Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata -700 001

Serial Circular No. 163/2022

No. E. ER/HQ/PERS/IT/HRMS/Correspondence **Kolkata, Dated: 09.11.2022**

All Concerned
(as per standard list)

Sub: Implantation of Transfer Module in Indian Railways

A copy of Ministry of Railways (Railway Board)' letter bearing file no. PC-VII/2022/HRMS/15, dated 11.08.2022 (RBE No. 95/2022) on the above noted subject is sent herewith alongwith its enclosure, for information, guidance and necessary action.

DA: As above

9.11.2022

(Dharmendra Weekey)
Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24106(Rly.)

GOVERNMENT OF INDIA (भारत सरकार)

Ministry of Railways (रेल मंत्रालय)

Railway Board(रेलवे बोर्ड)

PC-VII No. 186 **RBE No : 95 /2022**

File No. PC-VII/2022/HRMS/15 **Dated: 11 .08.2022**

Principal Chief Personnel Officers,
All Indian Railways
(As per standard mailing list)

Sub: Implementation of Transfer Module in Indian Railways

On successful completion of the development of the Transfer Module of HRMS by CRIS and completion of entry of legacy data, it has been decided by Railway Board that the Transfer Module of HRMS shall be launched across Indian Railways on **15th August, 2022**. With this, all the new as well as existing transfer requests (Inter Railway & Inter Division) shall henceforth be received and processed only through HRMS. Detailed guidelines regarding use of Transfer Module are placed at **'Annexure-A'.**

2. All the field Units shall endeavour to give due publicity to the change in process of the Transfer applications and also ensure functioning of Helpdesk to ensure that employees are not inconvenienced in submitting the Transfer applications through HRMS during the initial period. Feedback on the Transfer Module and suggestions for improvement, if any, shall invariably be brought before the notice of Railway Board for taking up with CRIS.

Encl: As above

(Jaya Kumar G)
Deputy Director, Pay Commission-VII & HRMS
Railway Board
e-mail: jaya.kumarg@gov.in
Ph. No: 011-47845125

File No. PC-VII/2022/HRMS/15 **Dated: 11 .08.2022**

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior

10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCTC, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.

(Jaya Kumar G)
Deputy Director, Pay Commission-VII & HRMS
Railway Board
e-mail: jaya.kumarg@gov.in
Ph. No: 011-47845125

File No. PC-VII/2022/HRMS/15 **Dated: 11 .08.2022**

Copy forwarded to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan (with 35 spares)
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan (with 35 spares)
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.

12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

Copy to:-

Advisor/MR, OSD/MR, OSD/Co-ord/MR, Addnl. PS/MR

PSOs/Sr.PPSs/PPSs/PSs/PAs to:-

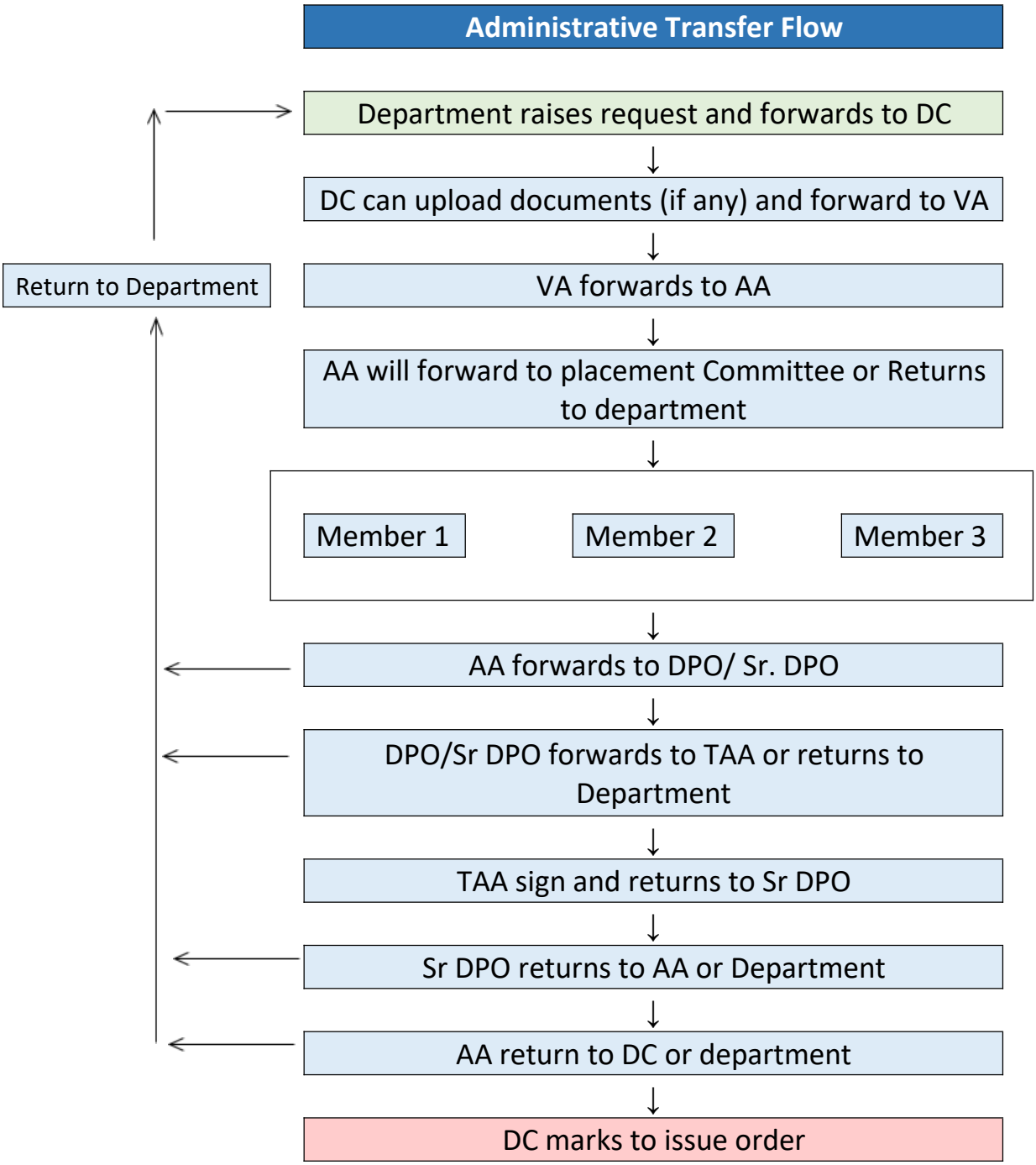
MR, MoSR(J), MoSR(D), Addnl. PS/MoSR(J), DPG/MoSR(J),CRB & CEO, MF, MI, M(T&RS), M(O&BD), DG/RHS, DG/RPF, DG (Safety), All Additional Members/PEDs/Advisors/Executive Directors/Joint Secretaries.

Cash - I, II, & III, Budget, E(P&A) I & II, E(G), E(NG) I & II, PC – III, PC-IV, PC-V, PC-VI, E(LR) I & II, F(E) - I, II & III, F(E) Special, Security (E), Accounts III, ERB - I, II, III, IV, V & VI, G(Pass), G(Acc), RB(Welfare), E(SCT) I & II, E(O) I, II III & III(CC), E(GR) I & II, E(GP), E(GC), PR, branches of Railway Board.

Annexure-A

Transfer Module - User Manual

1. Administrative Transfer



1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

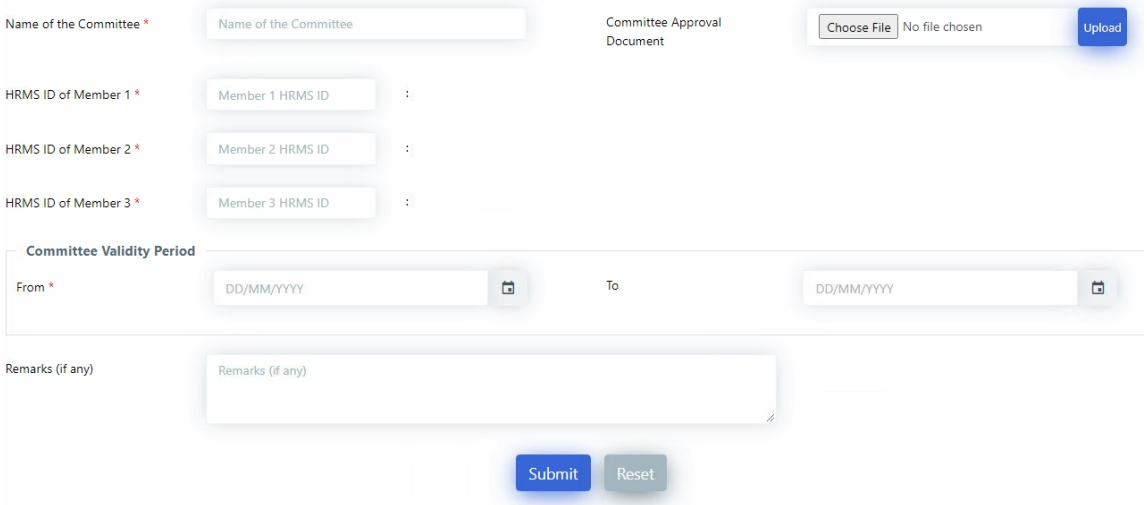
Creation of Transfer Cell - For Unit Admin

1. Go to '***Admin Section > Change Role***'
2. Assign role of '***Transfer Cell Member***' to required employee.

Creation of Placement Committee - For Transfer Cell Member

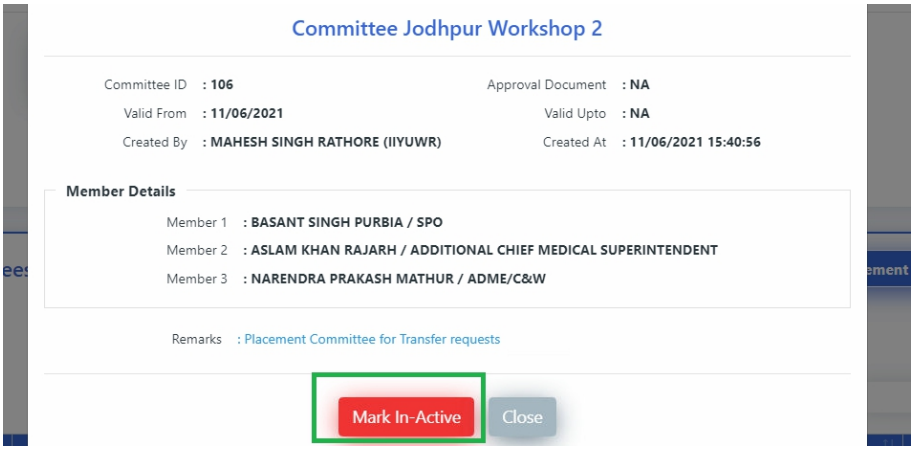
1. Go to 'Transfer > Manage Placement Committee' Page.

2. To create new Committee enter committee name, HRMS IDs for three members of the committee and upload relevant approval document (if any)



3. To fetch list of active existing Committees, click on 'Load Committee List'.
4. Click on Committee ID to view details.

