

पूर्व मध्य रेल

कार्यालय
मंडल रेल प्रबंधक (का0)
समस्तीपुर

दिनांक 26.12.2025

सं0— का/254/राज/AMM (30%)/सम0

वरिष्ठ मंडल सामाग्री प्रबंधक
पूर्व मध्य रेल, समस्तीपुर।

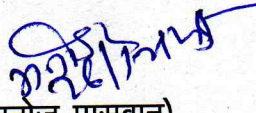
Sub:- Selection for the post of Assistant Material Manager (Group 'B') in Level-8 of Pay Matrix as per 7th PC against 30% LDCE quota.

Ref:- GM(P)/HJP's letter No. ECR-HQ0PERS(Gaz)/0049/2025 dated 24.12.2025

संदर्भित पत्र के द्वारा AMM(Group 'B') 30% LDCE कोटे के तहत अधिसूचना जारी कर सभी पात्र एवं इच्छुक कर्मचारियों को HRMS के माध्यम से आवेदन देने का निर्देश दिया गया है। उक्त अधिसूचना की प्रति इस पत्र के साथ संलग्न है, कृप्या अपने अधीनस्थों के बीच इसका व्यापक प्रचार-प्रसार करते हुये पात्र एवं इच्छुक कर्मचारियों को HRMS के माध्यम से आवेदन दिनांक **06.01.2026** तक देने का निर्देश है।

कृपया इसे उच्च प्राथमिकता दें।

संलग्नक:- यथोपरि।


(मनोज पासवान)
सकाधि-।
कृते मंडल रेल प्रबंधक(का0)
समस्तीपुर।

प्रतिलिपि :- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1 मुकार्याधी /प्रशासन/समस्तीपुर- कृप्या संदर्भित पत्र के निर्देशानुसार कार्यवाही सूनिश्चित करें।

✓
कृते मंडल रेल प्रबंधक(का0)
समस्तीपुर।

East Central Railway

Office of the
General Manager(P)
Hajipur

ECR-HQOPERS(Gaz)/0049/2025

Date: 24.12.2025

Secy. to GM/ECR: For kind information of GM
Dy. Secy. to AGM: For kind information of AGM
Secy. to PCPO: - For kind information of PCPO
SDGM/ECR/HJP, General Manager (P)/CORE/Allahabad
General Manager/RITES/CRIS/NDLS, PCMM/ECR/HJP
CAO(Con)/MHX/ECR/PNBE, CAO/WP/PNBE, CAO/RWP/Bela
CAO(GELF)/ECR/DMH, Chairman/RRB/Patna & MFP, Chairman/RRC
CPO/A & CPD/RE/DNR, DRM/ECR/DNR, DDU, DHN, SEE & SPJ
CWM/PD/ECR/DDU, WS/SPJ & CRW/HRT
Sr. DPO/ECR/DNR, DDU, DHN, SEE & SPJ,
Dy. CMM(Depot)/ECR/GHZ & SPJ
Sr. DMMs/DMMs/ECR/DNR, DDU, DHN, SEE & SPJ
Dy. CPO/MPP/IR&W/ECR/HJP
Principal/ZRTI/E.C.Rly/Bhuli & MFP,
APO/Bill, APO/M&E & APO/ESM/HQ/HJP
APO/MPP- For uploading on WEBSITE
General Secretary, ECROA, ECRPOA, ECREU & All Extra Divisional Units.

Sub:- LDCE for the post of Assistant Material Manager (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.

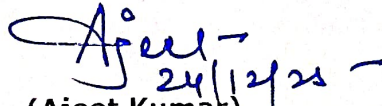
In terms of Railway Board's letter under reference, notification for selection to the Group 'B' post of Assistant Material Manager against 30% quota for the vacancy cycle 2025-26 has been issued on 23.12.2025 and is now live on HRMS. Last date for submitting application through HRMS is 06.01.2026.

