

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VII/2024/HRMS/34

New Delhi, dated: 14.10.2024

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 to 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 It is now informed by various Field Units that some of the legacy data has not been completely ported by them, and details of some of the applications which were received manually is yet to be updated. The cases can be categorized as under:

- i. Applications received in P-Branch and entered in the manual Priority register.
- ii. Applications received in P-Branch but not processed or not entered in the register.
- iii. Application yet to be received by the P branch, purportedly with the supervisors.

3. To ensure seamless launch of the upgraded version of the Transfer Module and continuity of priority of new applicants for transfer, it is imperative to ensure that complete and correct legacy data of transfer applications is ported to HRMS, considering the fact that after the launch upgraded version, all transfers are required to be processed through HRMS only. For this purpose, HRMS team is circulating a format to ensure uniformity and the concerned units will need to fill the details in the format and forward the details to CRIS through e-mail. This process needs to be completed by **18<sup>th</sup> October, 2024, 1300 hrs.**

4. Field units may ensure all the directives issued so far are to be strictly adhered to in arriving at the priority prior to the launch of transfer module of HRMS in August, 2022.

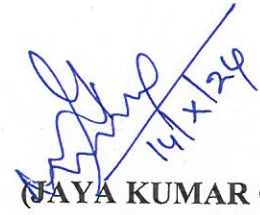
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5. In case of applications covered under Point (i) above, the same will be done with the personal approval of DRM and in respect of all other cases, except those cases registered in HRMS, every case has to be recommended by the DRM and will need the approval of PCPO.

6. The onus of assigning priority regarding pending applications and resolving grievances and disputes thereof will be the sole responsibility of the concerned field units. The timeline for completion of the process mentioned in Para 5 will be **18<sup>th</sup> October, 2024**.

7. The position of applications will be final immediately thereafter and subsequent applications will be entered and processed only through the new version of HRMS transfermodule.

This issues with the approval of competent authority.



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