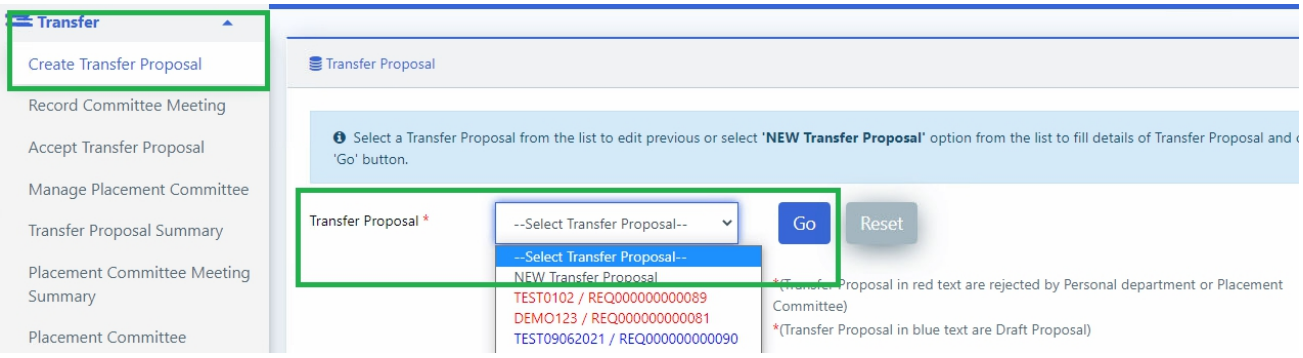
5. Click on 'Mark Inactive' button to mark committee as In-Active



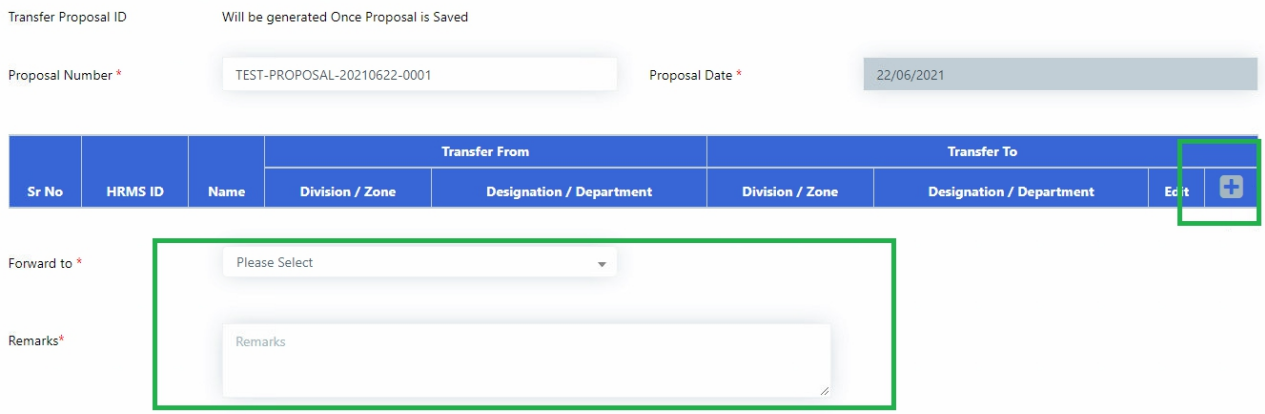
Creation of Transfer Proposal - for Gazetted Officers of Department

1. Go to 'Transfer > **Transfer Proposal**' Page.
2. To create a new proposal select **New Proposal option** and provide the name for the proposal and click on **'Go'** button,

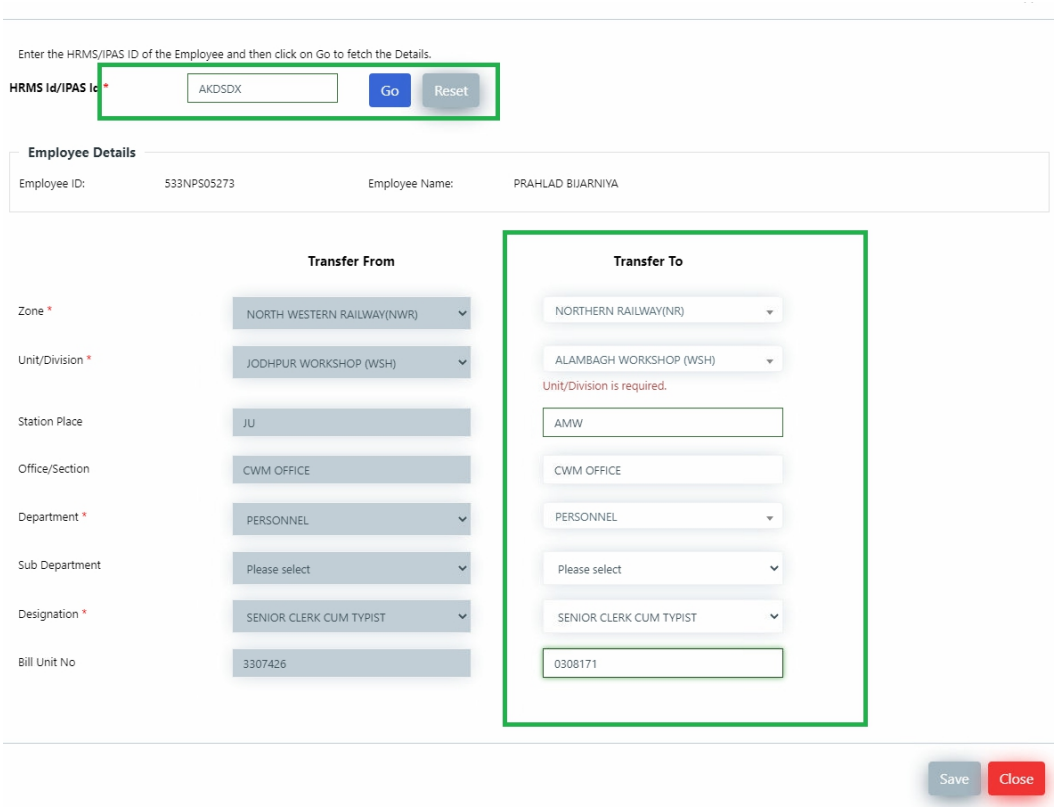
   to edit Existing Draft/ Returned proposal, select it from the dropdown and click on **'Go'** button



3. Click on '+' icon to add employees in the proposal, select dealing clerk id in Forward to option to forward proposal to personnel department



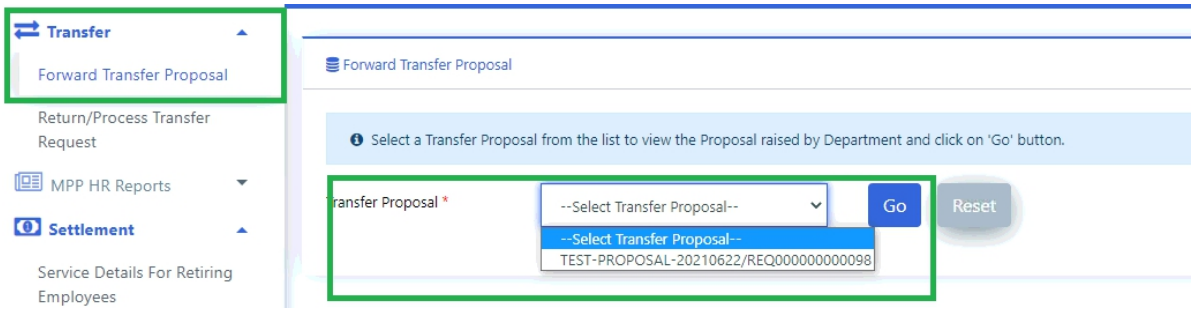
4. In the pop up enter HRMS ID of the employee, current details of the employee will be fetched and shown to officer
5. Enter the proposed transfer details for the employee and click on 'Save' button.



6. Enter more employees by clicking on '+' icon
7. Click on 'Submit' to forward proposal to Personnel Branch

Processing of Transfer Case - For Personnel Department

1. Login with Dealing Clerk's ID
2. Go to 'Transfer > Forward Transfer Requests'
3. List of all received transfer proposals will be shown, select 1 proposal to work upon.



4. Select 'Forward' for requests which need to be forwarded to VA and select VA to forward to

Transfer Proposal * TEST14062021-01/REQ000000000096 Go Reset

Transfer Proposal ID REQ000000000096 Proposal Date * 14/06/2021

Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Request Status	Forward/ Return*	Select Authority/Committee*	Upload Docs (if any)
			Division / Zone	Designation / Department	Division / Zone	Designation / Department					
1	SPGZIQ (53307193099)	ASHOK KUMAR NIMESH	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SR AFA / ACCOUNTS	ALIPURDUAR (DIV) / NORTHEAST FRONTIER RAILWAY (NFR)	SR AFA / ACCOUNTS	View Details	Submitted by Department to Personal Branch	Please Select; Please Select; Forward to VA; Return to Department	Please Select	Choose file N...sen Upload
2	UAHGDS (53307642830)	KAILASH CHANDRA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	CHIEF OFFICE SUPERINTENDENT / PERSONNEL	ALIPURDUAR (DIV) / NORTHEAST FRONTIER RAILWAY (NFR)	CHIEF OFFICE SUPERINTENDENT / PERSONNEL	View Details	Submitted by Department to Personal Branch	Please Select	Please Select	Choose file N...sen Upload

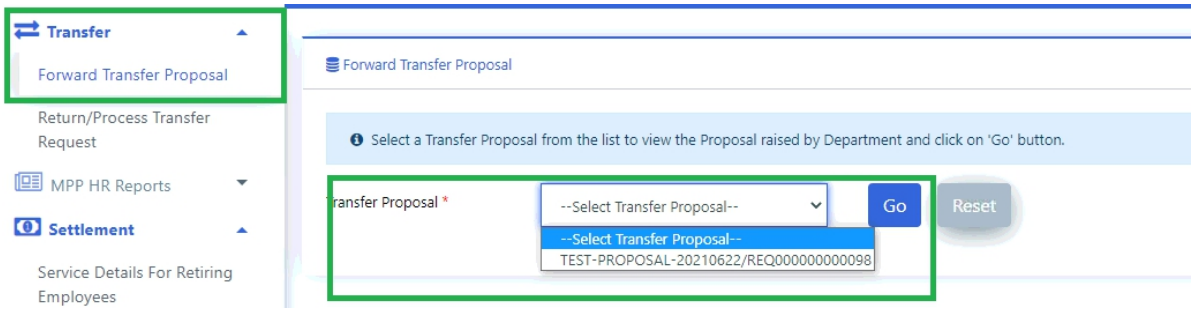
Submit

Click on 'Submit' button to submit the remarks

Similarly VA needs to submit their remarks and forward the case to AA from the same menu.

Assignment of Transfer Case to Placement Committee - For APOs

1. Go to 'Transfer > Forward Transfer Requests'
2. List of all received transfer proposals will be shown, select 1 proposal to work upon.



3. Select 'Forward' for requests which need to be forwarded to placement committee and select committee to forward to from the drop-down

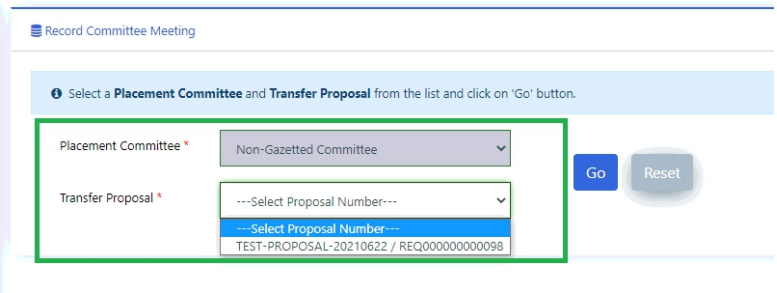
Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Forward/ Return*	Select Committee*	Upload Docs (if any)	Remarks*
			Division / Zone	Designation / Department	Division / Zone	Designation / Department					
1	AKDSDX (533NPS05273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL	View Details	Forward	Please Select; Please Select; Committee JUW 1; Committee Jodhpur Workshop 2; Gazetted Committee	Choose File N...sen Upload	Remarks

Submit

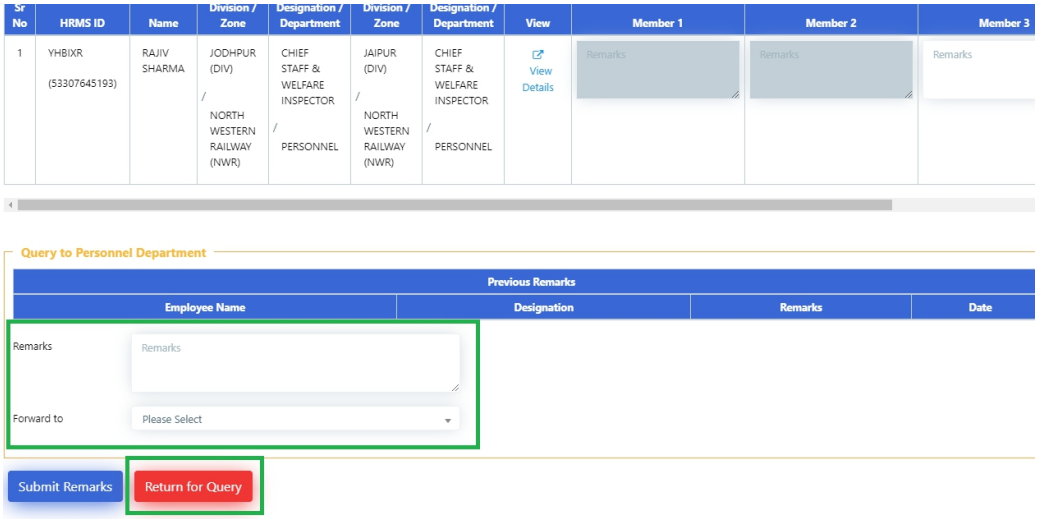
4. Click on ‘Submit’ button to submit the remarks.

Record Meeting of Placement Committee - Committee Members

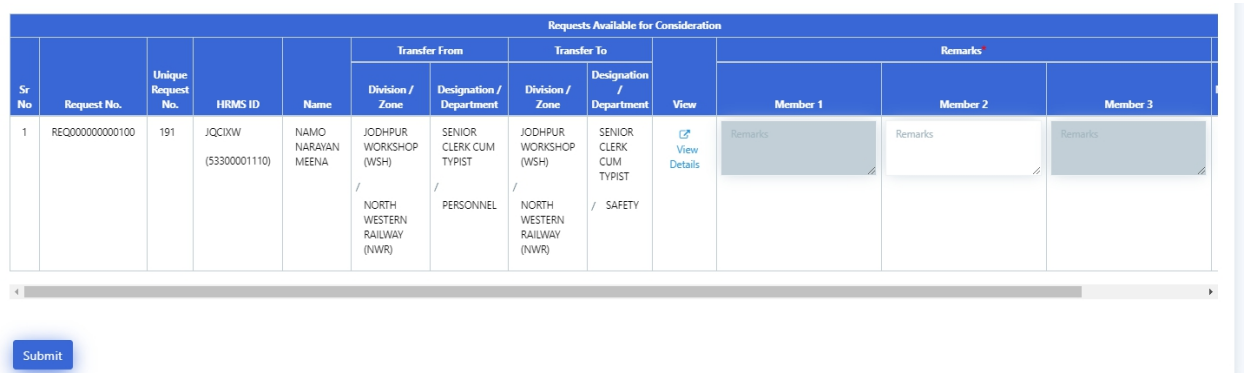
1. Go to ‘Transfer > Record Committee Meeting’
2. Select one committee. List of assigned proposals to that committee will be shown. Select a proposal and click on ‘Go’ button to fetch details.