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(Gaz)/0049/2025 (C/N 355357)

ALL CONCERNED

Sub: - LDCE for the post of Assistant Material Manager (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 02 vacancies** for the post of AMM (Gr.- 'B') against 30% quota over E.C. Railway, as per details given below: -

LDCE	UR	SC	ST	Total	PwBD
AMM (Gr.'B') 30%	02	00	00	02	Nil

- (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" staff working in Stores 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 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 cut-off date i.e. 01.01.2025 will not be eligible to appear in this examination.

Contd.... P/2

(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.

(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 here under: -

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 AMM (Non-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.

Contd.... P/3

(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/ST CANDIDATES: -

As there is no reserve vacancy available, Pre-selection Training is not required as per Para 2(ii) of RBE No. 142/2019 dated: 28.08.2019.

- (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

18:10:02

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
AMM/ADMM IN STORES DEPARTMENT**

Part-A

Professional Subject

- 1 Organization of Stores Dept. on Zonal Railway & Production Units.
- 2 Objectives of Stores Dept. in brief.
- 3 Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.
- 4 Canners of Financial Propriety & its application to Stores Matters.
- 5 Delegation of Powers:
 - i) Its need & necessary safeguards
 - ii) Powers of PCMM & other officers for;
 - (a) Purchase, (b) Sale, (c) Write off, (d) Other misc. matters
- 6 Purchase of stores:
 - i) Important Stages in purchase cycle
 - ii) Purchase Policy & Rules of IR and GFR Provisions
 - iii) Channels & Procedures of purchase of indigenous stores
 - iv) Modes of tendering [including PAC purchase] & their limitations
 - v) Tender consideration;
 - a) Price determination (Reasonability/Workability)
 - b) Negotiations, Cartel Formation & related instructions
 - c) Concept & constitution of Tender Committee
 - vi) Purchase of M&P/RSP items including CMC
 - vii) Emergency Purchases
 - viii) Basics of iMMS & e-Procurement
 - ix) Procedures/Manuals related to iMMS and IREPS
 - x) Procurement through GeM
 - xi) Reverse auction
 - xii) Price variation clause and its operation
 - xiii) Buy back system of purchase
 - xiv) Green procurement/Sustainable procurement
 - xv) Composite contracts and strategic procurement
- 7 Purchase through Centralized agencies like:
Railway Board, BLW, CLW, etc.
- 8 Procedure of purchase from other Govt. Dept. in brief
- 9 Govt. Policy of Preference:
 - a) Purchase/Price Preference
 - i) Micro & Small Enterprises
 - ii) Items reserved for procurement from MSEs
 - b) Purchase Preference as per Make in India Policy.
 - c) Special benefits available to MSEs
- 10 Supply Contracts:

- i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
- ii) IRS Conditions of Contract, General Conditions of Contract
- iii) Force Majeure Clause
- iv) Preparation of bid documents, special conditions, price variation and eligibility criterion etc for
 - a) Rate/Running & Fixed quantity/Long term contracts
 - b) Service Contract
 - c) Annual maintenance Contract
 - d) EPC Contract
- v) Online submission of EMD & SD
- vi) PO Draft/Numbering Scheme & vetting considerations
- vii) Contract Management
 - (a) Extension of DD/Modification of PO
 - (b) Penalties for breach of contracts (LD, GD, RP)
- viii) Settlement of Disputes
 - a) Arbitration Clause in IRS Conditions
 - b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019
 - c) Dispute resolution between two Govt. Deptt. Or (CPSU)

11 Import of Material:

- i) Direct import by Zonal Railways/Production Units
- ii) Import through Railway Board
- iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.
- iv) Modes of Payment, Letter of Credit & its types
- v) Sea & Air freighting of Railway Materials & Insurance Covers
- vi) Port clearance of imported consignments
- vii) Claims settlement
- viii) INCOTERMS (latest edition)

12 Strategic Sourcing (Rational Source Selection):

- a) Registration of firms on Railways and IREPS
- b) Vendor performance evaluation; Vendor rating; Penal Action against vendors; Alternatives available with Railways, PUs
- c) Registration by RDSO
- d) Supply chain concept — relevance to Railways especially PUs

13 Important Statistics on Stores matters:

- a) Submitted to Railway Board, periodically
- b) Included in Railway Board's annual report & GM's Narrative Report
- c) Yardsticks to measure efficiency of Stores Dept.

