

**SOUTHERN RAILWAY
MADURAI DIVISON
PERSONNEL BRANCH**

Circular No.: PB/HRMS/2026/01

Date: 28.05.2026

To

**All Gazetted Officers,
All Supervisors / Ministerial Staff of Personnel Branch,
All Employees of MDU Division Operating Unit through all Supervisors**

Sub: Effective Utilisation of Human Resources Management System (HRMS) — Modules for Establishment Functions and Employee Self Service.

Ref: HRMS Status Report, MDU Divn. Operating Unit — May 2026.

1. Background

The Human Resources Management System (HRMS) of Indian Railways has been fully operationalised with a wide range of modules covering all major establishment functions. These modules are designed to bring efficiency, transparency and accuracy to HR processes — from service records maintenance to annual appraisals, leave management, transfers, promotions and employee self-service functions.

It has been observed that utilisation of HRMS modules at the field level remains uneven. A review of the MDU Division Operating Unit (total strength: 8,087 employees) reveals significant gaps in compliance across multiple areas. It is essential that all concerned — both the ministerial and supervisory staff of the Personnel Branch as well as individual employees — actively and progressively use the system to its full potential.

2. Instructions for Personnel Branch — Clerical and Supervisory Staff

All ministerial and supervisory staff of the Personnel Branch are hereby directed to ensure the following:

1. Ensure 100% APAR assignment for all eligible employees of the operating unit without further delay. Cases pending due to administrative reasons must be resolved immediately.
2. Maintain and update service records, personal data, and cadre details of all employees through the HRMS Service History and Personal Data modules — and not through manual registers alone.
3. Process all leave applications, LTC claims, pass facility requests, and medical reimbursements through the respective HRMS modules to ensure accurate records and faster disposal.
4. Utilise the Transfer and Posting module for maintaining up-to-date employee placement data, and the Promotion / DPC module for tracking seniority lists and panel approvals.
5. Ensure all Reporting Officers are reminded of their pending APAR submissions. Supervisory staff should generate exception reports periodically and follow up with defaulting officers.
6. Regularly review the HRMS Dashboard and exception reports to identify gaps and take corrective action without waiting for top-down reminders.
7. Attend and facilitate all HRMS training programmes organised for Personnel Branch staff, and ensure newly posted staff are oriented to the system at the earliest.

3. Instructions for All Employees — Employee Self Service (ESS)

HRMS provides a dedicated Employee Self Service portal that enables every employee to manage their own HR-related transactions directly. All employees are advised to actively use the following ESS modules:

- **Personal Data Module:** Submit and regularly verify personal details including name, date of birth, educational qualifications, address, family details and nominee information. Incomplete personal data affects pay fixation, pass entitlements and retirement benefits.
- **Self-Appraisal (APAR):** Complete the self-appraisal section of APAR within the stipulated timeline once it is initiated. Timely completion ensures the appraisal process is not held up at the employee stage.
- **Leave Management:** Apply for leave, view leave balance, and track leave applications through the HRMS Leave Module. Avoid paper-based applications where the HRMS route is available.
- **Pass Facility:** Apply for Railway passes and PTO through the HRMS Pass Module. Employees can track the status of applications and download issued passes.
- **LTC / Medical Reimbursement:** Submit and track LTC advance requests and medical reimbursement claims through the respective HRMS modules for faster processing.
- **Salary Slip & Pay Details:** Access and download monthly pay slips and verify deductions, allowances and tax details through the HRMS Pay Module.
- **Grievance Redressal:** Lodge and track service-related grievances through the HRMS grievance portal for time-bound resolution.

4. General Directions

8. Non-utilisation of HRMS modules where they are available and functional shall be treated as a lapse on the part of the concerned official and appropriate action may be initiated.
9. All Officers-in-charge of branches/sub-offices are responsible for ensuring compliance of their staff with HRMS usage requirements.
10. Any technical difficulties or access issues relating to HRMS shall be promptly reported to the System Administrator / HRMS Helpdesk and must not be cited as a reason for sustained non-compliance.
11. Progress on HRMS utilisation will be reviewed periodically and compliance figures will be discussed in monthly review meetings.

All concerned are requested to take note of the above and ensure compliance in letter and spirit. The HRMS has been designed to benefit both the administration and the individual employee — its effective use will lead to faster disposal of personal cases, greater transparency and elimination of manual delays.

Please ensure immediate compliance and wide circulation of this circular.

(T. Sankaran)
Sr. Divisional Personnel Officer / MDU

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