3. List of requests of individual employees included in the proposal will be shown.
4. Members can send the proposal for query to personnel branch using ‘Return for Query’ option. They need to enter their query and then select the employee from dropdown



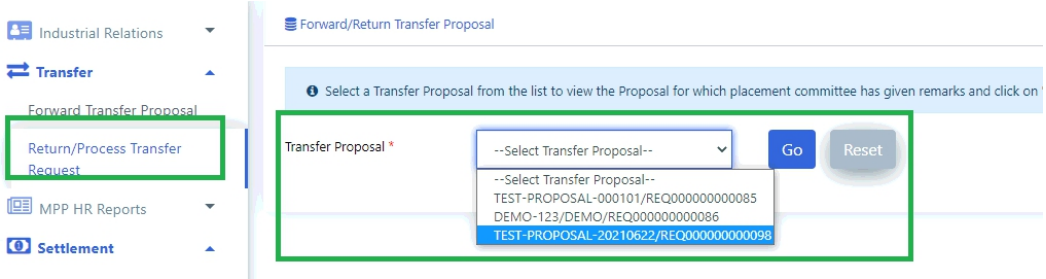
5. Members need to provide their remarks individually for all requests & digitally sign to save meeting details and recommendations.



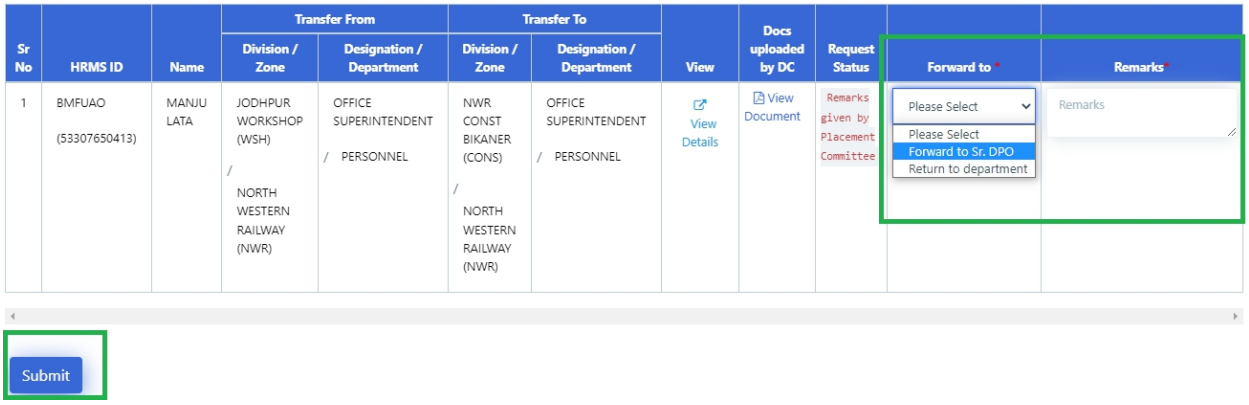
6. Once signed by all members requests will be sent back to personnel branch.

Forward Transfer Case to Transfer Acceptance Authority - By Personnel Branch

1. Login with Acceptance Authority (APO)'s ID
2. Go to 'Transfer' > 'Return/Process Transfer Requests'
3. List of all received transfer proposals from placement committee will be shown. Select 1 proposal to work upon



4. The AA can either forward the request to Establishment Officer for approval or return it to department based on remarks received from the committee.

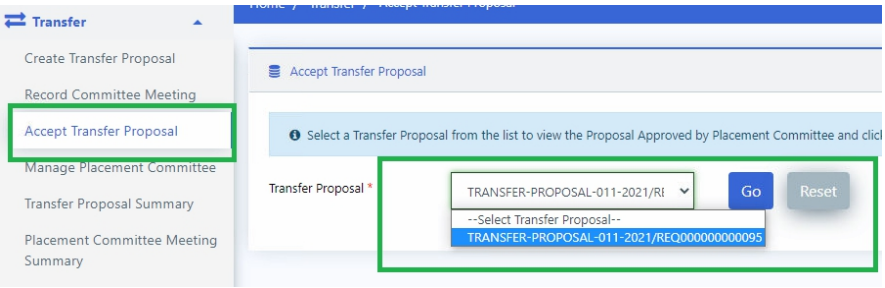


To send to Establishment Officer, the user needs to start typing their name in the input box and select from the list shown and click 'Submit' button

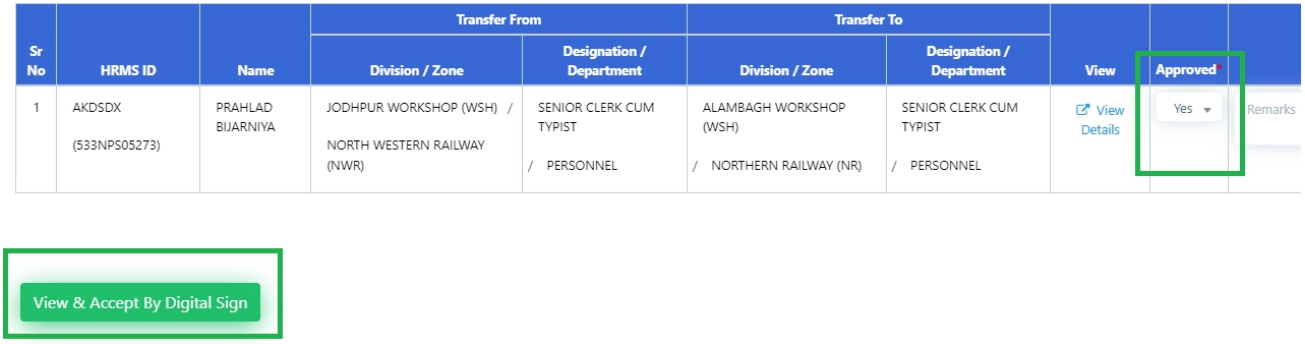
5. Login with Establishment Officer's ID
6. Establishment Officer has to forward the request to Transfer Acceptance Authority for final Acceptance, using the same menu option
7. After selecting relevant options, click on Submit button to save details.

Transfer Case acceptance - by Transfer Acceptance Authority (TAA)

1. Go to 'Transfer' > 'Accept Transfer Proposal'
2. List of all received transfer requests will be shown. Select 1 case to work upon.

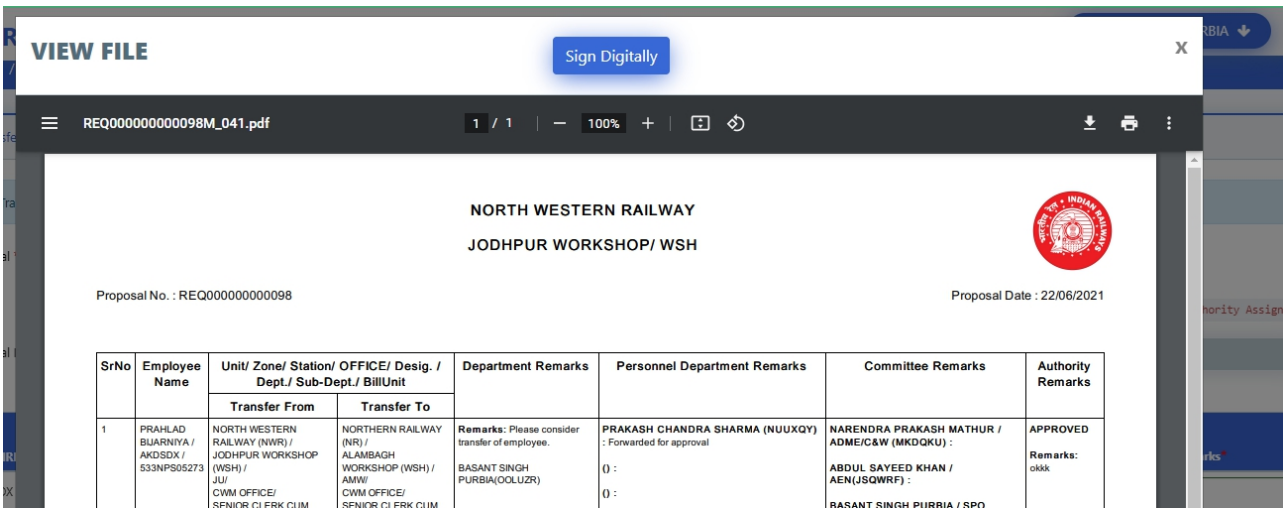


3. Select 'Yes/No' for Approval and provide detailed remarks.



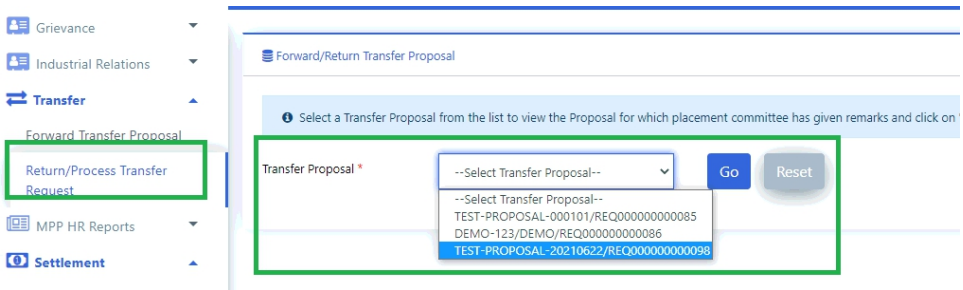
Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Approved*	
			Division / Zone	Designation / Department	Division / Zone	Designation / Department			
1	AKDSDX (533NPS05273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL	View Details	Yes	Remarks

4. Click on 'View & Accept By Digital Sign' button. A pdf file will be generated with proposal details and will shown for Digital Signature.
5. Digitally sign the pdf and it will sent back to DC for further process



Mark Transfer Case to Issue Order - By Personnel Branch

1. Login with Establishment Officer's ID
2. Go to 'Transfer' > 'Forward/Return Transfer Requests'
3. List of all received transfer proposals received from accepting authority will be shown. Select 1 proposal to work upon



4. Forward request to APO for order issuance or return to department based on TAA remarks
5. Click on 'Submit' button to save changes
6. Login with APO's ID

7. Go to ‘Transfer’ > ‘Forward/Return Transfer Requests’
8. List of all received transfer proposals received from Establishment Officer will be shown. Select 1 proposal to work upon
9. Forward request to OS for order issuance or return to department based on Establishment Officer’s remark
10. Login with OS’s ID
11. Go to ‘Transfer’ > ‘Forward/Return Transfer Requests’
12. Mark to issue Order (Draft office order will be created on submission) or Return to department based on Accepting authority remarks