14 Stores Budget:

- a) Compilation & various review/amendments to the budget during the financial year
- b) Controls to adhere to the budget provisions, Exchequer control
- c) Control over stores expenditure to minimize working expenses
- d) Purchase Grant
- e) Zero Base Budgeting (ZBB)

15 ISO Certification/ 5S Certification/ 6 Sigma Certification:

Procedure for obtaining the certification & subsequent compliance for continuation of the same:

- a) For Purchase Office,
- b) For stores depot

16 Paperless Working:

- a) e-Office
- b) Digitally signed electronic reports in iMMS and IREPS

17 Online acceptance of tenders:

Technical Scrutiny, Tender Committee Minutes preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order.

18 Procedure for keeping/retention/destruction of official records.

19 Stores Depots:

- a) Location
- b) Functions
- c) Typical Layout of a stores depot

20 Design Aspects of a Typical Stores Depot/Warehouse:

- a) Important parameters to be considered for design
- b) Space Management
 - i) Buildings, Yards, Roads
 - ii) Various types of storage arrangements
- c) Materials Handling:
 - i) Equipments
 - ii) Unit piling, container/pallet systems
 - iii) Vertical storage system
- d) Important Fire Safety aspects & Latest fire fighting Techniques
- e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:
 - i) Theft
 - ii) Pilferage
 - iii) Misappropriation
 - iv) Provision of CCTV in Stores Depots/Divisional Depots
- f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys
- g) Gate Pass

21 Depot Organization:

- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
- b) Various sections of stores depot, its functions & working procedures

22 Receipt & Accountal of materials:

- a) Procedure for receipt & accountal, in a depot
- b) Consequent clearance of purchase suspense
- c) Accounts checks on suppliers' bills
- d) Purchase Suspense/Sales Suspense

- 23 Inspection of Stores:
- a) Inspection Techniques
 - b) Various Agencies for Inspection of Railway Materials
 - c) Acceptance of material against WTC
 - d) Inspection at firm's premises & Inspection at Depot
 - e) Rejection of pre-inspected materials and procedure for joint inspection
 - f) Disposal of rejected materials
 - g) Warranty Claim Procedure
- 24 Sampling for Inspection:
- a) Sampling Methods
 - b) Indian Standards relating to Sampling
- 25 Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.
- 26 Receipt & Issue of Stores on iMMS:
- a) FIFO Method of Receipt and Issue
 - b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued
- 27 Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.
- 28 Imprest Stores:
- a) Procedure for issue and supply of Imprest Stores
 - b) Road contract and its Management
- 29 Returned Stores through iMMS:
- a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
- 30 Sale of Railway Materials:
- a) SAG Committee Recommendations
 - b) Survey Committee & its functions for various categories of stores
 - c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
 - d) Procedure for sale by tender
 - e) Procedure for disposal of scrap by e-auction
 - f) General & Special conditions of sale
 - g) On-line payment of BSV
 - h) On-line payment of EMD
 - i) Payment Gateway
- 31 Purchase by Depot/Divisional Officers:
- a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest

- 32 Important Components & its usages:
In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
- 33 Dispatch of Railway Materials:
a) By Rail, Road
b) By Sea & Air
c) Safeguards against loss/damage in transit
d) Settlement of claims with carriers
- 34 Inter-depot transfers & Clearance of SINT suspense
- 35 Stock Verification:
a) By Accounts
b) Departmental
c) Disposal of Stock Sheets
- 36 Classification of Heads of Accounting & Various Suspense Heads relating to Stores
- 37 Codification:
i) Stores nomenclature & price lists (Unified & Non-unified)
ii) Unified Vendor Code
iii) Consignee Code
iv) Advantages of codification
- 38 Standardization & Variety reduction
- 39 Provisioning & Recoupment of Stores:
a) Maxima Minima Method
b) Annual Review Method
c) Main Depot-Sub depot arrangement
d) Economic Order Quantity (EOQ)
e) Lead time & Safety/Buffer Stock
f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
g) Various forecasting statistical techniques
- 40 Inventory Management:
a) Types of inventories
b) Various Inventory models:
i) The Basic (EOQ) Model: Constant Demand & Lead Time
ii) Variable Demand but constant Lead Time
iii) JIT Inventory Model
c) Computer as an aid to inventory control & inventory management
d) Inventory reports in iMMS & its use for inventory control

e) Selective Control Techniques:
i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels

- ii) Related multi-criteria matrix
- f) Inventory performance indices on IR
- g) Over stock, Inactive & Surplus Stores:
 - i) Definitions
 - ii) Reasons for accrual & its disposal
 - iii) Steps for prevention
- 41 Computerized Price Ledgers:
 - a) Preparation of Price Ledgers: Role of Stores Depot
 - b) Book Average Rates
 - c) Debiting the indentors for cost of materials issued & preparation of Debit Summaries
- 42 Audit:
 - Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
- 43 Accounts:
 - Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.
- 44 M&P, RSP and Works Program
- 45 Features of MS-Word, Excel, PPT
- 46 Exception Reports and Action Documents generated on iMMS.
- 47 Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

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 (if 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)

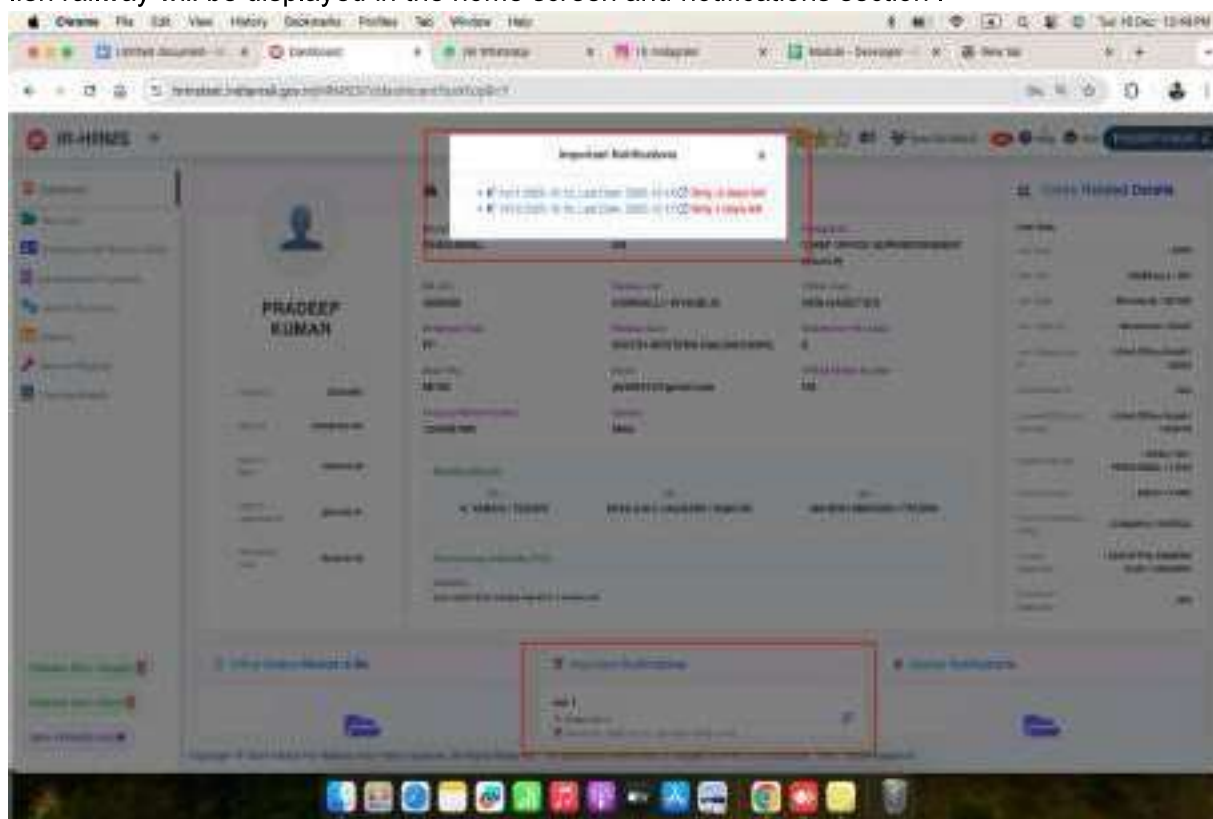
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

