

SOUTH WESTERN RAILWAY

Divisional Office
Personnel Department
Mysuru-570 001
Dated: 04.09.2019

No. Y/P. 183/HRMS/MYS

All Branch officers,
All Supervisory Officials, Mysuru Division

Sub: Furnishing of data by employees for Human Resources
Management System(HRMS)

Railway Board has launched an e-platform for digitizing all the Service, Personal and Family details of employees on Railways with an aim to bring all employees related data under one roof viz., HRMS by integrating various existing digital packages like IPAS, REIS, AIMS etc.

As this is a targeted programme monitored by Railway Board, the information sought may be furnished to this office as per the enclosed formats annexed to this letter as per the dates mentioned below. The concerned Supervisors in co-ordination with section WI to collect all the formats from employees working under them and forward to the same to this office in a one bunch within the last date mentioned.

Employees may be advised to take extreme care to avoid errors while furnishing data. Employees should be aware that they are fully responsible for the data furnished by them to the administration. This word of caution stems from the fact that once employee's service and personal details are uploaded to HRMS, as furnished by them in the prescribed proforma (**Annexure-A, B, C, D, E, & F, G**) enclosed, any request by them for correction or modification of data at a later date will not be easy and will have to go through tedious administrative procedures.

The family composition furnished by the employee may be certified by the concerned Supervisors in order to validate the same.

Dates for submission of HRMS details:

Sl.No	Office	On or Before
1.	Offices Head Quartered at MYS	13.09.2019
2.	Open line Offices	20.09.2019

Encl: 06 Annexures


(R.PRASAD S I)
Sr.Divisional Personnel Officer
South Western Railways MYSURU

Copy to: PS(gaz) to DRM - for kind information of DRM
Copy to: PS to ADRM - for kind information of ADRM
Copy to: Divl Secy/SWRMU/MYS Dn

DOCUMENTS TO BE ENCLOSED FOR UPDATION IN HRMS

I	COPY OF ADHAAR CARD:	
	1.	Self
	2.	Family Members
	3.	Dependence
II	COPY OF PAN CARD:	
	1.	Self
	2.	Family Members
	3.	Dependence
III	Copy of FCC (Family Composition Certificate) duly certified by the Supervisory Officials.	
IV	Latest Passport size Photograph of Self, Family Members & Dependents. (to be pasted in Annexure-B enclosed)	
V	Copy of Disability Certificate if any of Self, Family Members & Dependents.	
VI	Copy of Educational Qualification Certificates.(Qualification at the time of appointment/Subsequently acquired)	
VII	Copy of Community Certificate should be attached	

NOTE: For HRMS formats, please visit swr.indianrailways.gov.in
Link: About us → Division → Mysore → Personnel Branch → Forms to Download.

Employee's Latest
passport size Photo

II FAMILY DETAILS:

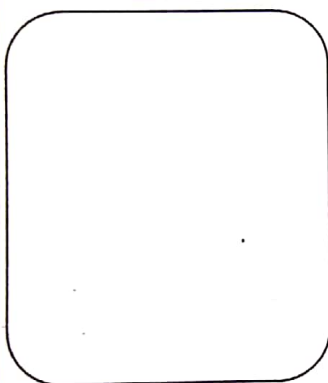
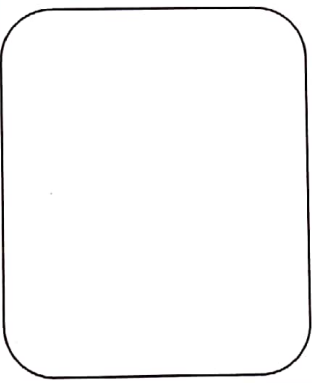
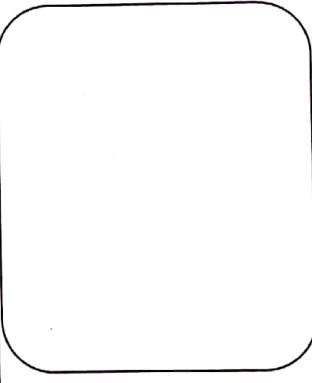
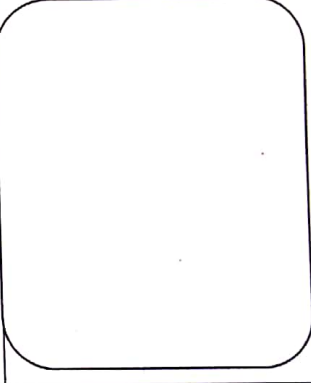
Emp(PF) No.

