section as seen above is the place where the user enters the details of notification like the year, the department for which the notification is being created for assessment period, last date of notifications and type. In the 'Type' dropdown, the user has to select appropriate values.

The user also has to enter the date of eligibility and upload the pdf of the notification.

The second section deals with adding the cadres who are eligible for this particular notification.

In this screen, the user - GZA selects the cadre and the pay levels who are eligible for the notification. At present based on pay level, employee can see the notification. Later in 2nd phase, based on Cadre codes and levels that are mentioned in this section only will be able to see the notification and apply against the same. The other levels will not be able to see the notification.

The screen looks as below.

Notification No : 1612

Notification Date : 16/12/2025

Notification Pdf Upload : Choose file CamScanner... 16.36.12.pdf Upload

Assessment Period From : 17/12/2025

Date Of Eligibility : 16/12/2025

Eligible employee to whom application form to be shown :

Department	Sub Department	Cadre Code	Pay Level	Action
PERSONNEL	Please Select	Ministerial (267000)	> 6 > 7 > 8 > 9	Remove
PERSONNEL	Please Select	Welfare Inspector (237000)	> 6 > 7 > 8 > 9	Remove

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	-- Search Employee --	<p>Name : HRMS Id :</p> <p>Designation : Department :</p> <p>Unit : Zone :</p>

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Once the eligible cadres are entered the user GZA moves to next section where she / he creates the unit custodians for the application. These users will receive all the applications for the selected notification.

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	<p>Name : VICKY B HRMS Id : AJEYR</p> <p>Designation : OFFICE SUPERINTENDENT Department : PERSONNEL</p> <p>Unit : UBLD Zone : SWR</p> <p>Pay Level : 6</p>
MYSORE WORKSHOP (MYSW)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	<p>Name : VICKY B HRMS Id : AJEYR</p> <p>Designation : OFFICE SUPERINTENDENT Department : PERSONNEL</p> <p>Unit : UBLD Zone : SWR</p> <p>Pay Level : 6</p>
BANGALORE CONSTRUCTION (SBCC)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	<p>Name : VICKY B HRMS Id : AJEYR</p> <p>Designation : OFFICE SUPERINTENDENT Department : PERSONNEL</p> <p>Unit : UBLD Zone : SWR</p>

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Here, for each of the units available in the zone as per HRMS database, the GZA will be able to create a custodian. As mentioned above this custodian will receive all the applications for processing in his inbox. Once this step is done, the user will designate a user as GZV or the HQ Recipient who will initiate the workflow for the applications received from Units for the scrutiny at HQ.

Forward To HQ Recipient* :

R PRASAD S I (MGMECW) ::PERSONNEL::SR DPO

Search Range :

SWR - HUBBALLI (DIV)- PERSONNEL

Modify Search Range

Submit Entry

Once all the sections are completed, the GZA clicks on submit entry. This is a single step process. By doing this, a new notification is created. User will not be able to create a same notification again.

There is another table below the submit button which shows the details of all the notifications created through this module. This is for the information of the user.

Chrome

File Edit View History Bookmarks Profiles Tab Window Help

Tue 16 Dec 12:43 PM

Group B Promotion

hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-notification-entry

Incognito

IR-HRMS

Please use url https://hrms.indianrail.gov.in

Role-UA/UBLD

Help

FAQ

R PRASAD S I

Dashboard

My inbox

Employee Self Service (ESS)

Establishment Functions

Admin Functions

Reports

Service Request

Training Module

Website Intro -English

Website Intro -Hindi

Take Website tour

List of Notifications Available in System

Search:

Year	Notification Id	Zone	Post	Type	Notification No	Notification Date	Notification Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date Of Eligibility	Notification Page Entry View
2025	1	SOUTH EASTERN RAILWAY	APO	70	testserapo	29-11-2025	View	03-12-2025	01-11-2025	31-10-2026	01-11-2025	View
2025	2	SOUTH EASTERN RAILWAY	AMM	30	SER\APO\30%	30-11-2025	View	04-12-2025	01-12-2025	30-11-2027	01-12-2025	View
2025	3	SOUTH EASTERN RAILWAY	AEE	30	2025\AEE\30%	03-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	4	SOUTHERN RAILWAY	APO	30	APO Test	04-12-2025	View	31-12-2025	01-01-2024	31-12-2024	01-01-2025	View
2025	5	NORTH WESTERN RAILWAY	AEN	30	871-E/1/AEN/Gr:B'(Regular-LDCE)	04-12-2025	View	04-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	6	NORTH WESTERN RAILWAY	AME	30	871-E/1/AEN/Gr:B'(-LDCE)	05-12-2025	View	06-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	7	NORTH WESTERN RAILWAY	APO	30	871-E/1/APO/Gr:B'(Regular-LDCE)	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	8	SOUTHERN RAILWAY	AEE	30	AEE Test	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	9	NORTH WESTERN RAILWAY	ASTE	30	871-E/1/AST/Gr:B'(Regular-LDCE)	05-12-2025	View	08-12-2025	01-01-2025	11-12-2025	04-11-2025	View

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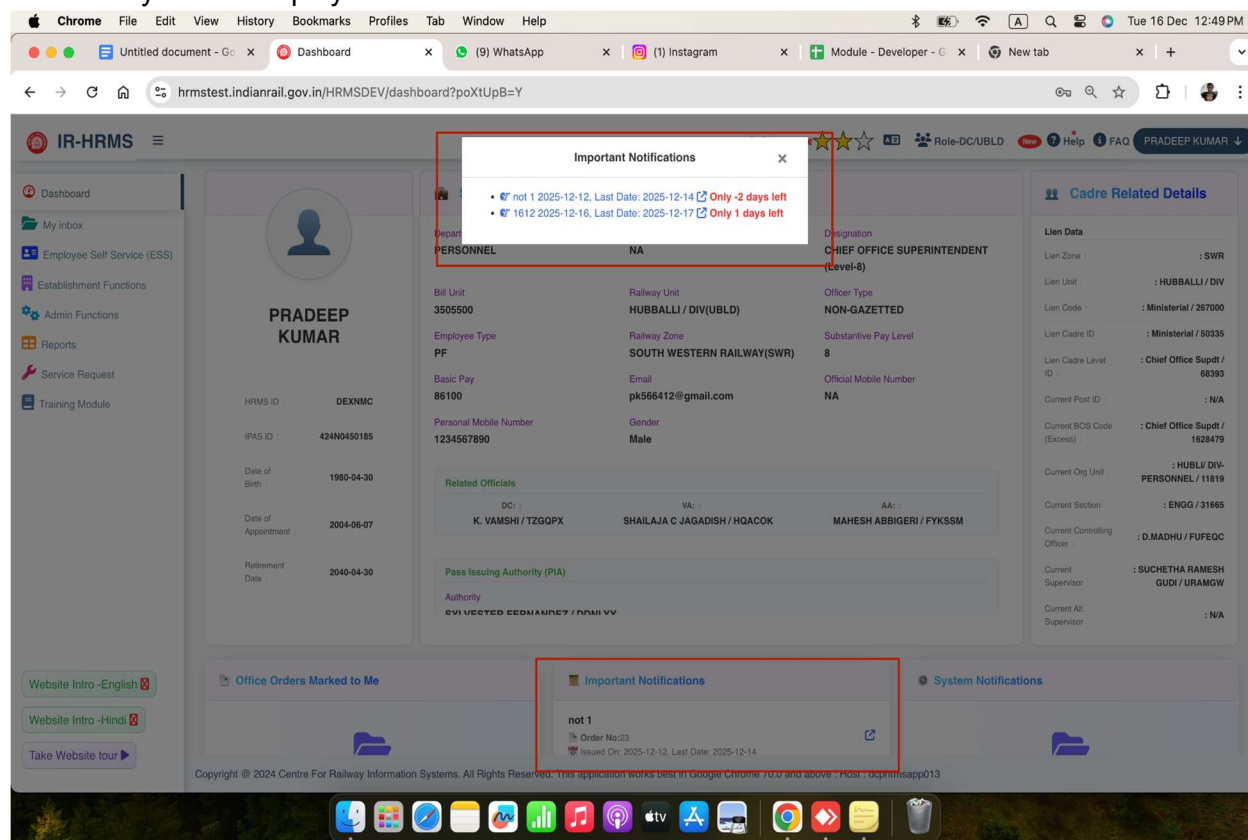
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