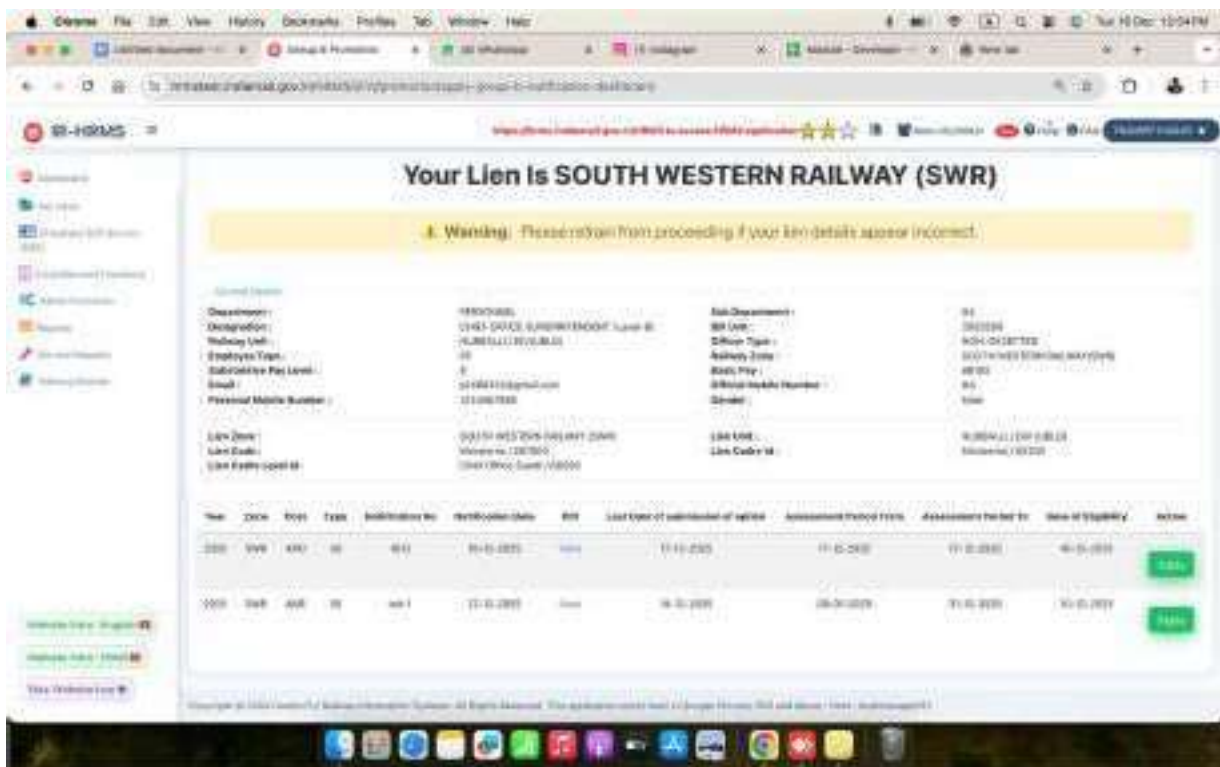
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

