GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. PC-VII/2024/HRMS/34   New Delhi, dated: 11.10.2024

To,

Principal Chief Personnel Officer,
All Indian Railways/PUs/TIs.
(As per standard mailing list)

Sub :   Entering legacy data of transfer applications in the upgraded Transfer Module of HRMS

Transfer Module of HRMS was launched in August, 2022 and thereafter, all the applications relating to Inter-Railway transfers were supposed to be processed through HRMS. While operationalizing the Transfer Module in 2022, the legacy data as existing was also ported to HRMS.

2.   Subsequently, taking into account the launch of various cadre related modules and to ensure updation of related modules in a dynamic manner and also to include all kinds of transfers in the ambit of HRMS, CRIS team has upgraded the Transfer Module and the same is going to be operationalized soon. In this regard, a Video Conference was held by AM(HR) with PCPOs on 05.10.2024 wherein the modalities regarding the upgraded Transfer Module was explained.

2.1   During the course of meeting and subsequently, it has been pointed out by various Field Units that the legacy data has not been completely ported and details of the applications which were received manually is yet to be fully updated. The cases can be categorized as under:

   i. Applications received from the other Railway and the receiving unit has issued NOC but got expired
   ii. Applications received from the other Railway and NOC issued but not acted upon on the NOC
   iii. Applications forwarded from the other Railway but the receiving Railway has not processed.
   iv. Applications were made by the official to multiple units and one of the units issued NOC and the official has been released but pending with other unit.

3.   In order to ensure seamless launch of the upgraded version of the Transfer Module, it is imperative to ensure that all the legacy data is ported to HRMS considering the fact that after the launch of upgraded version, all the transfers are required to be processed through HRMS only. The format for sending information to HRMS team of CRIS through e-mail is attached **(email ID: cris.irhrms@gmail.com)**. This process needs to be completed by 16th October, 2024, 1300 hrs.

4.   This issues with the approval of competent authority.

Encl: As above

(JAYA KUMAR G)
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Railway Board
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PROFORMA FOR ENTERING LEGACY DATA IN UPDATED TRANSFER MODULE OF HRMS

S. No	Dest Zone	Dest Unit	Type of Transfer	HRMS ID	Name	IPAS ID	Sending Railway zone	Sending railway Unit	Applied on special grounds	Type of special grounds	Cadre id which will be assigned	Cadre level id which will be assigned	Incoming Priority number as per register	Manual Priority register serial number	NOC issued	NOC valid	NOC validity date
			IRRT / IDRT						Yes / no						Yes / No	Yes / No	

(To be sent to CRIS on e-mail id: cris.irhrms@gmail.com)