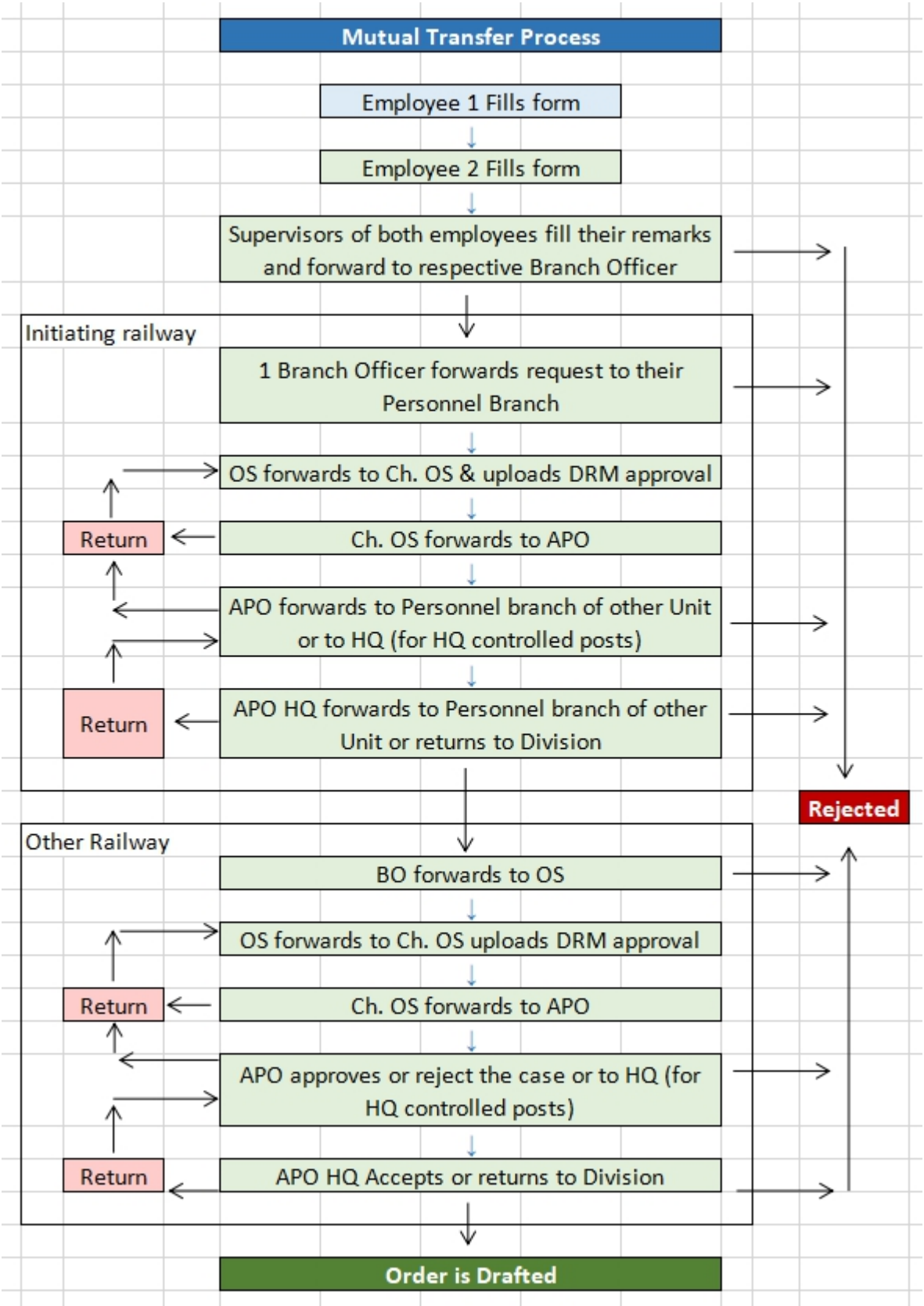
Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Request Status	Forward for Order/ Forward to Competent Authority/ Return to department*	Remarks*
			Division / Zone	Designation / Department	Division / Zone	Designation / Department				
1	IMKZZW (533NPS02239)	RAJENDER SINGH MEENA	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	GUNTUR (DIV) / SOUTH CENTRAL RAILWAY (SCR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	View Details	Accepted by Competent Authority	Please Select Please Select Mark to issue Order Return to department	Remarks
2	XDZBJG (533NPS01702)	RAMAVTAR PRAJAPAT	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	ADRA (DIV) / SOUTH EASTERN RAILWAY (SER)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	View Details	Remarks given by Placement Committee	Please Select	Remarks

Submit

13. After selecting relevant options, click on Submit button to save details
14. Once submitted a draft order will be created. To proceed with order generation, dealing clerk needs to go to ‘Office Order > Promotion/Transfer Order’. Order will be available in drop down.

2. Mutual Transfer

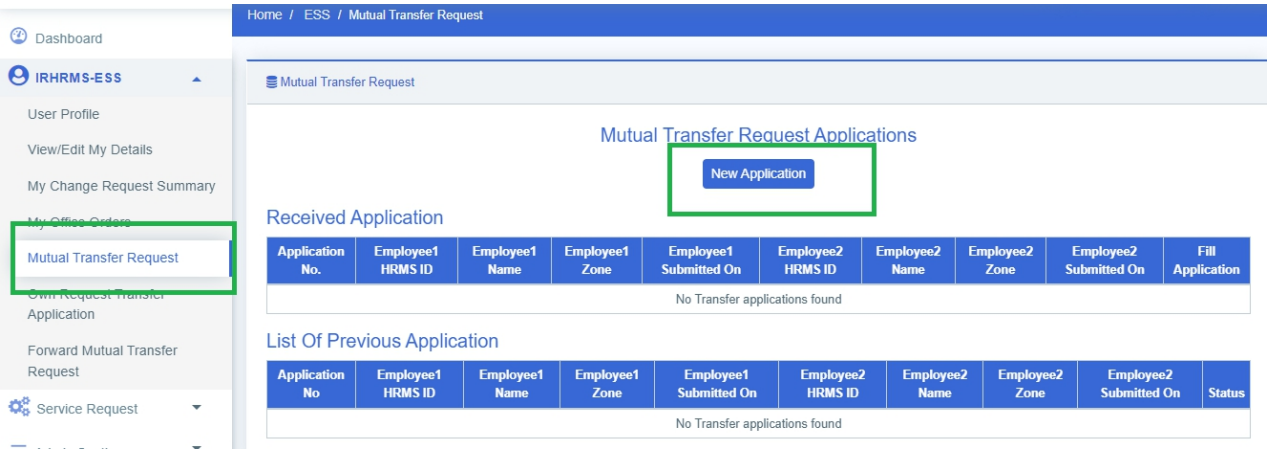
Basic Flow



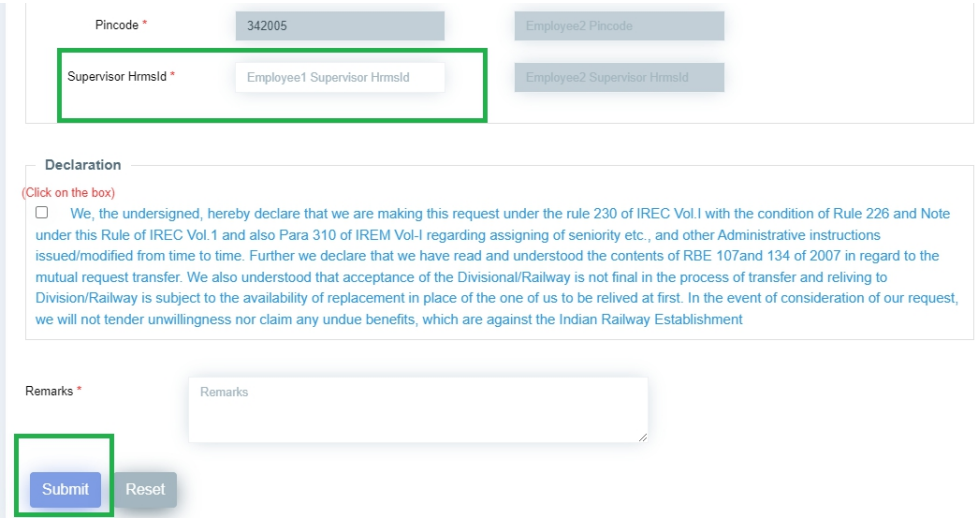
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Request submission by 1st Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'
3. Click on 'New application' button to raise new application.



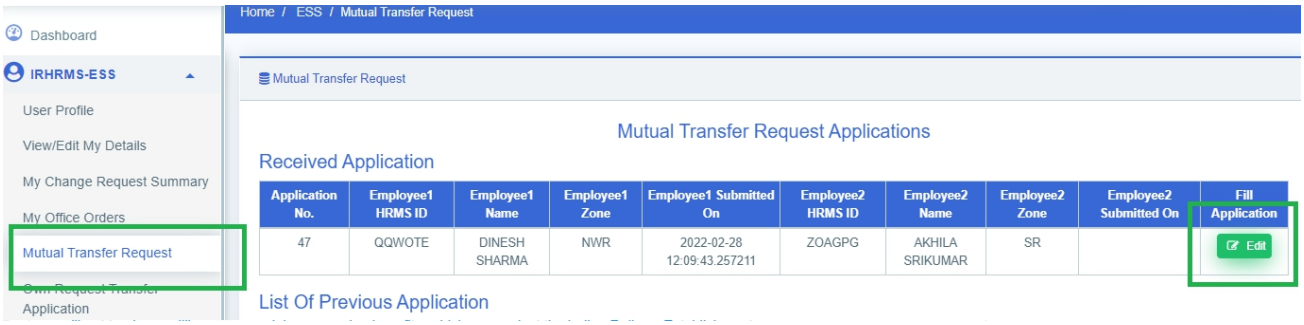
4. Fill all relevant details and upload scanned copy of signature and photograph. Provide HRMS ID of the employee against whom mutual transfer is sought, all their details will be fetched and shown automatically
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.



Request submission by 2nd Employee

1. Login as 2nd Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'

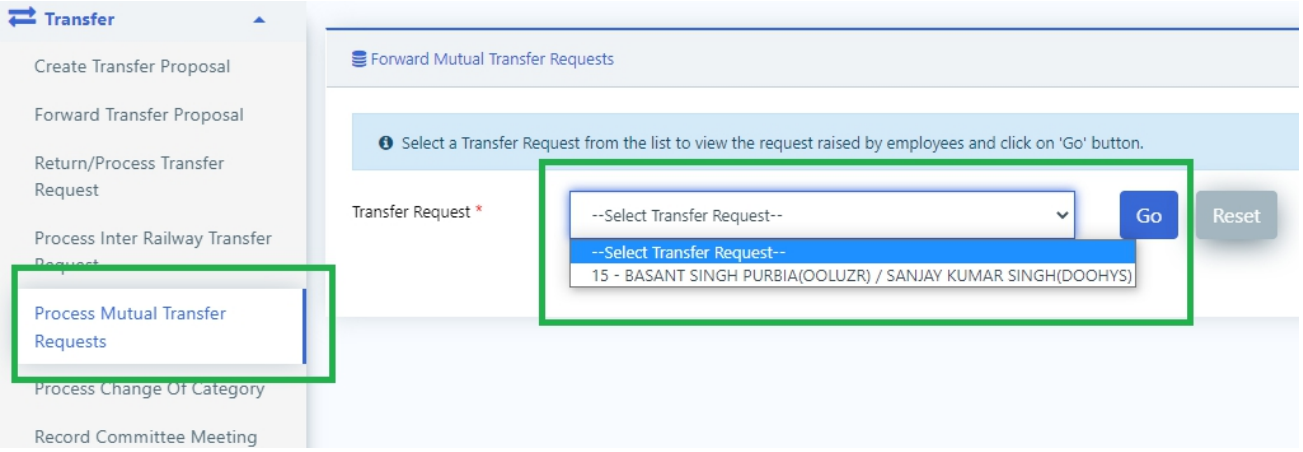
3. Application pending for the employee will be shown. Click on 'Edit' button against it.



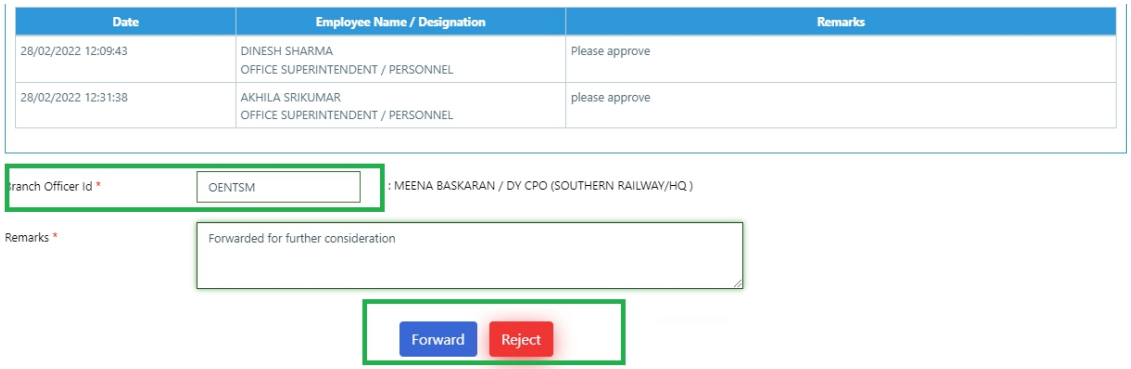
4. Fill all relevant details and upload scanned copy of signature and photograph.
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

Approval of Request by Supervisors

1. Login with 1st Supervisor
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them



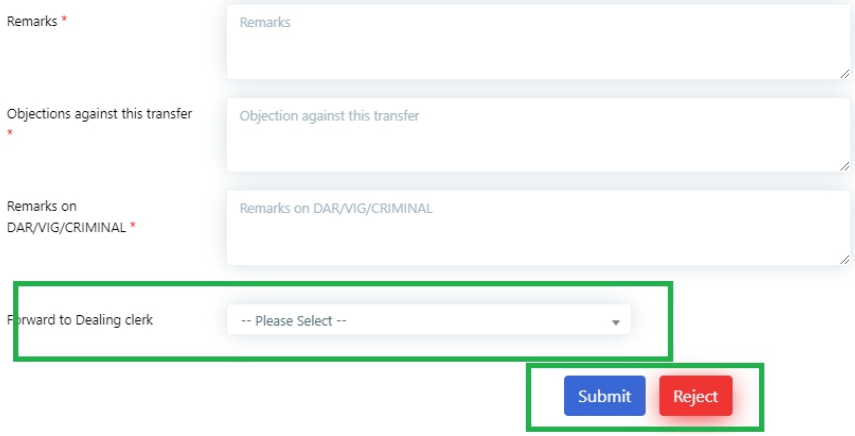
4. Supervisor will provide their remarks and will either
   a) Forward to the branch officer for further process, or
   b) Reject the request