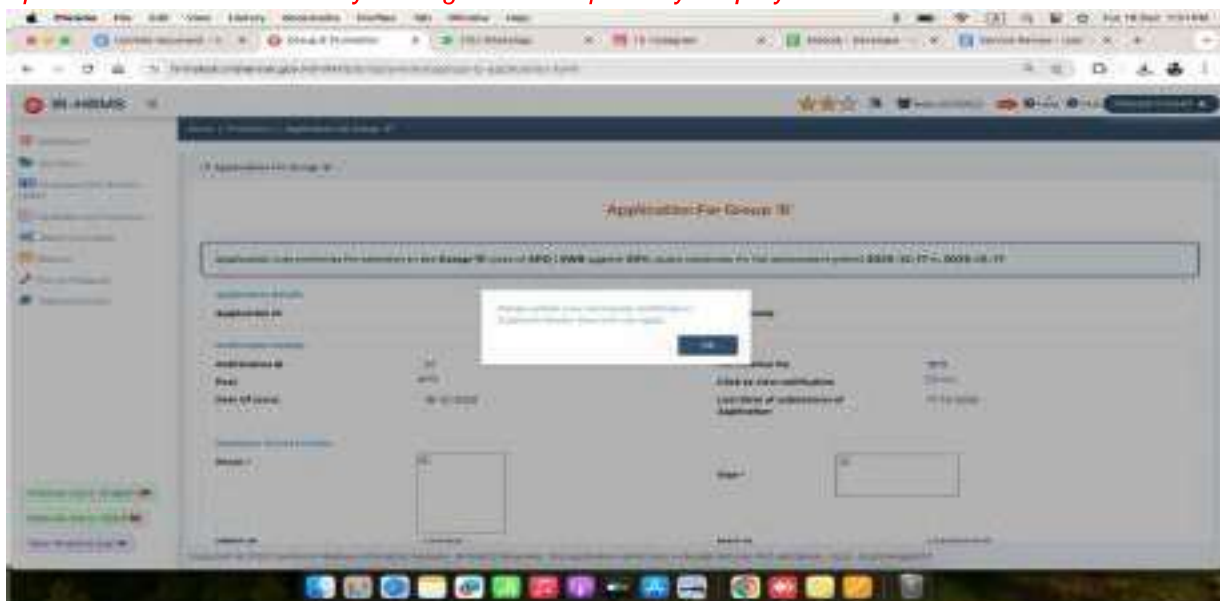
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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



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."



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.

A screenshot of a web-based HRMS application form. The interface is divided into several sections. On the left, there is a sidebar menu with options like 'Home', 'My Profile', 'My Applications', 'My Documents', 'My Settings', 'My Notifications', 'My Alerts', 'My Reports', and 'My Help'. The main content area is titled 'Application Form' and contains various input fields and sections. At the top, there are fields for 'Application No.' and 'Status'. Below this, there are sections for 'Personal Details', 'Current Working Details', 'Lien Details', and 'Personal Details'. Each section contains multiple input fields for text, dates, and numbers. There are also checkboxes and radio buttons for certain fields. The bottom of the form has a 'Submit' button and a 'Cancel' button. The overall layout is clean and professional, with a light blue and white color scheme.

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.

Department : Designation : Railway Unit : Subordinate Type : Email : Proposed Mobile Number :	PROPOSED UNIT OFFICE NUMBER (Fixed) : + 91 88511 279 8122 0 02 9867555	Job/Department : Job Unit : Office Type : Railway Zone : Office City : Office Mobile Number : Transfer :	RA : 050548 9054-04,207 910 9054 Transfer (050548) RAJ RAJ 0109 RA Transfer
Lien Detail : Lien Code : Lien Code Level 01 :	SOUTH WESTERN RAILWAY (SWR) 00000001 000000 Lien Detail Level 01 : Lien Detail Level 01 :	Lien Code : Lien Code 01 :	00000001 000000 00000001 000000

