

# HRMS - GUIDELINES FOR RAILWAY EMPLOYEES

## EMPLOYEE USER MANUAL

Website address : <https://www.hrms.indianrail.gov.in> or download HRMS App from Google play store

**To know your HRMS ID:** Open HRMS Log-in screen, select "Need Help for Login?" → enter your IPAS 11 digit Employee Number (PF Number) → click "GO" to view HRMS details.

**Password Wrong:** Open HRMS Log-in screen, select "Forgot Password" → enter your HRMS Emp ID → click "Send OTP" → Enter 5 digit OTP received in your registered Mobile → click on "Password Reset" → Set New Pass word and Confirm.

## PROCEDURE TO USE DIFFERENT MODULES IN HRMS APPLICATION

Log-in with HRMS User ID & Password along with OTP received on registered mobile

### ESS (Employee Self Service)

Select → IRHRMS-ESS  
Select → View/Edit My Details  
Select → Required Tab for correction and click on "Go" to view details.

- Click on "Raise Change Request"
- Type the Reason for Correction
- Click on check box on the right side of the field
- Make the corrections which required
- Upload the required Documents
- Click on → "Submit" button

**Note:** Upload document should be in PDF format less than 2 MB and photos in JPG format.

### e-PASS

Select → Pass  
Select → Family Declaration  
Select → Click on For Pass option to each member of family and Submit for verification.  
Select → Pass Set List  
Select → Confirm if manual Pass availed entry details correct.

#### Apply New Pass Application:

Select → Pass Set List  
Select → Type of Pass → click "Go"  
Select → on Available Passes "Full Set" or "Half Sets"  
Select → "New Application"  
Enter: Outward Journey From - To Stations and add Break Journey stations.  
Select → "Member to be included" and "Submit" for checking of Pass Clerk & (PIA) Pass Issuing Authority.  
**To View Issued Pass/PtOs**  
Select → "My Issued Passes" to view Pass and PtOs.

### PF - Loan

Select → Loan & Advances  
Select → My PF Application  
Select → "New Application"

Select → Withdrawal Type  
Select → Withdrawal Reason  
Enter → Applied Amount  
Enter → No. of Installments (if Temporary Loan)  
Enter → Applied Amount  
Enter → Remarks

Upload if documents required and click on "Submit" for further process.

#### To view Status:

Select → Loan & Advances  
Select → My PF Application

View "Current Status" in the details against your Application No.

### FOR EMPLOYEE DATA

#### CORRECTIONS

USE Employee ESS Module:  
Employee Master

- Basic Information
- Family
- Communication Information
- Personal
- Qualification

#### e-SR

- Initial Appointment
- Awards
- Promotions
- Transfers
- Nominations
- Training Details
- Publication Details
- Deputation Details

- For corrections in Employee Current Status & Pay change history, Please contact concerned Dealing Clerk
- For any further information please Contact your Staff Welfare Inspector  
Mobile: \_\_\_\_\_
- **HELP DESK NUMBER: 82513**

For more details in HRMS Application: Click on "HELP" & "FAQ" located at top of Right hand side.

Sr.Divl. Personnel Officer/WAI