



File No. PC-VII/2025/HRMS/9

New Delhi, Dated : 28/03/2025

To,

General Managers,
All Indian Railways
(As per standard mailing list)

Sub : Institution of ADARSH (Adoption, Deployment and Reinventing of Services through HRMS) Award scheme for HRMS.

In order to recognize the efforts of the Personnel branch in transforming HRMS into a transformation initiative in terms of time and quality of services to the employees, transparency induced in the system and improving the digital literacy induced amongst the lowest level of staff by way of extensive training, it has been decided to institute **ADARSH** (Adoption, Deployment and Reinventing of Services through HRMS) Award scheme for HRMS to the outstanding performers of various Divisions. The salient features of the scheme of the award are as under :

- (i) The time period for reckoning the award will be from 1st April to 31st March of a year.
- (ii) The first year of institution of the award will be 2024-2025 (1st April 2024 to 31st March 2025).
- (iii) The award scheme will be in force initially for a period of 3 years.
- (iv) Award will be in the form of a Shield from DG/HR to the concerned division/Zone along with appreciation letter to the concerned employees of Personnel Branch of the division/zone selected.
- (v) The criteria for determination of the award are enclosed as *Annexure -A*.
- (vi) In order to ensure neutrality and transparency in deciding the awards, the entire data will be fetched from the system by CRIS and the same will be evaluated in Board at the level of AM/HR and approved by DG/HR.
- (vii) The award will be declared in the month of June of the respective year.



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Copy to :

- i. Sr. PPS to DG/HR for information of DG/HR
- ii. Sr. PPS to Secretary Railway Board for information of Secretary Railway Board.
- iii. PCPOs all Indian Railways as per standard mailing list.
- iv. GM/HRMS/CRIS to provide details zone/division wise as per criteria enclosed as Annexure A by 30th April, 2025 for evaluation.
- v. JDPC & HRMS/Railway Board for ensuring necessary co-ordination.

Annexure – A

Criteria for evaluation of ADARSH (Adoption, Deployment and Reinventing of Services through HRMS) Award scheme for HRMS

S. No.	Module	Criteria	Points
1.	Roster	Percentage of implementation of roster for employees, generation of roster online, updation of manual roster in HRMS.	10
2.	MPP	Seniority list, crew review, percentage error free and performing other MPP related activities.	5
3.	BOS	Seniority updation	5
4.	SR	Generation & data updation for the last 5 years – activity updation - current year onwards	10
5.	Leave	Auto updation of leave records of the employees.	5
6.	Pass	Duty Pass/enrolment of retired employees for availing PRCP	10
7.	ESS	Time taken for resolving the request and time lag of request pending for disposal	10
8.	Organization Unit	Linking with cadre ID, organizational mapping and other related cadre modules	10
9.	Transfer	Issuance of Administrative Orders through the new Transfer Module and usage of earlier Office Order Module	5
10.	Innovations	Creative suggestions and ideas while using HRMS	10
11.	Training	Updation and usage through Training Module	3
12.	General	Organising camps for awareness among employees, pensioners etc to highlight the advantages while using HRMS.	5
13.	Do	The volunterness for Pilot/testing of various modules, generation of test reports, offering of suggestions	10
14.	Do	Leadership shown in paving the way for implementing the various modules of HRMS.	10