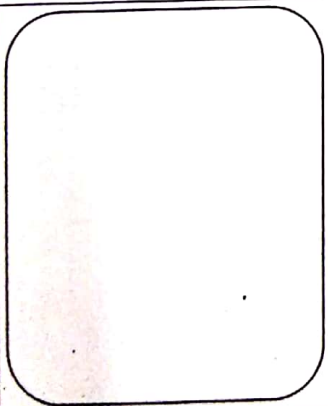
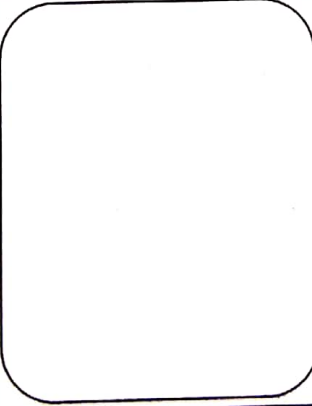
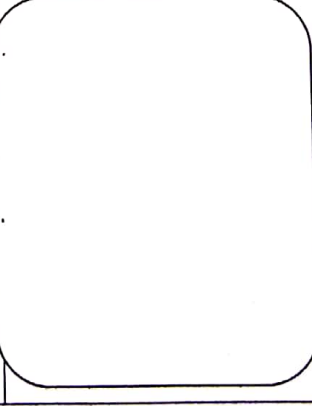
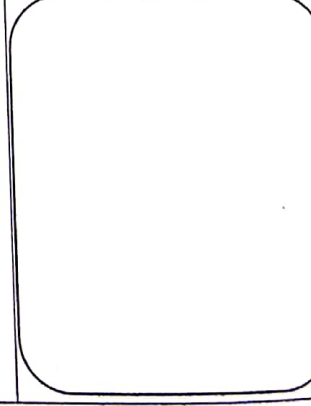
S. No.	Name of the family member/Dependent	Relation	Family member /dependent	DOB	Age	Aadhar No.	Handicap (Yes/No)	%g c
1								
2								
3								
4								
5								
6								

Note: 1. Employee should mention all family members/dependents details and enclose proof of documents. Supervisors should certify the FCC details.

2. Handicap status should be furnished, if the employee or any member of his family members suffers from any type of disability or disabilities. Copy of authentic Disability Certificate may be enclosed.

Affix photograph of Spouse & Family members/Dependents:

WIFE/HUSBAND	Family Member/Dependent-1	Family Member/Dependent-2	Family Member/Dependent-3
Name:	Name:	Name:	Name:
			

Family Member/Dependent-4	Family Member/Dependent-5	Family Member/Dependent-6	Family Member/Dependent-7
Name:	Name:	Name:	Name:
			

Certified that the above details of Family members & dependents are true and correct.

Signature of the Supervisory Official with seal

Signature of the Employee

III. PERSONAL:

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ANNEXURE-C

Emp (PF) Number:

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1.	Religion:		Community:		Caste:	
2.	Identification Mark: 1. 2.					
3.	Marital Status:		4. Date of Marriage:		5. Spouse name:	
6.	Whether Spouse is Working in Railways..? Yes/ No. If Yes, then EmpNo: Design: Department: Station working:					
7.	Employee Height:			8. Employee Nationality:		
9.	Whether Physically Handicap: Yes / No.			If Yes %ge of Disability:		

ANNEXURE-D**IV. COMMUNICATION DETAILS:**

1.	Personal Mobile No:	2.	Official Mobile No:
3.	Personal Email:	4.	Official Email:
5.	Communication Address: Add line1: Add line 2: Pincode: State: Dist: City:	6.	Permanent Address Add line1: Add line2: Pincode: State: Dist: City:

ANNEXURE-E**V. EMPLOYEE CURRENT STATUS:**

1.	Date of Appointment: (in dd/mm/yyyy format):												
2.	Mode of Appointment:	RRB/RRC/CGA/Substitute/Sports/Scouts/Cultural /Ex-Serviceman/PH											
3.	Station Working:		4. Office Working:										
5.	Department:		6. Designation:										
7.	PRAN Number (If NPS employee)												

Signature of the Employee

Emp(PF) No.										
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VII. DETAILS OF EDUCATIONAL QUALIFICATION: (Copy of each certificates should be attached)

Sl No	Educational Qualification	Subjects/ Specialisation	Board/University	School/College Name	Year of passing	Duration of course	Total marks	%ge
1.	SSLC/SSE							
2.	PUC(+2)							
3.	Degree/Diploma/ ITI/any other							
4.	Post Graduation							
5.								

Note: Educational qualification details has to be furnished as per the entry available in Service Register only. Additional Qualification, if any, will be entered in the Service Register, only after following stipulated administrative procedure. (Enclose necessary certificates)

Declaration by the employee:

I hereby declare that all the details furnished above in the Annexure-A to G above are true and correct to the best of my knowledge and belief. I understand that if it is found to be false at later date, I am liable to be taken up under D&AR by the administration.

Date:

Place:

Signature of the employee

Forwarded to Sr.DPO/MYS

Signature of the Supervisory Official with seal

Date:

NOTE: The HRMS formats are available in swr.indianrailways.gov.in.
Link: About us → Division → Mysore → Personnel Branch → Forms to Download.

S.W.RAILWAY

MYSURU DIVISION

VI. NOMINATION FOR PF/NPS, CGIS AND DEATH CUM RETIREMENT GRATUITY

ANNEXURE-G

Name of the Employee:		Emp(PF) No.													
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Sl No	Name of the Nominee or Nominees	Address of the nominee	Relationship of the Nominee	Date of Birth of the Nominee	Amount or Share to be paid to each(in%)	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship of the person, if any on whom the right of the nominee is conferred in the event of his predeceasing the subscriber.
I. PF/NPS:							
1							
2							
3							
4							
II. GIS:							
1							
2							
3							
4							
III. DCRG:							
1							
2							
3							
4							

1. I hereby declare that this nomination supersedes the nomination made by me earlier.

2. Also declare that the nominees for receipt of amount under PF, CGIS and DCRG are member/members of my family.

Witness:

1.

2.

Date:

Signature of the Railway Servant

Name:

Designation:

Date:

Signature of Supervisory Official with seal