applications. By clicking the links (in blue) user can see the notification and details recorded at the time of entry of notification.

The next step will show how the employee can apply against the notification.

2)Application against the Notification by the Employee

When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**

IR-HRMS | <https://hrms.indianrail.gov.in/HRMS to access HRMS application> | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	86100
Email :	pk566412@gmail.com	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Male

Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Apply
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."

IR-HRMS | Home / Promotion / Application for Group 'B' | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Application For Group 'B'

Application cum proforma for selection to the Group 'B' post of APO / SWR against 30% quota vacancies for the assessment period 2025-12-17 to 2025-12-17

Application Details

Application Id

Notification Details

Notification Id 27

Post APO

Date Of Issue 16-12-2025

Notification No. 1612

Click to view notification [View](#)

Last Date of submission of Application 17-12-2025

Employee Current Details

Photo

Sign

Please upload your community certificate in Employee Master then only can apply.

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The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo:
 - Sign:
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(50335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(68393)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

The form also includes a sidebar menu on the left with options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. At the bottom, there are links for Website Intro in English and Hindi, and a Take Website tour button. The footer contains copyright information and a note about the application's compatibility with Google Chrome 70.0 and above.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong, he has to enter the data manually.
- If the employee is on deputation, the details of the same has to be entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e. date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

IR-HRMS CTI + NR [4] Mobile No. 9971535534 for NCR + NER + ER + NF

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details :

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV (UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY (SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.

3)Processing of Application

The process of applications is done in two stages. One at the Unit level and secondly at the HQ level.

The Unit custodians defined by the GZA would be able to view and scrutinize the applications. He can send the application to appropriate authority for scrutiny to concerned section. Once Scrutiny is completed by unit , any gazetted officer can send the application to HQ.

The HQ recipient or the GZV then receives the applications and process for re scrutiny (if required) by initiating the workflow.

1)Process at Unit level

All the applications submitted by the employees will be available for scrutiny at the level of unit custodians who have been designated as such by GZA.

Once the unit custodian logs in to HRMS, the following path has to be navigated.

Login → My inbox → Other pending tasks → Group B applications.

The screenshot shows the IR-HRMS web application interface. The browser address bar displays 'hrmstest.indianrail.gov.in/HRMSDEV/groupb-my-inbox'. The page title is 'Group B Applications Inbox' with a red instruction: 'Kindly click on Action icon to process the application.' Below this is a table with two main sections: 'Notification Details' and 'Applicant Details'. The table contains one row of data for a pending application.

Notification Details					Applicant Details						Action	
Notification Id	Post	Type	Notifying Railway	View Notification	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application	
27	APO	30%	SOUTH WESTERN RAILWAY	View	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Supdt(68393)	View	Action

At the bottom of the interface, there are links for 'Website Intro -English', 'Website Intro -Hindi', and 'Take Website tour'. The footer text reads: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013'.