5. This process needs to be followed by both supervisors

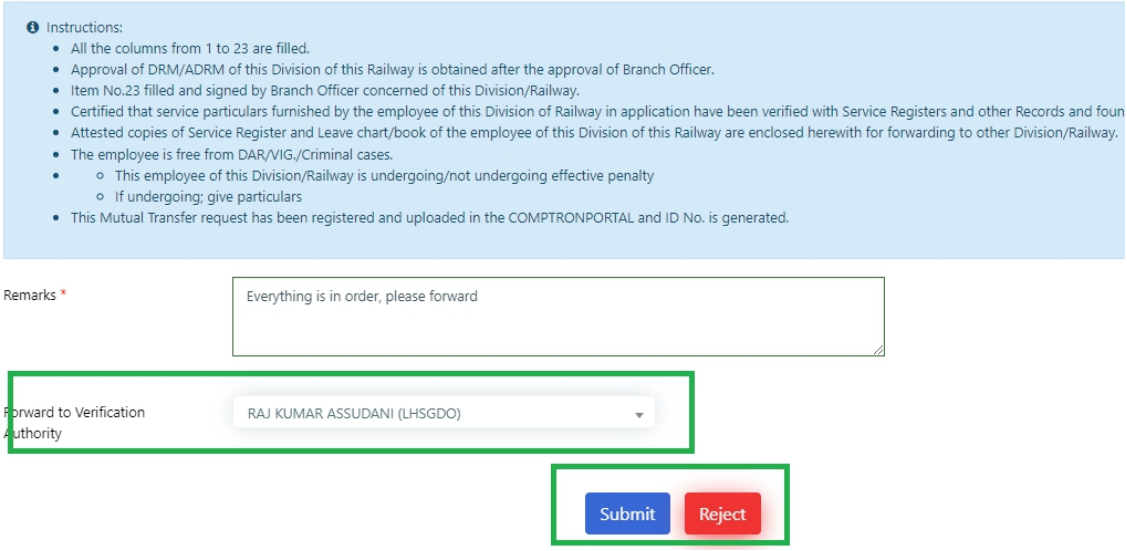
Processing of Request by Branch Officer

1. Login with any one of the Branch Officer HRMS ID
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
   a) Provide their remarks & forward to their personnel branch for further process, or
   b) Reject the request

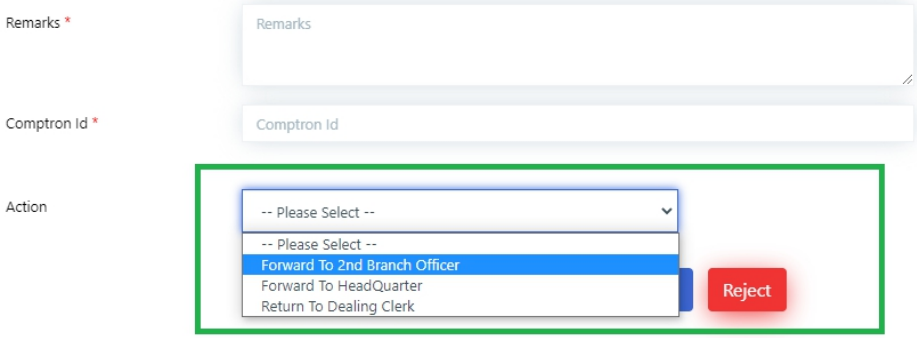


Processing of Request by Personnel Branch

1. Login with dealing clerk
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority.



5. Similarly the Verification Authority will forward to the Acceptance Authority
6. After this, AA will either forward the case to Zonal Headquarter (for HQ controlled posts) or to Branch Officer of other division.



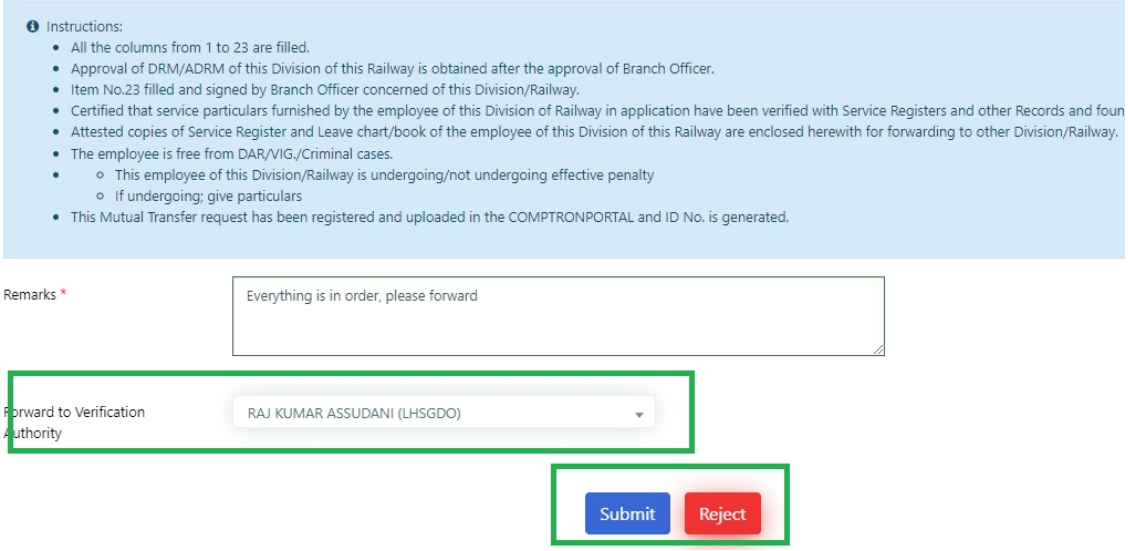
Processing of Request by 2nd Branch Officer

1. Login with 2nd Branch Officer
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
   a) Provide their remarks & forward to their personnel branch for further process, or
   b) Reject the request

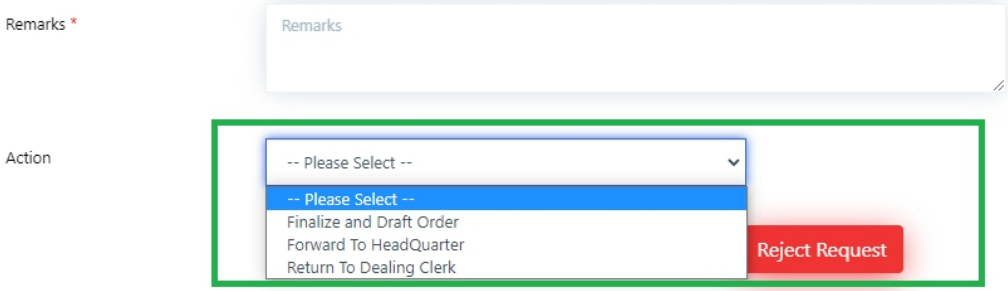
Processing of Request by Personnel Branch

1. Login with dealing clerk
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

4. DC will check and forward to the Verification Authority.

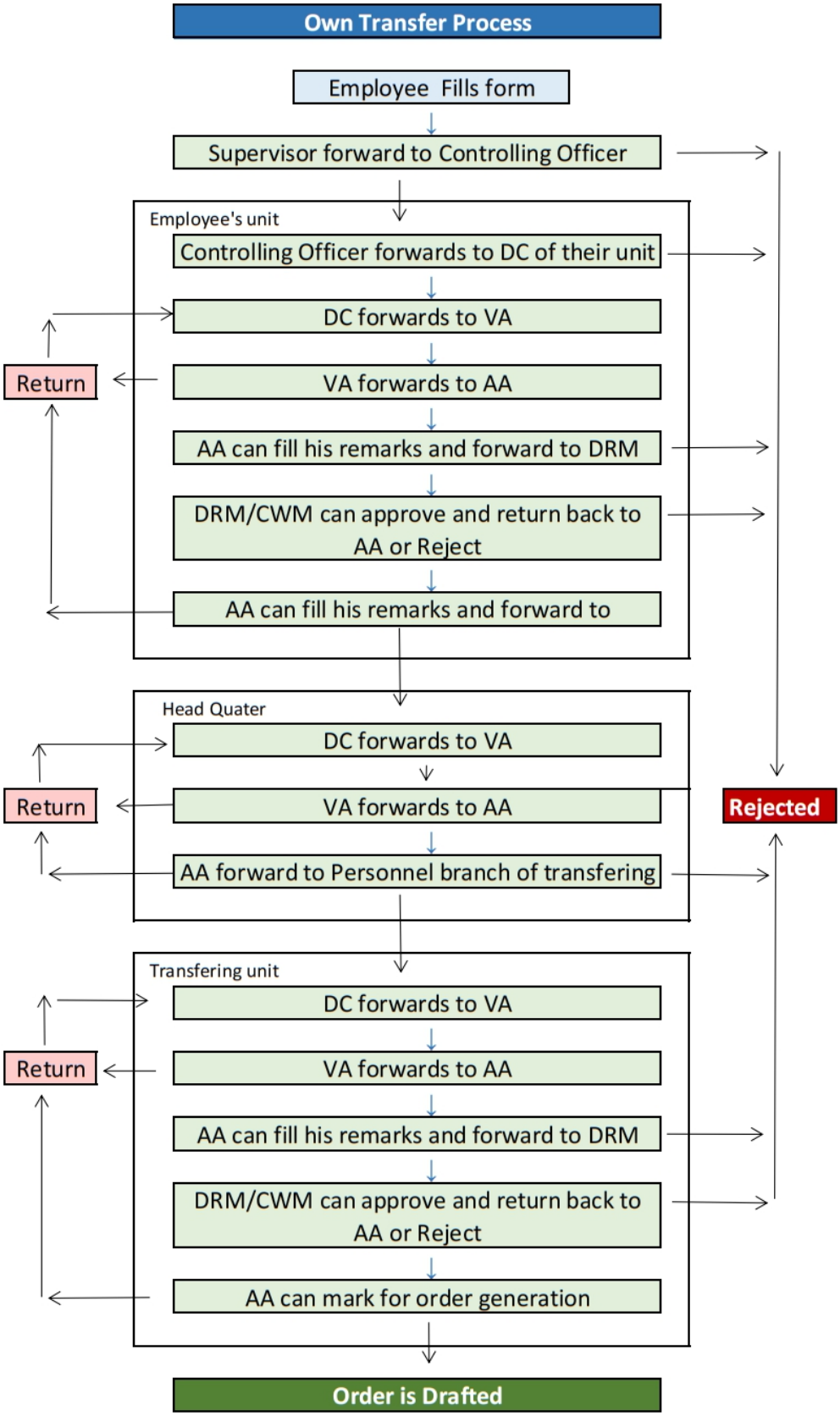


5. Similarly the Verification Authority will forward to the Acceptance Authority
6. After this, AA will either forward the case to Zonal Headquarter (for HQ controlled posts) or will finalize the transfer request. On Finalization, a two draft office orders will be created, 1 each in both Dealing clerk's ID