Year	Zone	Post	Type	Notification No.	Self Declaration Code	DOB	Last Date of Submission of Application	Assessment Period From	Assessment Period To	Date of Signaling	Action
2020	SWR	RAJ	02	1811	0-10-000	19-11-2020	19-11-2020	19-11-2020	19-11-2020	19-11-2020	Application Submitted (View Application)
2020	SWR	RAJ	02	1811	0-10-000	19-11-2020	19-11-2020	19-11-2020	19-11-2020	19-11-2020	Application Submitted (View 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. The top section includes fields for Zone (SOUTH WESTERN RAILWAY), Notification Year (2025), Type (Please Select), Post (Please Select), Notification No., Notification Date (DD/MM/YYYY), Notification Pdf Upload (Choose file, No file chosen, Upload), Last Date of Submission of Application (DD/MM/YYYY), Assessment Period From (DD/MM/YYYY), Assessment Period To (DD/MM/YYYY), and Date Of Eligibility (DD/MM/YYYY). Below this is a table for 'Eligible employee to whom application form to be shown' with columns for Department, Sub Department, Cadre Code, Pay Level, and Action. There is an 'Add Row' button. Below the table is a section for 'Select Employee Who Will Oversee The Applications' with columns for Unit, Search Employee, and Employee Detail. The footer contains copyright information and a note about the application's compatibility with Google Chrome 70.0 and above.

Department	Sub Department	Cadre Code	Pay Level	Action
------------	----------------	------------	-----------	--------

Unit	Search Employee	Employee Detail
------	-----------------	-----------------

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

Last Date of Submission of Application : 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 --	Name : Designation : Unit : HRMS Id : Department : Zone :

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	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
MYSORE WORKSHOP (MYSW)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
BANGALORE CONSTRUCTION (SBCC)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR

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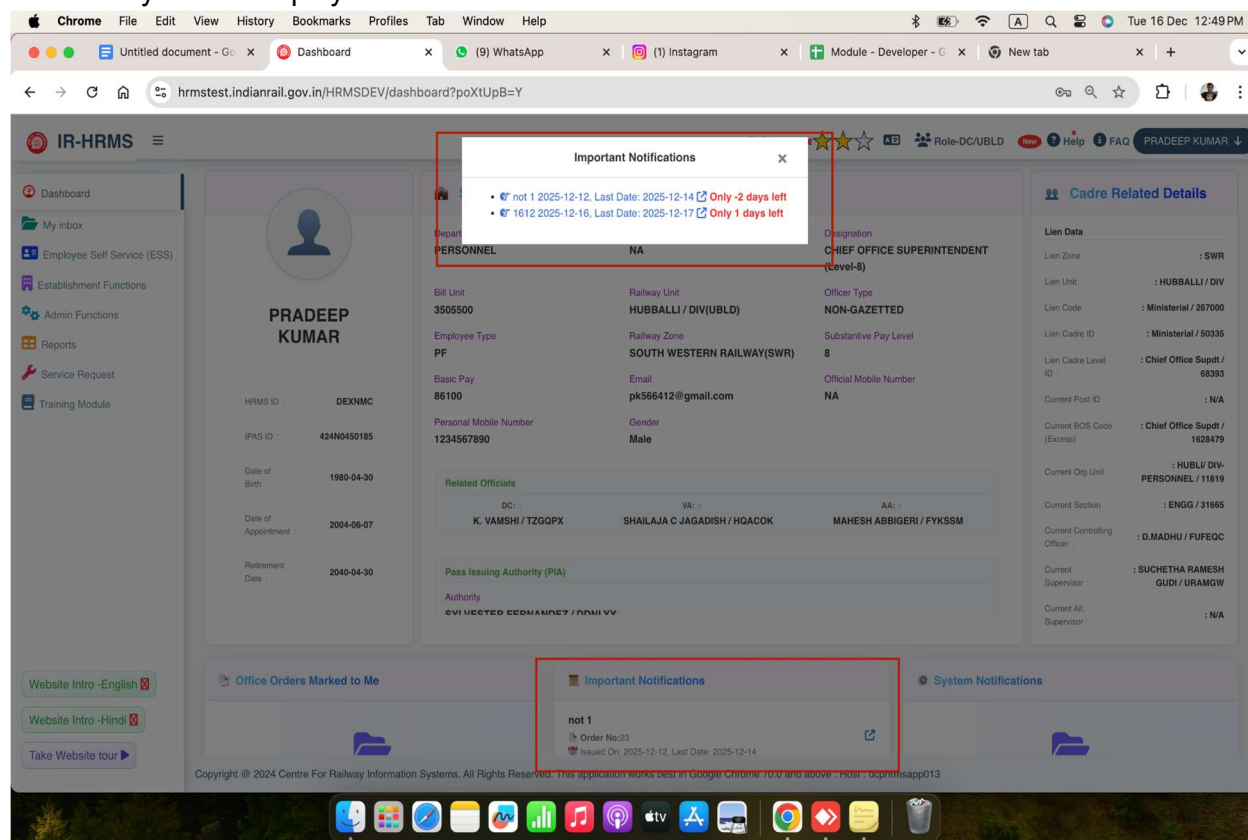
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