After navigating to above path, the screen looks as above. He will see the application details, the pdf of the application. the user clicks on 'Action' button to process further,

On clicking on 'Action' button, the user will see the following screen

IR-HRMS Please use url <https://hrms.indianrail.gov.in/HF> Role-E/UBLD Help FAQ VICKY B

Group B Application Flow

Notification Details					Applicant Details							
Notification Id	Post	Type	Notifying Railway	View Notification	Application Id	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application
27	APO	30%	SOUTH WESTERN RAILWAY	View	41	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Suptd(68393)	View

Remarks History

Sr. No.	Remarks	Action	Noting By	Processed On	Eligibility By Noting Officer	View Edited Application
---------	---------	--------	-----------	--------------	-------------------------------	-------------------------

Process Application

Application Status

Has File Movement Started	Has Chief OS Remarked
X	X

Note : Minimum Substantive Pay Level Required for Chief OS / OS / Sr Clerk Processing is 5.

Note : Finalize Proposal And Send to HQ can only be done by a GAZETTED officer.

Action * : -- Select Action --

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Here, the user will be able to act on the application.

For the purpose of ensuring a thoroughness in checking and forwarding the application, two indicative flags have been given.

- Has the file movement started - This flags the movement of application- whether it started or not.
- Has Chief OS remarked - This flag ensures that the application has been scrutinized by a senior official from personnel department/Concerned person.

At this stage, after receiving the application, the custodian can forward the application to anyone similar to a workflow after adding the remarks.

Once the application is forwarded, application will be available to recipient in his inbox for processing.

All the users who receive the application for processing will be able to

- View the application in their inbox.
- Edit the application and offer remarks and
- Mark the eligibility/non eligibility of the application and

d)forward the application to another user.

Processing of applications (whenever eligibility is ascertained) has been authenticated with a transaction password to increase the security. The Transaction OTP needs to be entered on such occasion. Once section remarks on eligibility and send the application to concerned APO for final Decision, APO can agree / disagree and send the application to HQ or can return the application for reexamination or clarification. Once he finalizes the eligibility and send the application to HQ, workflow ends at Unit level.

The workflow ends only when a Gaz officer marks the eligibility of the application and forwards it to HQ.

With this the role of unit custodians end. The applications will now be available for process in HQ with GZV login.

2)Process at HQ level

The process of application scrutiny at HQ level is done by user role GZV as designated by GZA at the time of notification creation.

GZV logs in → Establishment Functions → Group B applications → Group B application scrutiny.

He will then have to select the notification to see and process the applications received in HQ. He can wait for last date to process all application against a notification for processing them in a batch (in a single workflow). Or he can process in multiple batches too to save time.

Group B Applications List

Notification Id: 1612 - APO (30%)

Notification Details				
Notification Id	Post	Type	Notifying Railway	View Notification
27	APO	30%	SOUTH WESTERN RAILWAY	View

Applicant Details												Eligibility
Tick	Sr No	Application No	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	APO Eligibility	original Application	Chief OS Edited Application	
☒	1	41	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL / -	Ministerial(267000)	Ministerial(50335)	Chief Office Supdt(68393)	Eligible	View	View Version : 1	-- Si v

[Initiate Approval Process](#)

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As can be seen from above, the user GZV will now be able to see individual applications forwarded to him by the units. He will also see the original application and the subsequent edited applications of the employee as done by the unit during scrutiny. He can then initiate a workflow process for approval by selecting the required application/s and making a recommendation of eligibility or non eligibility . Once the GZV sends the proposal, this will be available to recipient in his inbox under promotions tab.

The proposal can only be approved by a Gaz officer in HQ.

Reports

Two types of reports have been provided for tracking the status of applications.

1)Report - Status of Applications Pending at HQ - This report is visible to both GZA and GZV roles.

This can be accessed at Login → Establishment Functions → UDIP →Group B applications.

This report gives details of all the applications which were received at HQ and the status of applications where they are pending.

2)Track Group B Notification status/Change Custodian - This report is visible to GZV role.

This can be accessed at Login → Establishment Functions → UDIP →Group B applications.

This report gives the status of all applications . The workflow remarks of each application can also be seen.

In addition, GZV of HQ will be able to change the custodian for any application as long as the application is not forwarded to HQ. This can be used in situations where the unit custodians are unable to process the applications received by then.

-----END OF MANUAL-----