3. Own Request Transfer

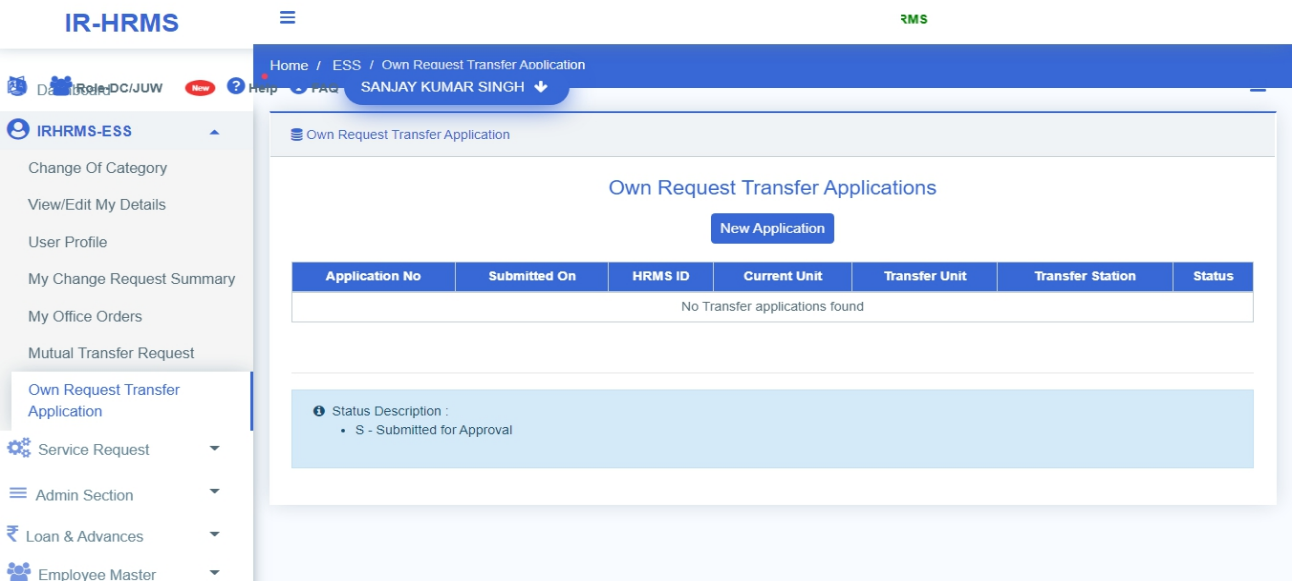
Basic Flow



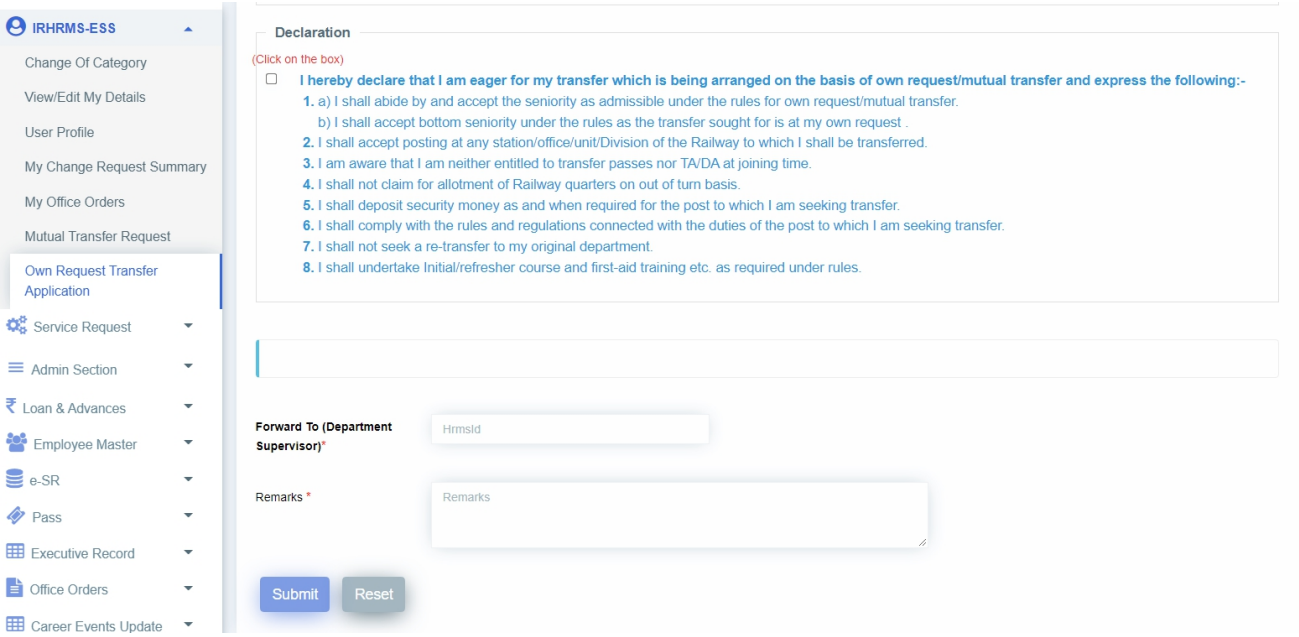
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Request submission by Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Own Request Transfer request'
3. Click on 'New application' button to raise new application.

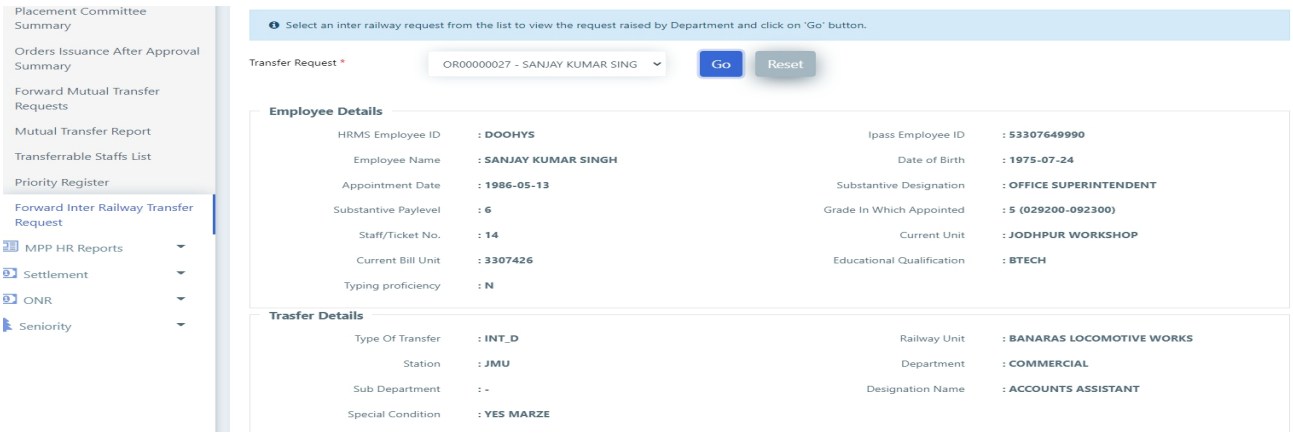


4. Fill all relevant details and upload scanned copy of signature and photograph.
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

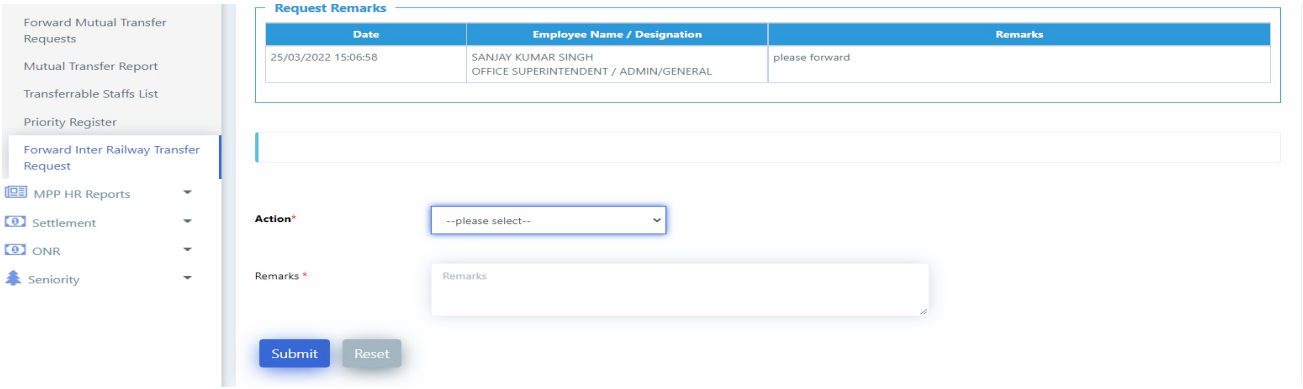


Processing of Request by Supervisors

1. Login with Supervisor
2. Click on 'Transfer > Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them



6. Supervisor will provide their remarks and will either
   a) Forward to the controlling officer for further process, or
   b) Reject the request



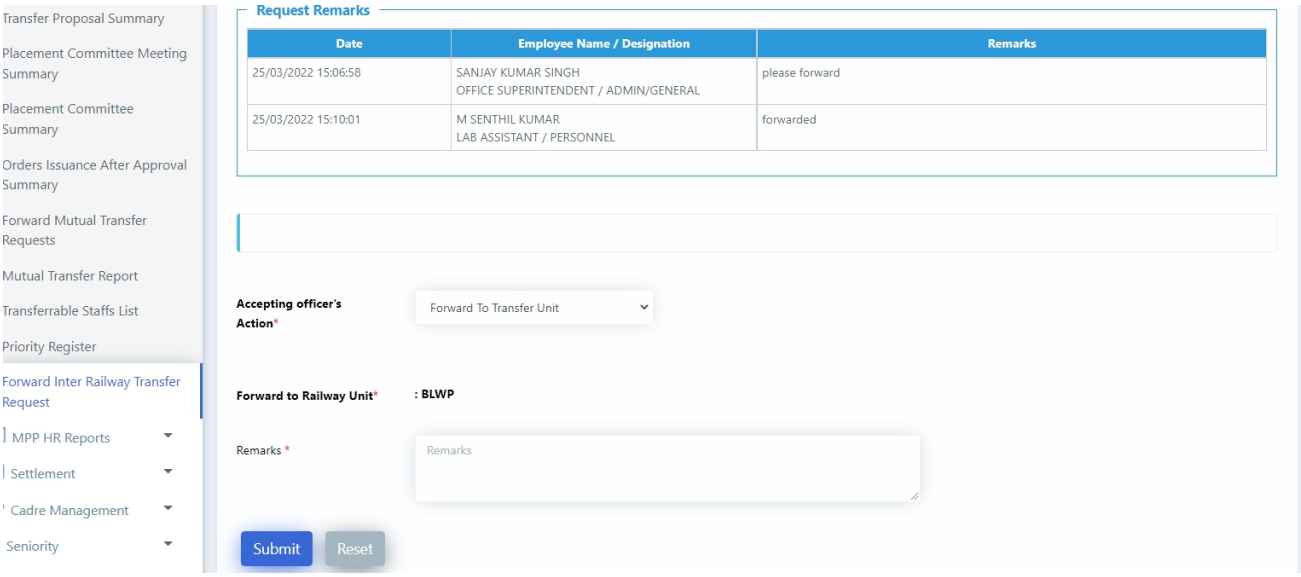
Processing of Request by Controlling Officer

1. Login with any one of the Branch Officer HRMS ID
2. Click on 'Transfer > Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
   a) Provide their remarks & forward to DC of Employees unit
   b) Reject the request

Processing of Request by DC, VA, AA of Employees Unit

1. Login with dealing clerk

2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority.
5. Similarly the Verification Authority will forward to the Acceptance Authority or will return back the request to DC.
6. After this, AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application
7. Once approval received from DRM/CWM, AA will either forward the case to Head Quarter DC or Transfer unit DC.



Processing of Request by DRM/CWM

1. Login with DRM/CWM
2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DRM/CWM will either accept or reject the application.

Processing of Request by DC, VA, AA of Headquarter

2. Login with dealing clerk
2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority of headquarter.
5. Similarly the Verification Authority will forward to the Acceptance Authority of headquarter or will return back the request to DC headquarter.

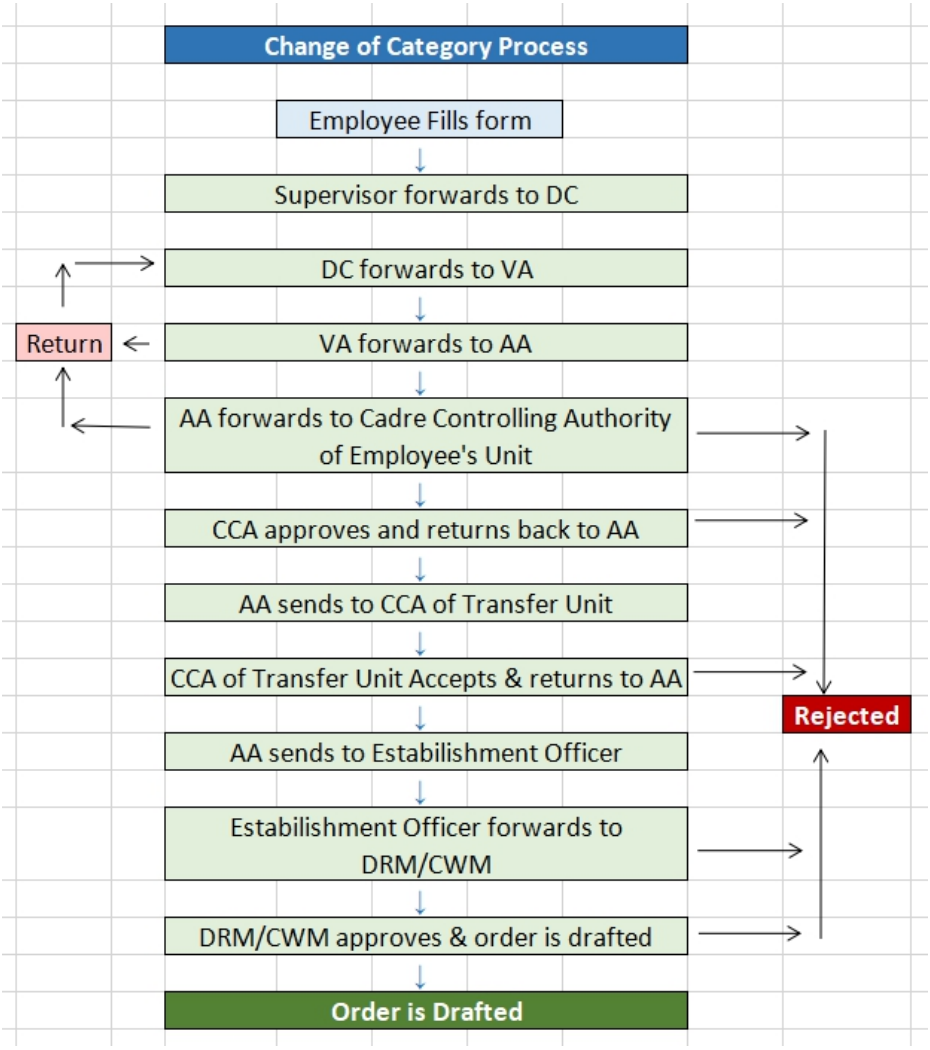
6. After this, AA will either forward the case to Transfer unit DC or return to DC headquarter or Reject the application.

