

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

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

New Delhi, Dated: 26.11.2024

The General Managers/Director Generals
All Indian Railways/PUs/CTIs.

Sub.: Empanelment to Level 16 posts of IRMS of 1988 Exam Batch (2nd Appeal).

Ref.: (i) Ministry of Railways Gazette Notification dated 27.05.22 – Resolution for creation of IRMS (ex-cadre Level 16) in Railways and selection norms thereof.
(ii) Railway Board's letter No.2023/Chairman &CEO-CC/04/18 dated 24.11.2023
(iii) Railway Board's letter No.2024/Chairman &CEO-CC/04/1988(Rep) dated 28.05.2024

Claims of such officers who had submitted their 1st representation against their non-empanelment in response to Ministry of Railways, letter under reference (iii) above were reviewed by a DPC and the process concluded with the Appointments Committee of the Cabinet approving four officers for empanelment to Level 16 posts of IRMS.

2. In terms of para 3.6(a) and (d) of the Resolution dated 27.05.22, any officer affected by the empanelment process may submit their representation to the Chairman & CEO, Railway Board and an officer can submit a maximum of two representations for empanelment to Level-16 posts of IRMS. Accordingly, **second and final opportunity is hereby provided and representation**, if any, is invited from officers of 1988 Exam Batch, who had applied for empanelment to Level 16 posts of IRMS. Representations should be submitted latest by 25.12.2024.

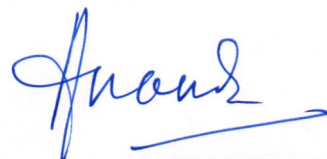
3. Provision for submitting representation has been made in Human Resource Management System portal (<https://hrms.indianrail.gov.in/HRMS>) for Indian Railways. 1988 Exam Batch officers have been provided a link in their HRMS account through which they can access the IRMS application module for submitting 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 eorlybd@rb.railent.gov.in along with mobile number and the same would be addressed in the shortest possible time.

5. This letter may be given wide publicity amongst all officers of the Railways belonging to the eight Organized Group 'A' services of Indian Railways.

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

Encl: As above


[ANAND KUMAR]
Establishment Officer
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 eorlybd@rb.railnet.gov.in.
- Proceed to the link under the head 'Appeal -2' which would enable the process for application.
- The application would be populated as submitted by you with provision at the bottom for 2nd 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.