

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2024/Chairman & CEO-CC/04/1988(Rep)

New Delhi, Dated : 28.05.2024

The General Managers/Director Generals,
All Indian Railways/Pus/CTIs.

Subject : Empanelment to Level 16 posts of IRMS.

Reference : Ministry of Railways letter dated 24.11.23, calling for applications from 1988 Exam Batch officers for empanelment to Level 16 posts of IRMS.

Ministry of Railways, vide letter dated 24.11.23, invited applications from officers belonging to 1988 Exam Batch for empanelment to Level 16 posts of IRMS. Empanelment process concluded with the Appointments Committee of Cabinet approving fourteen officers for these posts of IRMS vide their order No. 23/22/2024-EO(ACC) dated 27.05.2024.

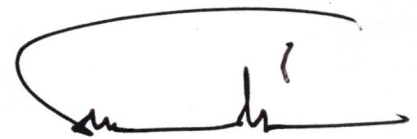
2. In terms of para 3.6 of the Resolution dated 27.05.22, any officer affected by the empanelment process has the opportunity to submit their representation to the Chairman & CEO, Railway Board. 1988 Exam Batch officers affected by the empanelment process may submit their representation, if any, to the Chairman & CEO, Railway Board latest by 27.06.24.

3. Provision for submitting representation has been made in Human Resource Management System portal (<https://hrms.indianrail.gov.in/HRMS>) for Indian Railways. 1988 Exam Batch officers have been provided a link in their HRMS account through which they can access the IRMS application module for submitting representations online. This is made available in Employee Self Service (ESS) menu under the sub-head IRMS Empanelment Application. Application has to be digitally signed for submission through the HRMS portal. Officers are also informed that their original application for empanelment is already linked to the representation module and therefore officers are requested to restrict their representation to facts not presented earlier, if any.

4. The process for submission of representation has been detailed in the Annexure enclosed with this letter. In case of any difficulty like non-availability of link etc., the same may be communicated to Establishment Officer, at email id earlyboard@rb.railent.gov.in along with mobile number and the same would be addressed in the shortest possible time.

5. This issues with the approval of Chairman & CEO.

Encl : As above

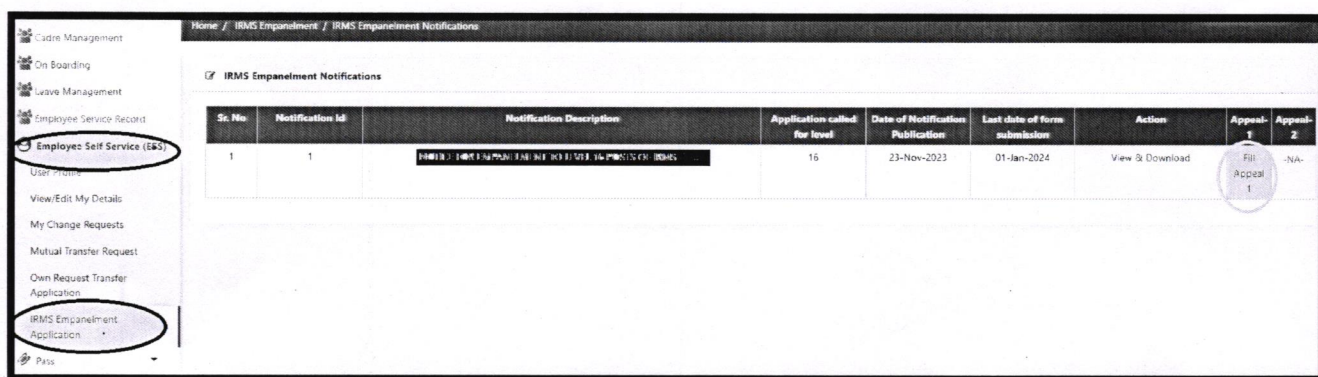


(Sanjiv Narain Mathur)
Establishment Officer & AS
Railway Board.

ANNEXURE

PROCEDURE FOR SUBMITTING APPEAL FOR LEVEL 16 POST

- Link for HRMS application is <https://hrms.indianrail.gov.in/HRMS/login>.
- Login using your credentials i.e. username, password, captcha etc.
- From the dash board menu locate Employee Self Service (ESS).
- From the drop down menu under ESS locate the sub-menu IRMS Empanelment Application.
- Clicking on the sub-menu IRMS Empanelment Application will take you to the application link.
- Eligible officers will find the notification details along with link to view submitted application and another link to submit appeal.



- In case of non receipt of link please immediately communicate with Establishment Officer via email earlybd@rb.railnet.gov.in.
- Proceed to the link under the head 'Appeal -1' which would enable the process for application.
- The application would be populated as submitted by you with provision at the bottom for 1st Appeal.
- Officers are advised to restrict their remarks to 1500 characters as the module will not accept any description beyond 1500 characters. Remarks so provided would be saved only if it is restricted to 1500 characters.
- The final step is Preview, Digital Signature and Submit for which an option is provided at the bottom of the application.
- On clicking this option your application for appeal is shown for preview at which stage there is an option for downloading the application in PDF format as well as an option for taking a print out of the application.
- The appeal is now ready for submission and can be submitted after appending your digital signature. Appending digital signature to the application is similar to the digital signature for APARs in HRMS portal. As such, officers in Railways would already be conversant with the same. In case of any difficulty help may be sought from the HRMS Cell of your Railway/PU.
- In the rare case of difficulty in submitting digital signature, applicant is advised to take a print out and send a scanned signed copy of the same to the Establishment Officer through email.