Processing of Request by DC, VA, AA of Transferring unit

1. Login with dealing clerk
2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority of transferring unit.
5. Similarly the Verification Authority will forward to the Acceptance Authority of transferring unit or will return back the request to DC transferring unit.
6. AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application
7. Once approval received from DRM/CWM, AA will Accept the application.
8. Officer order will be generated once the accepting officers of transferring unit accepts the request.

4. Change of Category

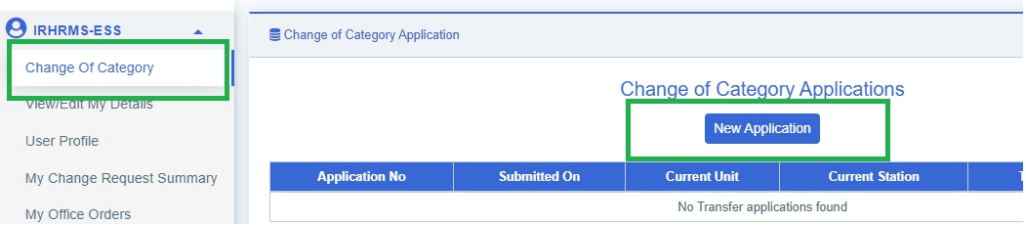
Basic Flow



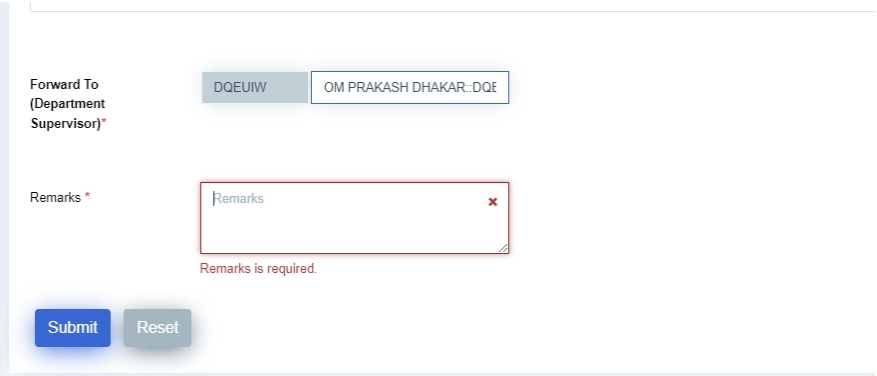
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Request submission by Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Change of Category'
3. Click on 'New application' button to raise new application.

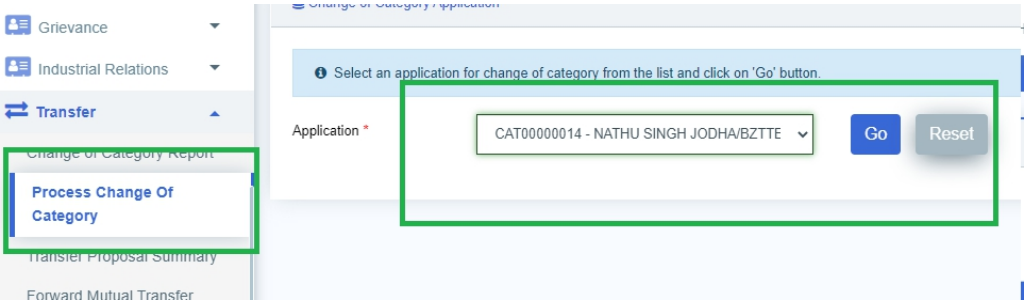


4. Fill all relevant details and Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

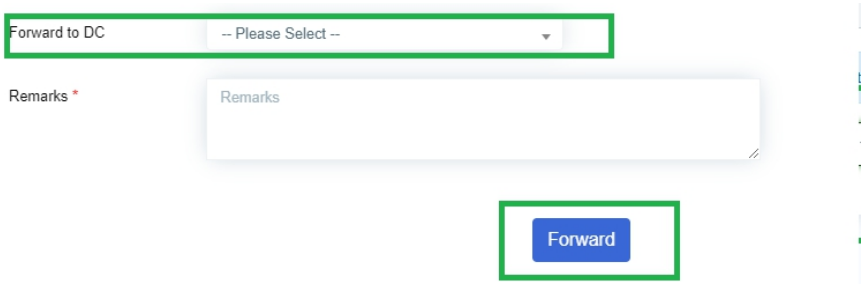


Approval of Request by Supervisors

1. Login with Supervisor ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them



4. Supervisor will provide their remarks and will either
   a) Forward to the dealing clerk for further process, or
   b) Reject the request



Processing of Request by Dealing Clerk

1. Login with any DC ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

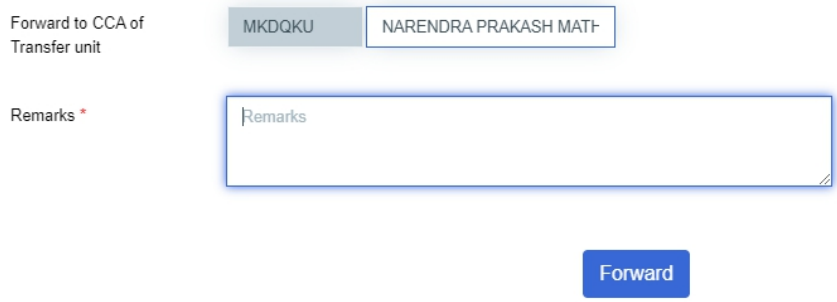
4. DC will provide their remarks and will forward to VA for further process

Processing of Request by Verification Authority

1. Login with any VA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. VA will provide their remarks and will forward to AA for further process

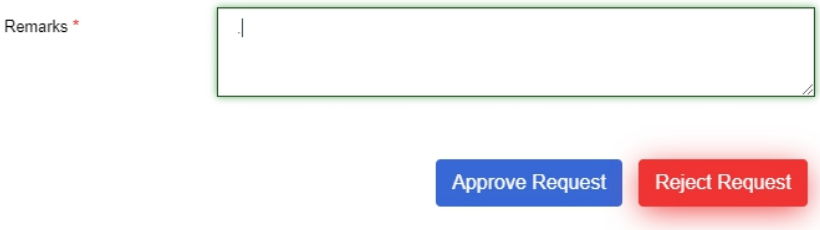
Processing of Request by Acceptance Authority

1. Login with any AA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. AA will select name of Cadre Controlling Authority of Employee's unit, or to CCA of transfer Unit or to Establishment Officer and will forward to them for further process



Processing of Request by Cadre Controlling Authority of Employee's unit

1. Login with CCA of employee's Unit
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

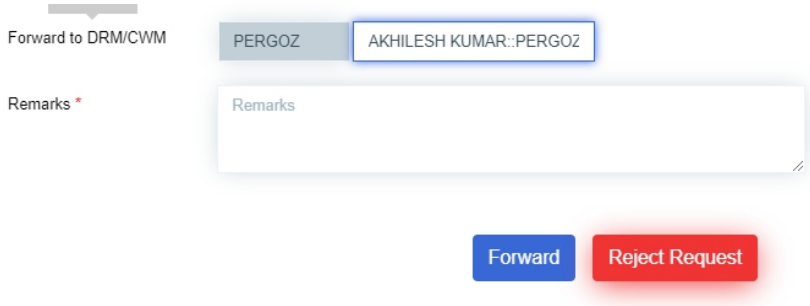


Processing of Request by Cadre Controlling Authority of Employee's unit

1. After AA forwards to CCA of Transferring Unit, login with CCA's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

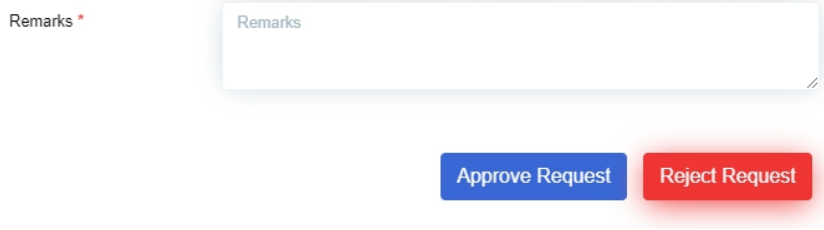
Processing of Request by Establishment Officer of Employee's unit

1. After AA forwards to EO, login with EO's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. EO will either forward the request to DRM/CWM or reject the request.



Processing of Request by DRM/CWM

1. Login with DRM/CWM's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. DRM/CWM will either approve the request or reject it. On approval a draft order will be created in DC's ID under 'Office Order > Promotion/Transfer Order'.

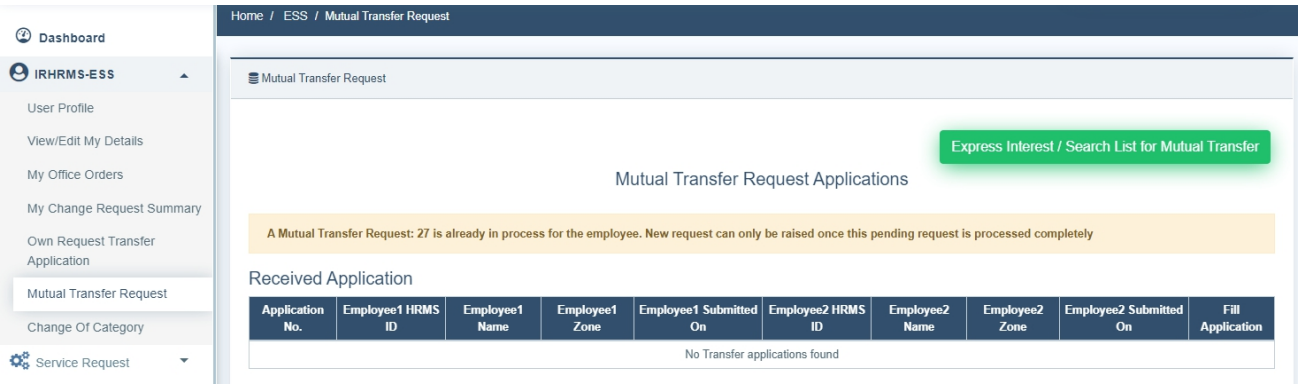


5. Express Interest /Search List For Mutual Transfer

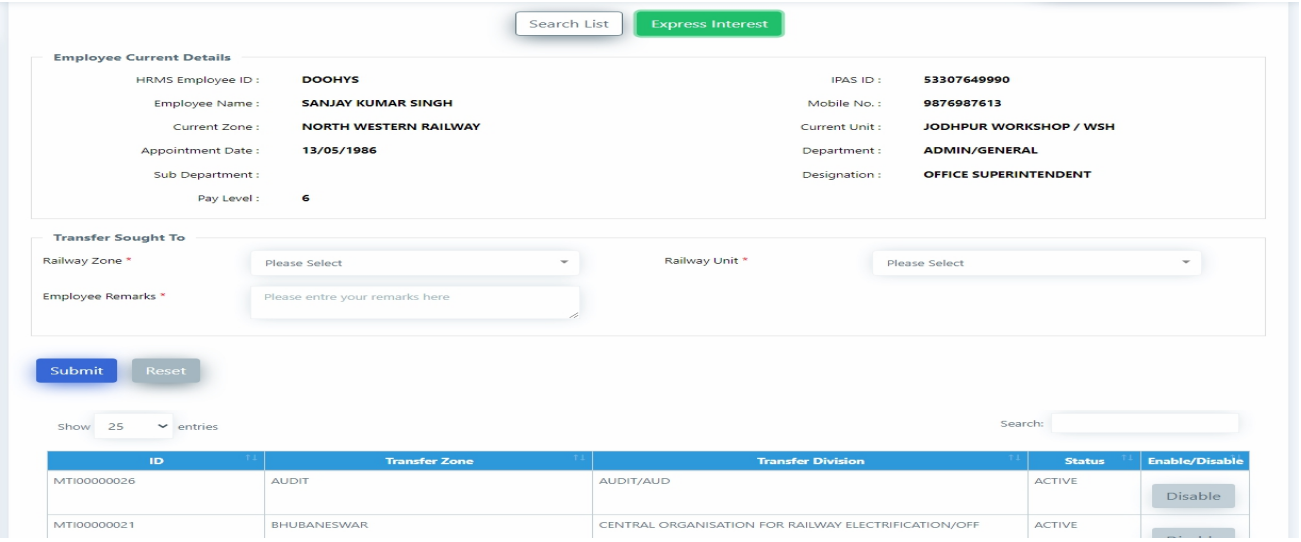
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Express Interest/Search List