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 | <https://hrms.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form> | 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

Post

Date Of Issue

Employee Current Details

Photo

Sign

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

OK

27

APO

16-12-2025

1612

[View](#)

17-12-2025

474N/A5/185

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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 browser address bar shows the URL: hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The user is logged in as AKHILA BANU SHAIKH.

Notification Details

Notification Id	27	Notification No.	1612
Post	APO	Click to view notification	View
Date Of Issue	16-12-2025	Last Date of submission of Application	17-12-2025

Employee Current Details

Photo *		Sign *	
HRMS ID	RBIXFK	IPAS ID	42407503210
Name	AKHILA BANU SHAIKH	Designation	CHIEF OFFICE SUPERINTENDENT (Level-8)
Current Pay Level	8	Substantive Pay Level	8
Current Org Unit	HUBLI/ DIV-PERSONNEL	Lien Cadre Code *	Ministerial(267000)
Lien Cadre ID *	Ministerial(50335)	Lien Cadre Level ID *	Chief Office Supdt(68393)
Lien Dept/Sub Dept	PERSONNEL/ -	Lien Unit *	HUBBALLI / DIV
Lien Zone	SOUTH WESTERN RAILWAY	Working Cadre Code	-
Working Cadre ID	- (-)	Working Cadre Level ID	- / -
Working Dept/Sub Dept	PERSONNEL/ -	Working Unit	HUBBALLI / DIV
Working Zone	SOUTH WESTERN RAILWAY		

Employee Personal Details

Father Name	M. A. RAHIMAN	Spouse Name	AKBAR SHAIKH
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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.

The screenshot displays the IR-HRMS application interface. At the top, a navigation bar includes the IR-HRMS logo, a user profile dropdown for AKHILA BANU SHAIKH, and various utility links. The main header reads "Your Lien Is SOUTH WESTERN RAILWAY (SWR)". Below this, a yellow warning banner states: "Warning: Please refrain from proceeding if your lien details appear incorrect."

The "Current Details" section is divided into two columns of information:

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		

Below the details, a table lists submitted applications:

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

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

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
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Process Application

Application Status

Has File Movement Started	Has Chief OS Remarkd
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.

The screenshot displays the 'Group B Applications Scrutiny' interface. At the top, a notification is selected: '1612 - APO (30%)'. Below this, a table titled 'Notification Details' shows the notification ID (27), post (APO), type (30%), and notifying railway (SOUTH WESTERN RAILWAY). A 'View Notification' link is provided. Below the notification details, a table titled 'Applicant Details' lists the applicants. The first applicant, AKHILA BANU SHAIKH / RBIXFK, is selected with a blue checkmark. The table includes columns for 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, and Eligibility. A 'View Version: 1' link is visible next to the selected applicant. At the bottom, there is a 'Take Website tour' button and a copyright notice: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013'.

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-----