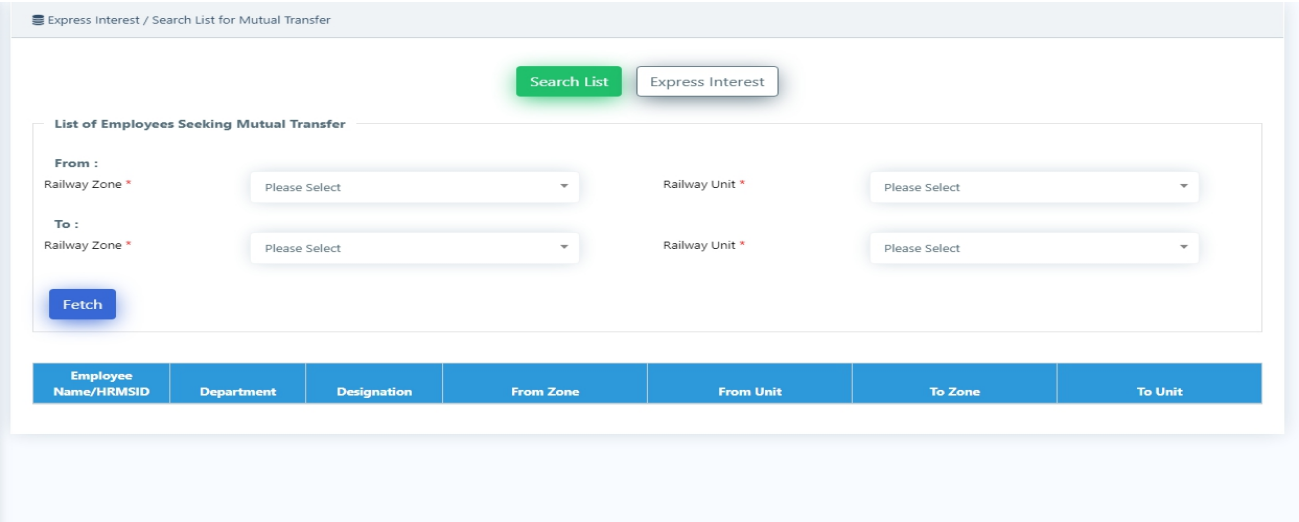
1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer request'
3. Click on 'Express Interest / Search List For Mutual Transfer'.



4. Upon clicking you can click on Express interest and proceed with filling the form and submit.



5. You enable or disable any of your request by clicking the enable/disable button.
6. In order to search list click on the search list button.



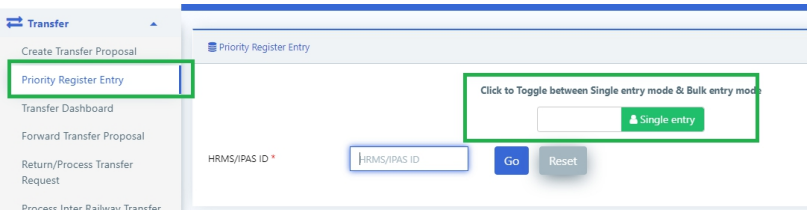
7. Select all the fields as seen above and click fetch .
8. All the records will be shown in the table.

Own Request Transfer Priority Entry for old records

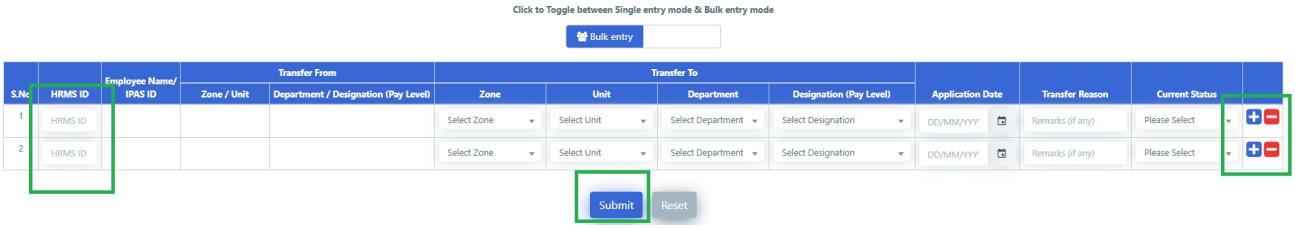
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Previous Priority Register entry

1. Login as Employee in HRMS
2. Go to 'Transfer' -> 'Priority Register Entry'



3. Enter HRMS ID of the employee and transfer details



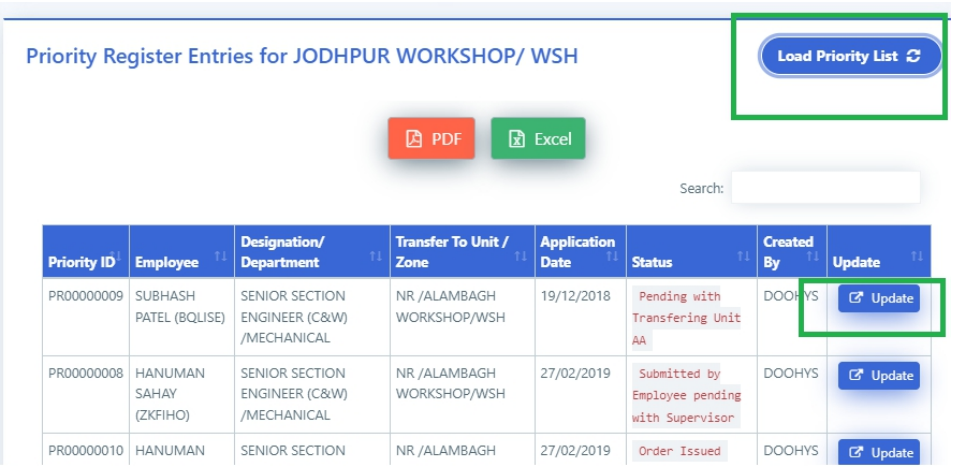
4. Click on '+' or '-' icon to add or remove rows.
5. Click on 'Submit' button to submit details.

Verify Priority Entry List

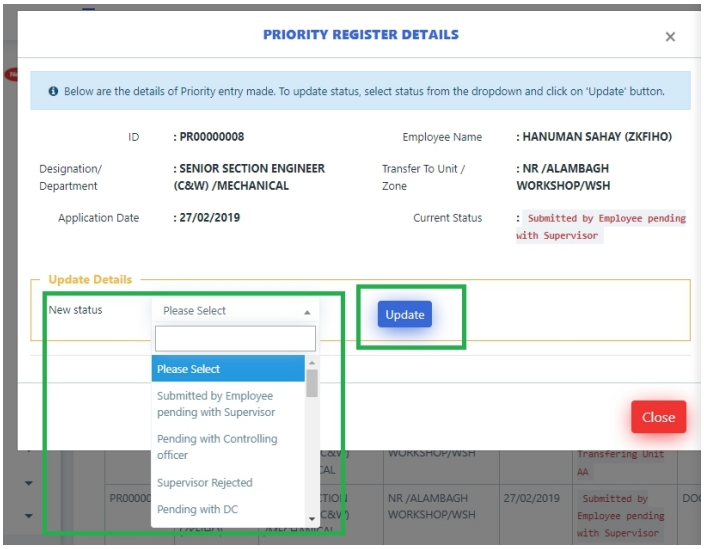
1. Login as Verification authority in HRMS
2. Go to 'Transfer' -> 'Verify Priority Register'
3. List of priorities pending for verification will be shown.
4. Select the entries which are correct and leave those which should be returned to DC
5. Click on 'Verify' button
6. Similarly the entries needs to be accepted by Acceptance Authority
7. The records will appear in Priority Register only after acceptance by Acceptance Authority

Update Priority Entry List

1. To update status of entry made, go to 'IRHRMS ESS' > 'Priority Register Entry'
2. Click on 'Load Priority List' button to fetch list
3. List of old entries made will be fetched. Click on 'Update' button. A pop up will open



4. Select the new status from the list and click on update button.



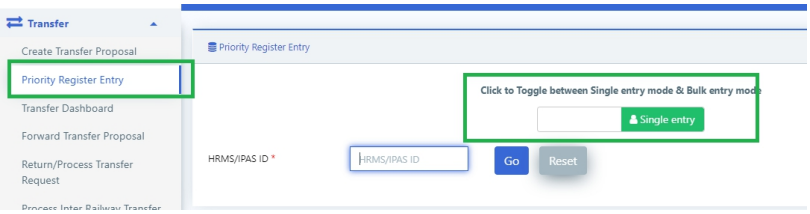
5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively

Own Request Transfer Priority Entry for old records

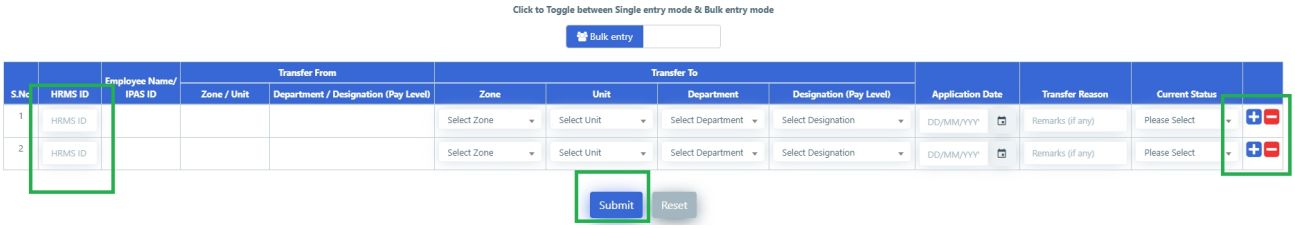
1. Go to HRMS application https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Previous Priority Register entry

1. Login as dealing clerk in HRMS
2. Go to 'Transfer' -> 'Priority Register Entry'



3. Enter HRMS ID of the employee and transfer details



4. Click on '+' or '-' icon to add or remove rows.
5. Click on 'Submit' button to submit details.

Verify Priority Entry List

1. Login as Verification authority in HRMS
2. Go to 'Transfer' -> 'Verify Priority Register'
3. List of priorities pending for verification will be shown.
4. Select the entries which are correct and leave those which should be returned to DC
5. Click on 'Verify' button
6. Similarly the entries needs to be accepted by Acceptance Authority
7. The records will appear in Priority Register only after acceptance by Acceptance Authority

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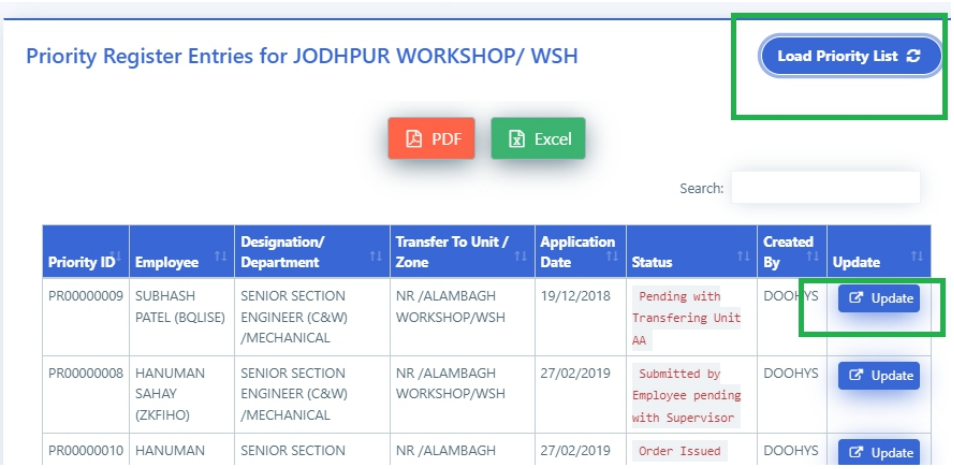
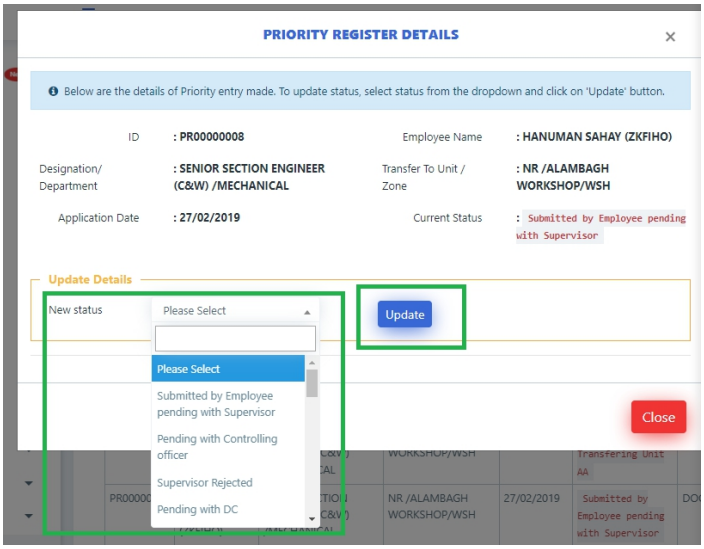


4. Select the new status from the list and click on update button.



5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively