



# USER MANUAL

# ENTRY TO EXIT

Version 1.0 Release Date: July 15, 2020

## ENTRY TO EXIT

Every year, around 25,000 youths join in the Units of Indian Railways on occasion of their first posting. During the tenure of service each employee, for transfer postings, joins in to offices at various locations. Climbing up in the ladder of career path, the employees of the Indian Railways get promotion and join in to the post accordingly. At the end of the career, the employee superannuates and exits Indian Railways. This web-based software enables authorities to issue appropriate office orders and then record joining and relieving information of the employees to update the Book of Sanction.

Centre for Railway Information System  
HRMS Group

**Document Revision History**

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15-Jul-2020	1.0	Pradeep Rawal	Amit Mehra	Manoj Kumar

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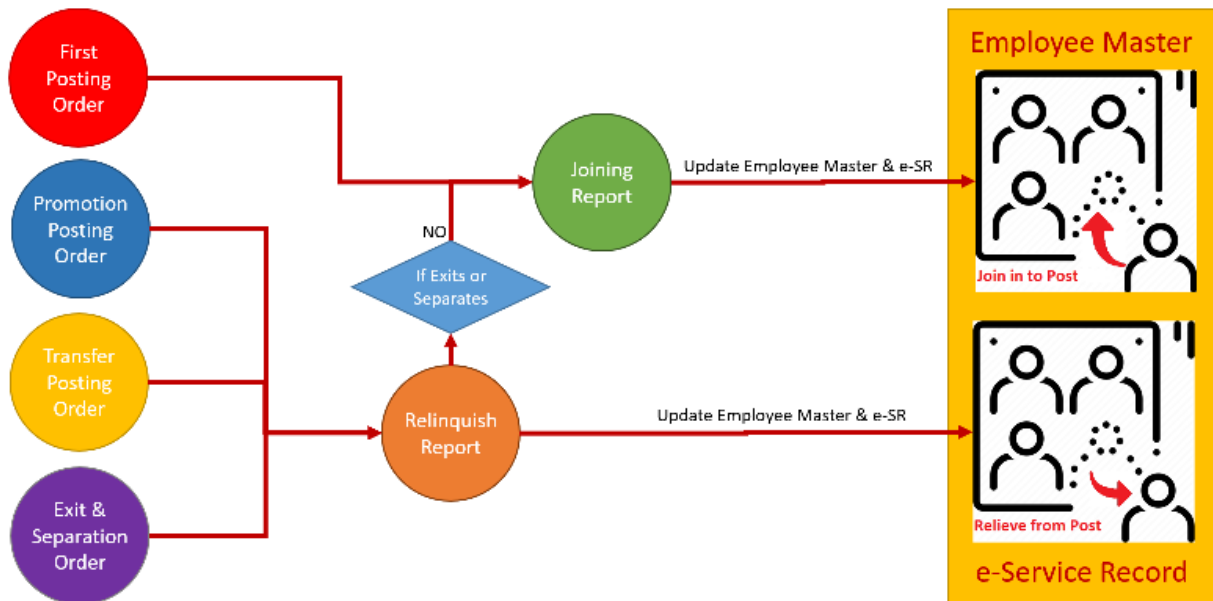
## 1.0 Introduction

Employee List and Employee Service Record are two major components in HR structure of any organisation. These components are dynamic in nature and keep changing time to time. HR events like entry of new employees, exit of existing employees, transfer of employees from one place to other place of posting and promotion of employees from one level to higher level post bring updates in Employee List as well as Service Records of concerned employees. It is essential to update these components on near real time basis to the happening of these events for effective HR management of the organisation.



### 1.1. How does this module work

Every year, around 25,000 freshly recruits join in the Units of Indian Railways on occasion of their first posting. During the tenure of service, each employee, for transfer postings, joins in to offices at various locations. Climbing up in the ladder of career path, the employees of the Indian Railways get promotion and joins in to a higher level new post accordingly. At the end of the career, the employee superannuates and exits Indian Railways. There may be employee's separation from job due to other instances like death, voluntary retirement etc. This web-based software module under HRMS enables authorities to issue office order for posting or exit as well as record joining and relieving information of the employees to update the Employee Master and e-Service Record. This module under HRMS is seamlessly coupled with IPAS (Pay Bill Accounting Software) to share information for appropriate salary billing. The Personnel Officers need not feed in these data once again to IPAS.



## 1.2. Limitation of the System

Current version of this module does not cover deputation of internal employees to external units and their repatriation process. Similarly, entry of external employees on deputation and their return to home cadre is also not covered in this module.

## 1.3. Intended User and their respective Roles

- a) **Dealing Clerk (DC):** One who handles posting matters of the employee. DC prepares the draft office order and submit to Verifying Authority (VA) for further processing. DC also records Joining, Relieving and Exit of employees and submit the record to the VA for further processing.
- b) **Verifying Authority (VA):** VA verifies the correctness of draft office orders created by the DC and forwards office orders to Accepting Authority (AA) for necessary approval, if found correct. Similarly, VA verifies records of joining, relieving and exit of employees prepared by DC and forward these records to AA for approval.
- c) **Accepting Authority (AA):** AA approves office orders and records of joining, relieving and exit of employees prepared by DC and verified by VA, if found correct. In case of error, AA returns office order or records of joining, relieving or exit of employees to the dealing clerk for necessary correction.

## 1.4. Features for User's Convenience & Additional Security

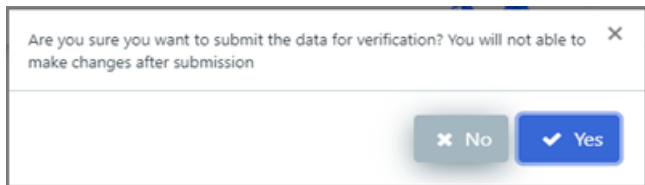
### 1.4.1. Draft Save Button versus Submit Button

The data entry forms available in this module are very lengthy. User may not be able to fill in the form in one go. There is a 'Draft Save' button available at end of each form. A user can

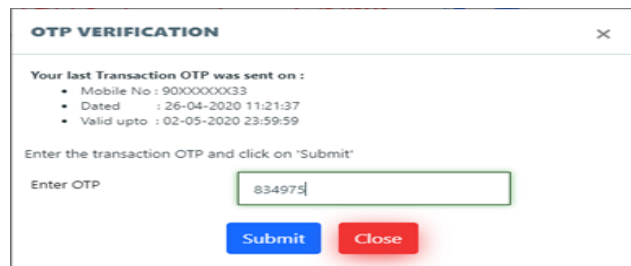
save information fed to the partially filled in form by clicking the 'Draft Save' button and pack up. Later the user can retrieve back the form and start editing or filling in it from where s/he left. When the entire form is filled in appropriately, the user can finally save by clicking submit button. Once a form is submitted, cannot be edited.

#### 1.4.2. Confirmation of Form Submit through OTP

When the user completes filling all information in a form, s/he need to click on the 'Submit' button. As soon as the 'Submit' button is clicked, a dialog box appears saying "Are you sure to Submit the form..... ? You will not be able to make changes after submission."

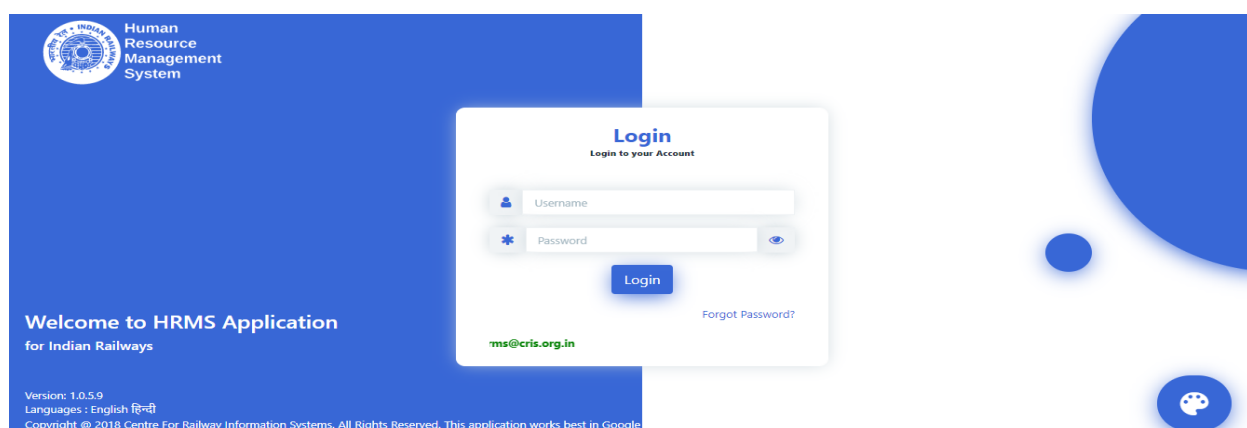


Then the dialogue box prompt to click 'No' or 'Yes' button. Once the user confirms by clicking 'Yes' button, 'OTP Verification' dialog box appear on the screen. The system sends a transaction OTP to the user's registered mobile phone. As an enhanced security provision, the user needs to provide the OTP on the OTP Verification dialogue box and click 'Submit' button on it. Then the form is finally submitted for further action.

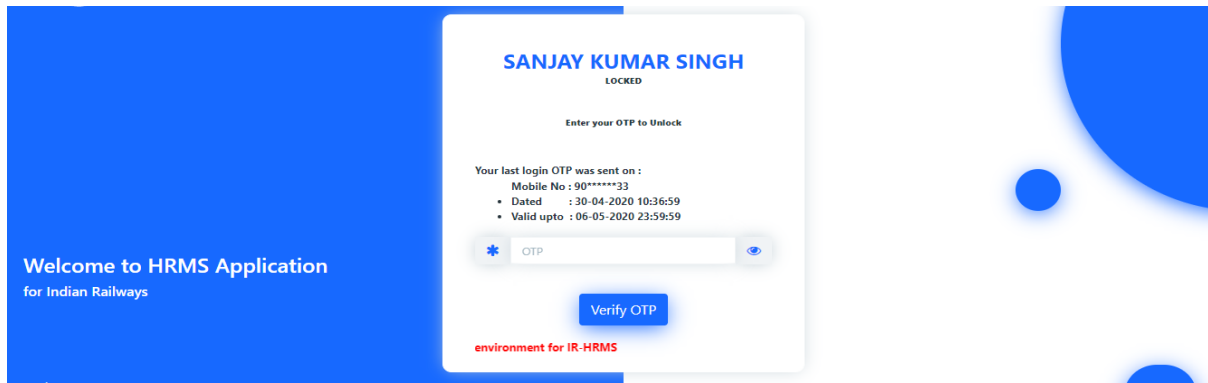


### 1.5. How to Log into the System

- a) Open your browser and type URL <https://hrms.indianrail.gov.in/HRMS> to go to the official website of HRMS.



- b) Enter the Username and Password and click on Login.
- c) After that, 5 digit OTP is generated which will be sent to your registered mobile number. Enter the OTP and click on verify OTP.



## 1.6. Organisation of Subsequent Chapters

The subsequent chapters are organized thoughtfully to guide the user how to use this module for managing important career events

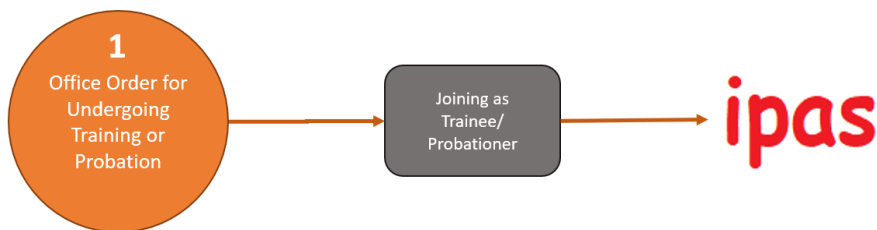
- a) Chapter 2 narrates how to manage First Posting into Units of Indian Railway
- b) Chapter 3 narrates Transfer Posting and Promotion Posting and
- c) Chapter 4 guides how to manage Exit and Separation from Indian Railway.

## 2.0 First Appointment

This module enables the Personnel Officers to issue office order for first appointment to direct recruits, probationers or Substitutes through absorption; and these are narrated below. The functionality offers freedom to the Personnel Officers to use existing office-order-template or design custom office-order-templates. Then there is facility offered through this module to record joining of the new appointees and the employee list gets updated. Office order generation activities in this module have 4 levels of quality assurance mechanism; data entry, verification, acceptance and finally confirmation of correctness of uploaded signed office order.

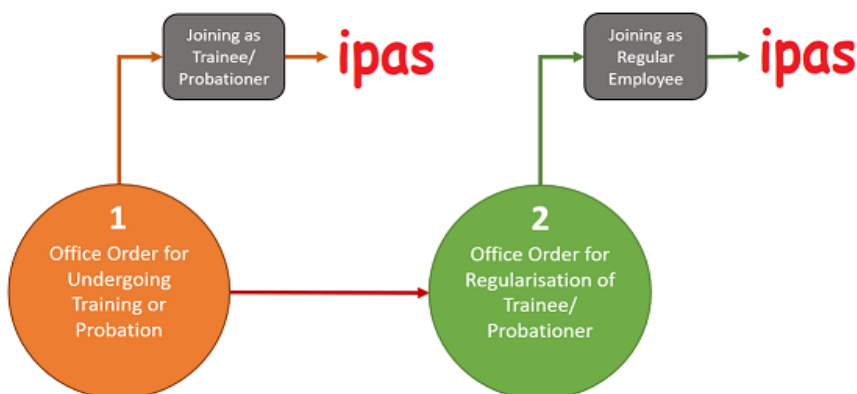
### a) First Appointment of Regular Recruit without Training/ Probation

This is a two stage process. In the first stage, the Personnel Officer issue First Appointment Office Order to the newly Recruit. And in the second stage, the appointee joins at the place of posting. The workflow is illustrated below.



### b) First Appointment of Regular Recruit with Training/ Probation

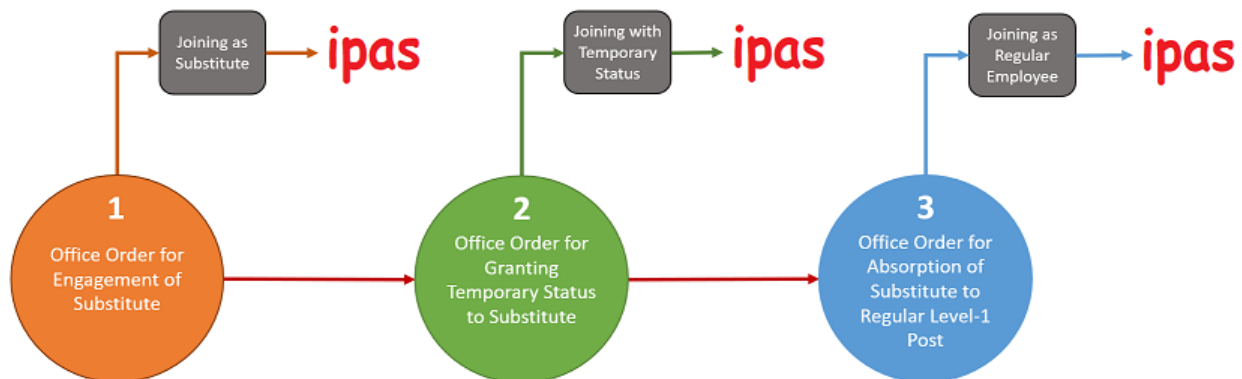
This is a three stage process. In the first stage, the direct recruit is issued office order to undergo training under probation. In the second stage, when the probationer comes abck completing the training, the Personnel Officer issue First Appointment Office Order. Finally, the appointee reports at the place of posting for joining.



### c) First Appointment of Substitutes through Absorption

There are four stages in this process. In the first stage, the Office Order is issued for Engaging Substitute for Level-1 Post. In the second stage, if satisfied with the performance of the engaged Substitute, the Office Order is issued granting her/him Temporary Status. In the

third stage, the Substitute is issued First Appointment Office Order absorbing her/him to a Regular Level-1 Post. Finally in stage four, the Substitute reports at place of posting as in office order for joining on First Appointment.



## 2.1. Types of Office Orders relating to First Appointment

### 2.1.1. Office Order for First Appointment of Direct Recruit

The direct recruits report to the Personnel Officer for appointment. All recruits reported in a day go through verification process of their recruitment order and other relevant documents. This web-based module under HRMS enables the Personnel Officers to record details of all new recruits and to generate office order for First Appointment. The First Appointment office order can be printed, duly signed by competent authority and issued to the newly recruits. The appointee then proceed to report at the respective place of posting.

### 2.1.2. Office Order for Undergoing Training/ Probation

In some cases, prior to posting to specific posts, it is necessary for the direct recruits to undergo training or probation. All new recruits, those who are supposed to undergo training, when report to concerned Personnel Officer go through verification process of their recruitment order and other relevant documents. This web-based module under HRMS enable the personnel officer to record details of all such new recruits and generate training or probation office order. On issuing training office order, the new recruits proceed for training.

### 2.1.3. Office Order for Engaging of Substitutes for Level-1 Posts

In some cases, Substitutes for Level-1 posts are engaged at different units in Indian Railways. The Personnel Officer records detail of the Substitutes and issue office order for their engagement.



### *Did you know!*

Step by step procedure for preparing following office orders are similar.

- ✓ Office Order for First Appointment of Direct Recruit
- ✓ Office Order for Undergoing Training/ Probation
- ✓ Office Order for Engaging of Substitutes for Level-1 Posts

#### 2.1.4. Office Order for First Posting of Probationer on Completion of Training/ Probation

A direct recruit, who proceeded for training, reports back to the concerned Personnel Officer on completion of same. This module enables the personnel officer to record training completion details of all such probationers and generate office order for posting.

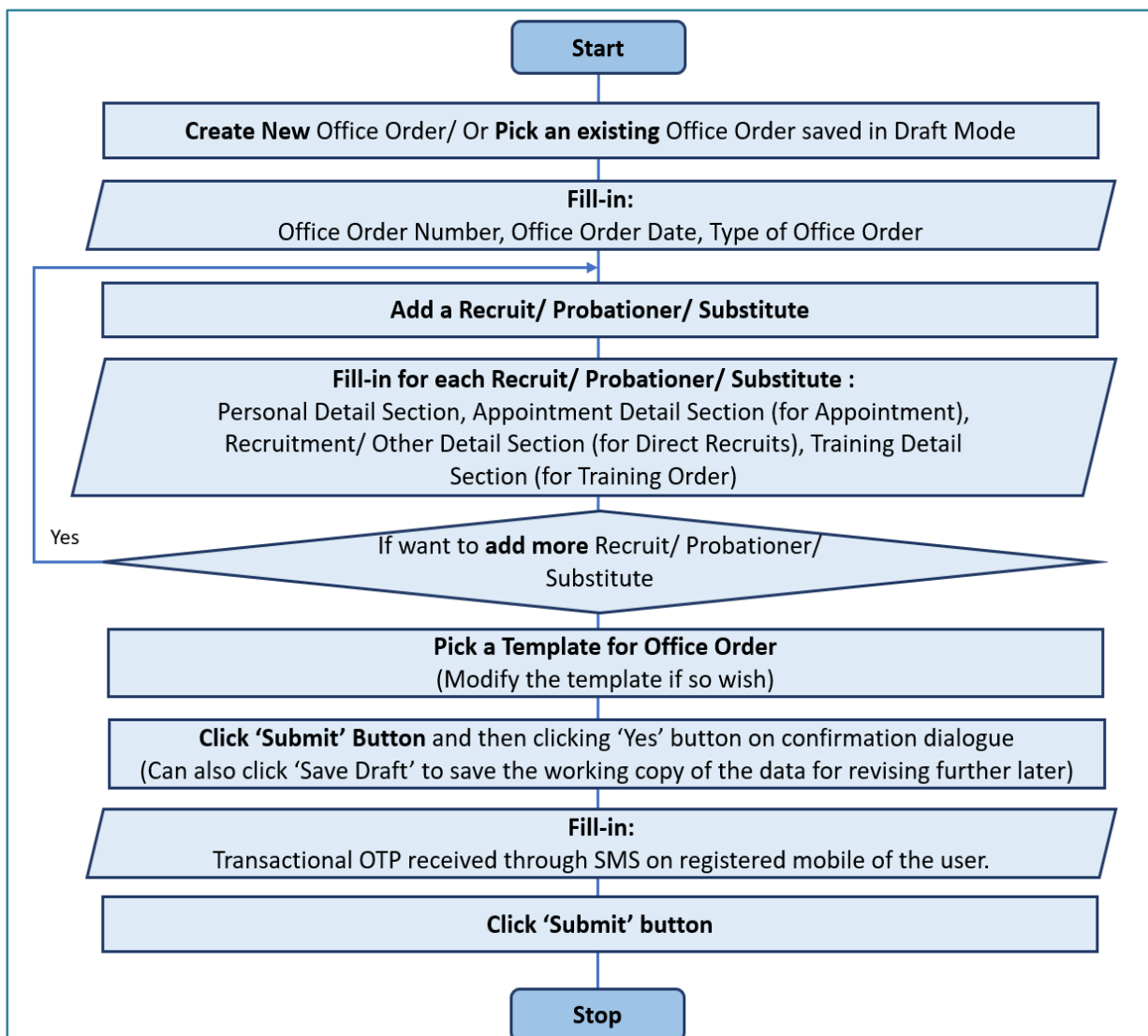
#### 2.1.5. Office Order for Granting Temporary Status to Substitutes for Level-1 Posts

On successful completion of on-job-training, the personnel officer issue office order for posting of such Substitutes with temporary status.

#### 2.1.6. Office Order for Absorption of Substitutes to Regular Level-1 Posts

If found suitable, these Substitutes, engaged with temporary status, are issued office order for absorption to regular post. This module enables the Personnel Officer to record details of such absorption and generate office order.

### 2.2. Flowchart to Prepare an Office Order



## 2.3. Issuing Office Order for First Appointment of Direct Recruit

This section covers step by step method to draft Office Order for (a) First Appointment of Direct Recruit, (b) Office Order for Undergoing Training/ Probation and (c) Office Order for Engaging Substitutes for Level-1 Posts. In all these cases HRMS Id is created for each Direct Recruit or Substitute.

### 2.3.1. Drafting Office Order for First Appointment of Direct Recruit by DC

Following form is designed to facilitate user to generate an office order for First Appointment. In the left side panel Right click on the **Office Orders** menu and then click on the sub-menu with name **New Joinee Office Order Generation** to create office orders.

The screenshot shows the HRMS application interface. On the left, a sidebar menu is visible with the following items: Career Events Update, Office Orders (highlighted with a red box), Promotion-Transfer Office Order Generation, Exit Office Order Generation, Office Order Summary, Print Office Orders, Regular posting Office Order, New Joinee Office Order Generation (highlighted with a red box), and My Office Order. The main content area displays 'Statistics of Users of HRMS application' with a 'Load Count' button. Below this, there are two tables. The first table is titled 'Your Unit : JODHPUR WORKSHOP/ WSH' and has columns 'User Type', 'No. of Users', and 'Date Last Creation'. The second table is titled 'Zone : NORTH WESTERN RAILWAY(P' and has columns 'User Type', 'No. of Users', and 'Date Last Creation'. A link 'Click here to view List of assigned employees to you.' is also present.

- User selects Sub-menu “**New Joinee Office Order Generation**” under menu: **Office Orders**
- Screen related to New Joinee Office Order Generation opens.
- Select the New Office Order From the drop down

The screenshot shows the 'New Joinee Office Order Generation' form. At the top, there is a breadcrumb trail: Home / IPAS / New Joinee Office Order Generation. Below this, the form title 'New Joinee Office Order Generation' is displayed. A message states: 'Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of New Joinee Office Order and click on 'Go''. The form contains a label 'Office Order \*' and a dropdown menu. The dropdown menu is open, showing the following options: --Select Office Order--, --Select Office Order--, NEW Office Order (highlighted in blue), NEW/JOINING/19/06/2020, and TESTOFFICE/ORDER. To the right of the dropdown menu are 'Go' and 'Reset' buttons.



- d) The text field to enter the Number of the New office order opens. User enter details and click on Go Button.

Home / IPAS / New Joinee Office Order Generation

**New Joinee Office Order Generation**

Select an Office Order from the list to edit previous or select '**NEW Office Order**' option from the list to fill details of New Joinee Office Order and click on 'Go' button.

Office Order \*

NEW Office Order

NEWJOINEE/TEST/2206

Go Reset

- e) The screen opens up to fill the details regarding the new office order.

IR-HRMS

Home / IPAS / New Joinee Office Order Generation

**New Joinee Office Order Generation**

Select an Office Order from the list to edit previous or select '**NEW Office Order**' option from the list to fill details of New Joinee Office Order and click on 'Go' button.

Office Order \*

NEW Office Order

Go Reset

Office Order Type

Please Select

Office Order

NEWJOINEE/TEST/2206

Office Order Date

22/06/2020

Status: New

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	+
<p>Template</p> <p>Please Select</p> <p>Pre Note</p> <p>Note 1</p> <p>Post Note</p> <p>Note 1</p> <p>Issue By</p> <p>Issue By</p> <p>Copy To</p> <p>Copy to</p>											

Submit Save as Draft

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

- f) Select the Office Order Type and Click on the '+' button on header to Enter Data of an Recruit/ Probationer/ Substitute.  
(The fields to be filled will change according to the office order type user select.)

Office Order \*

Office Order Type  Status: New

Office Order  Office Order Date

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	

Template

Pre Note

- g) On Click of '+' Button a Popup will be opened for the respective office order type user selected from the dropdown.
- h) The screenshot is presented below of Pop up for **First Appointment of Direct Recruit (without Training/ Probation)** (As described in section 2.1.1 above)

**EMPLOYEE DETAILS :**

Details of the Employee :

**Employee Details**

PAN Number \*  Salutation \*

Name of Employee \*  Date Of Birth \*

Father Name  Mother Name

Aadhaar Number  Community \*

Education Qualification

**Appointment Details**

Date of Appointment \*  Mode Of Appointment \*

Pay Commission  Pay Scale

Basic Pay  Stipend

Bill Unit  Initial Department

Initial Sub Department  Initial Designation

Initial Ileri/Zone \*  Division \*

Initial Station

**Other Details**

Medical Certificate Number  Medical Classification \*

Physically Handicapped? \*

Identification Mark 1 \*  Identification Mark 2

RRB Name  RRB Merit No

Date of Absorption  Ex Hrms Id

Remarks

(Pop up for **Training/ Probation Order for Direct Recruit** presented below. This is as described in section 2.1.2 above)

EMPLOYEE DETAILS :

Details of the Employee :

Employee Details

PAN Number \*  
PAN Number

Salutation \*  
Please Select  
Salutation is required.

Name of Employee \*  
Employee name

Date Of Birth \*  
DD/MM/YYYY

Father Name  
Father Name

Mother Name  
Mother Name

Aadhaar Number  
Aadhaar Number

Community \*  
Please select  
community is required.

Education Qualification  
Education Qualification

Appointment Details

Date of Appointment \*  
DD/MM/YYYY

Mode Of Appointment \*  
--Select Appointment Mode--  
Appointment mode is required

Pay Commission  
7th CPC

Pay Scale  
Please select

Basic Pay  
Basic Pay

Stipend  
Stipend

Bill Unit  
Bill Unit No

Initial Department  
Please select

Initial Sub Department  
Please select

Initial Designation  
Please select

Initial lier/Zone \*  
Please select

Division \*  
Please select

Initial Station  
Code Initial Station

Other Details

Medical Certificate Number  
Medical Certificate Number

Medical Classification \*  
Please Select  
Medical Classification No is required.

Physically Handicapped? \*  
NO

Identification Mark 1 \*  
Identification Mark 1

Identification Mark 2  
Identification Mark 2

RRB Name  
RRB Name

RRB Merit No  
RRB Merit No

Date of Absorption  
DD/MM/YYYY

Ex Hrms Id  
Ex Hrms Id

Training Details

Centre Name  
Training Centre Name

Centre City  
Training Centre City

Date of Training Start  
DD/MM/YYYY

Date of Training End  
DD/MM/YYYY

Training Duration  
Training Duration

Training Result  
Training Result

Remarks  
remarks

Save

Close

(Similarly Pop up for **Engagement of Substitute for Level-1 Post** is presented below. The utility of this Popup Form is narrated at section 2.1.4 above.)

EMPLOYEE DETAILS :

Details of the Employee :

Employee Details

PAN Number \*  
PAN Number

Salutation \*  
Please Select

Salutation is required.

Name of Employee \*  
Employee name

Date Of Birth \*  
DD/MM/YYYY

Father Name  
Father Name

Mother Name  
Mother Name

Aadhaar Number  
Aadhaar Number

Community \*  
Please select

community is required.

Education Qualification  
Education Qualification

Appointment Details

Date of Appointment \*  
DD/MM/YYYY

Mode Of Appointment \*  
--Select Appointment Mode--

Appointment mode is required

Pay Commission  
7th CPC

Pay Scale  
Please select

Basic Pay  
Basic Pay

Stipend  
Stipend

Bill Unit  
Bill Unit No

Initial Department  
Please select

Initial Sub Department  
Please select

Initial Designation  
Please select

Initial lien/Zone \*  
Please select

Division \*  
Please select

Initial Station  
Code Initial Station

Other Details

Medical Certificate Number  
Medical Certificate Number

Medical Classification \*  
Please Select

Medical Classification No is required.

Physically Handicapped? \*  
NO

Identification Mark 1 \*  
Identification Mark 1

Identification Mark 2  
Identification Mark 2

RRB Name  
RRB Name

RRB Merit No  
RRB Merit No

Date of Absorption  
DD/MM/YYYY

Ex Hrms Id  
Ex Hrms Id

Remarks  
remarks

Save

Close

- i) Enter all the relevant details of the New Recruit/ Probationer/ Substitute in the respective popup based on the office order type user selected, and then click on 'Save' button to save the Data and close the popup.

EMPLOYEE DETAILS :

Details of the Employee :

Employee Details

PAN Number \*  
ABCDF3453F

Salutation \*  
Mr

Name of Employee \*  
SHRESTH GUPTA

Date Of Birth \*  
14/10/1970

Father Name  
ANOOP GUPTA

Mother Name  
SEEMA GUPTA

Aadhaar Number  
897563296354

Community \*  
GENERAL

Education Qualification  
Btech

Appointment Details

Date of Appointment \*  
01/04/2020

Mode Of Appointment \*  
ACT APPRENTICESHIP

Pay Commission  
7th CPC

Pay Scale  
6 (35400-112400)

Basic Pay  
35400

Stipend  
Stipend

Bill Unit  
3434543

Initial Department  
ACCOUNTS

Initial Sub Department  
ACCOUNTS

Initial Designation  
ACCOUNTANT (3) (RB)

Initial Sub Department  
ACCOUNTS

Initial Designation  
ACCOUNTANT (3) (RB)

Initial lien/Zone \*  
AUDIT(AUD)

Division \*  
AUDIT (AUD)

Initial Station  
JP

Initial Station

Other Details

Medical Certificate Number  
435454454534

Medical Classification \*  
AYE THREE

Physically Handicapped? \*  
NO

Identification Mark 1 \*  
CUT ON RIGHT HAND

Identification Mark 2  
SCRATCH ON LEFT LEG

RRB Name  
Thanos

RRB Merit No  
1345

Date of Absorption  
DD/MM/YYYY

Ex Hrms Id  
Ex Hrms Id

Remarks  
Remarks

Save

Close

CENTRE FOR RAILWAY INFORMATION SYSTEM

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- j) As user save the data of the New Recruit/ Probationer/ Substitute, the details are displayed in a row.

Office Order: NEWJOINEE/TEST/2206

Office Order Type: Appointment to a Regular Post

Office Order Date: 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020		

Template: Please Select

- k) User can add another row on the click of '+' button

Office Order: NEWJOINEE/TEST/2206

Office Order Type: Appointment to a Regular Post

Office Order Date: 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020		

Template: Please Select

- l) On clicking Add row, the same Popup open where user can add the details of the new employee.

Fill the details and click on Save button to save the data and close the popup.

Initial Sub Department: COMPUTERISATION AND INFORMATION SYSTEMS (RB)

Initial Designation: ACCOUNTS ASSISTANT (6) (RB)

Initial lien/Zone \*: CENTRALIZED TRAINING INSTITUTE(CTI)

Division \*: INDIAN RAILWAY INSTITUTE OF MECHANICAL AND EL...

Initial Station: NDLS

Initial Station: Initial Station

**Other Details**

Medical Certificate Number: 4846446456

Medical Classification \*: BEE ONE

Physically Handicapped? \*: NO

Identification Mark 1 \*: MOLE ON LEFT HAND

Identification Mark 2: CUT ON NECK

RRB Name: RRB123

RRB Merit No: 435546576

Date of Absorption: DD/MM/YYYY

Ex Hrms Id: Ex Hrms Id

Remarks: remakrs

Save Close

m) By clicking '-' button a Row can be deleted or removed from the table.

Office Order Type: Appointment to a Regular Post

Office Order: NEWJOINEE/TEST/2206

Office Order Date: 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit
1	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020	
2	VHGUI4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT (6) (RB)	NDLS	4	25500	369852	15/04/2020	

Template: Please Select

n) Edit the Data of an Employee By clicking on Edit symbol.

Office Order Type: Appointment to a Regular Post

Office Order: NEWJOINEE/TEST/2206

Office Order Date: 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit
1	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020	
2	VHGUI4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT (6) (RB)	NDLS	4	25500	369852	15/04/2020	

Template: Please Select

o) User can select already saved Template with filled-in Pre-Note, Post-Note, Issued By and Copy to; or user can manually fill-in Pre Note, Post Note, issue By and Copy To.

Office Order Type: Appointment to a Regular Post

Office Order: NEWJOINEE/TEST/2206

Office Order Date: 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit
1	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020	
2	VHGUI4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT (6) (RB)	NDLS	4	25500	369852	15/04/2020	

Template: Please Select

Pre Note: Please Select, OtherExit Voluntary Retirement, TRANSFER, New Regular Joining Template 1, SUPERANNUATION TEMPLATE, Promotion-MACP, Promotion-cum-transfer

p) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre Note, Post Note, issue By and Copy To of the Office Order Data.

Are you sure you want to replace details with this template?

Office Order Type: Appointment to a Regular Post

Office Order: NEWJOINEE/TEST/2206

Office Order Date: 22/06/2020

Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	D

- q) On clicking 'Yes' it will fetch data for the selected templates from the already saved Templates.

Template	New Regular Joining Template 1
Pre Note	With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.
Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File

- r) There are two buttons at end of the form 'Save as Draft' and 'Submit'. Once user clicks, "Save as Draft", It will save data and change the Status to **Draft**.

Template	New Regular Joining Template 1
Pre Note	With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.
Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File

Submit Save as Draft



**New Joinee Office Order Generation**

Office Order Details successfully saved for Office Order NEWJOINEE/TEST/2206

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of New Joinee Office Order and click on 'Go' button.

Office Order \*

Office Order Type

Office Order  Office Order Date

Status: draft

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	ABCF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT (3) (RB)	JP	6	35400	3434543	01/04/2020	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	VHGUJ4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT (6) (RB)	NDLS	4	25500	369852	15/04/2020	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Alternately, once user clicks, “**Submit**”, user will be asked to enter **Transaction OTP**. Once OTP is validated, the data get saved and the status is changed to ‘**Submitted for Verification**’. Then the data will be available to **Verification Authority (VA)** for verification.

Template

Pre Note  
With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.  
The following posting order is issued with immediate effect.

Post Note  
The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time.  
The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory.  
This has the approval of competent authority.

Issue By  
Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To  
1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

s) On Clicking ‘**Submit**’ button, a confirmation dialogue box will appear to choose from ‘Yes’/ ‘No’ button.

Are you sure you want to submit the data for verification? You will not able to make changes after submission

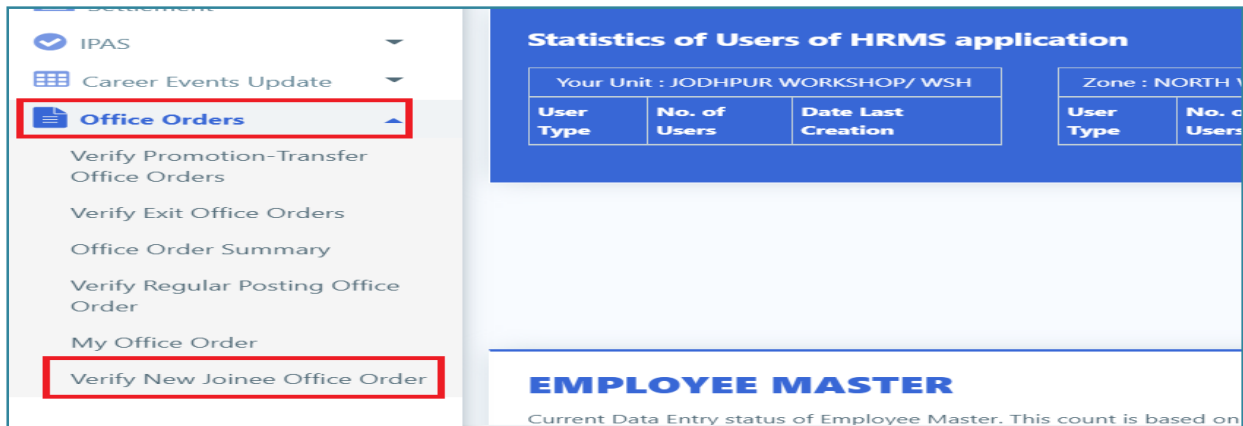
- t) On clicking 'Yes' button on the dialogue, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

- u) On entering Transaction OTP and clicking on 'Submit' button, details of the Recruit will be sent to the Verification Authority for verification and after that the Dealing Clerk will not be able to edit the details further, also the status get changed from **Draft** to **Submitted for verification**.

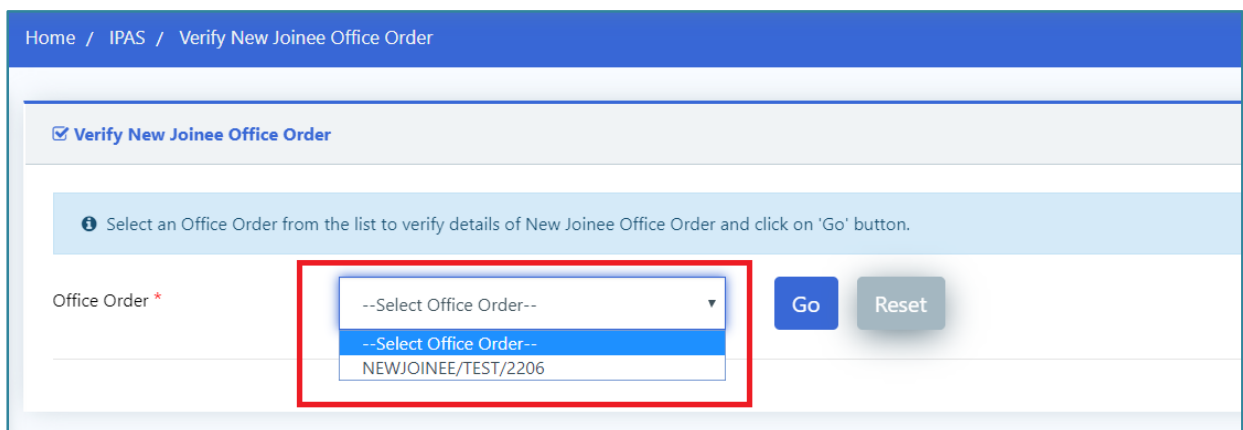
Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	VHGUJ4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT	NDLS	4	25500	369852	2020-04-15		

### 2.3.2. Verifying First Appointment Office Order by Verification Authority

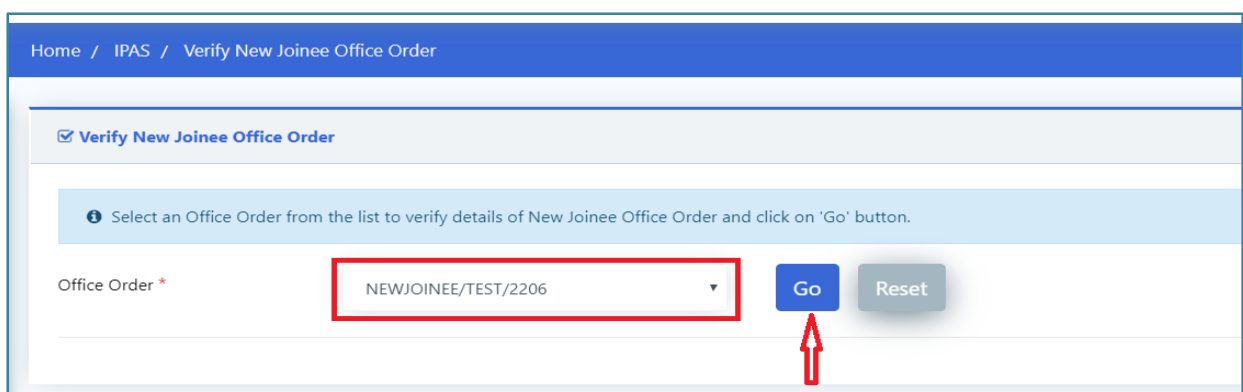
- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name for Verify New Joinee Office Order.



- b) After that a new screen is opened where user have to select the Office Order from the dropdown whose details is to be verify.



- c) After selecting the Office order name click on the GO button to get the details of the selected Office Order.



- d) After that a new screen is opened where user can view all the office order details entered by the DC in and the status at this time is **Submitted for Verification**.

IR-HRMS

Home / IPAS / Verify New Joinee Office Order

ALKA MATHUR

Verify New Joinee Office Order

Select an Office Order from the list to verify details of New Joinee Office Order and click on 'Go' button.

Office Order \*

NEWJOINEE/TEST/2206

Go

Reset

Office Order

NEWJOINEE/TEST/2206

Office Order Type

Appointment to a Regular Post

Office Order Date

22/06/2020

Status: Submitted for Verification

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	View
1	ABCFD3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT	JP	6	35400	3434543	2020-04-01	<a href="#">View</a>
2	VHGUJ4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT	NDLS	4	25500	369852	2020-04-15	<a href="#">View</a>

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-II/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

Remarks \*

Enter your remarks here

Verify

Reject

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- e) Verification Authority (VA) have two options to choose from '**Verify**' or '**Reject**' button. If any information is found incorrect or missing, VA can use '**Reject**' option. Once VA Clicks '**Reject**' button, system asks user to provide '**Remarks**' data. So before rejecting/ accepting VA has to enter 'Remarks' mandatorily.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

Remarks \*

Rejected

Verify

Reject

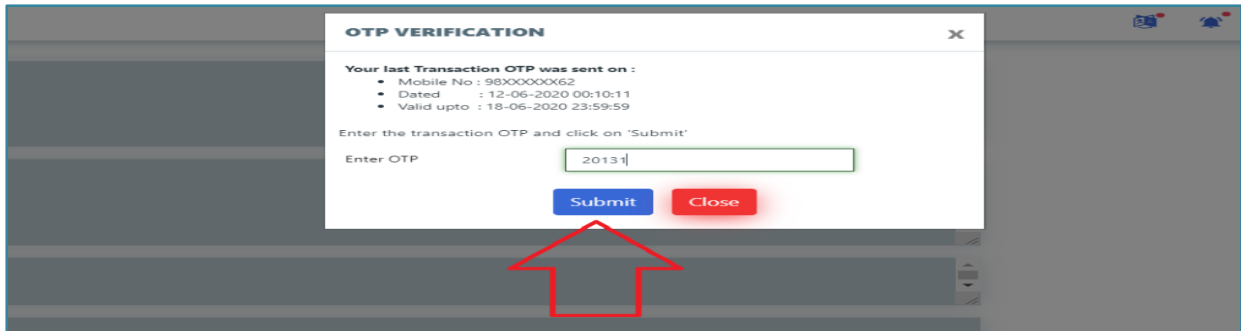
- f) Once the user enters 'Remarks' and click on reject. after clicking '**Reject**' button a confirmation dialog Box will appear.

Are you sure you want to reject the office order details?

No

Yes

- g) On clicking 'Yes' button on the dialogue, Transaction OTP will be sent to the registered mobile number and a dialog box appears to enter OTP on screen.



- h) After entering OTP and clicking on 'Submit' button the Office Order will be sent back to the Dealing Clerk (DC) for correction and the Verification Authority (VA) is no more permitted to edit the 'Remarks' data of Office Order, also the status gets changed from 'Submitted for Verification' to 'Return to DC by Verification Authority'.

Home / IPAS / Verify New Joinee Office Order

☒ Verify New Joinee Office Order

Your remarks for Office Order NEWJOINEE/TEST/2206 have been successfully submitted

Select an Office Order from the list to verify details of New Joinee Office Order and click on 'Go' button.

Office Order \*

- i) Screen of DC with returned status.

☒ New Joinee Office Order Generation

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of New Joinee Office Order and click on 'Go' button.

Office Order \*

Remarks from verification Authority : **Rejected**

Status: Returned to DC by Verification Authority

Office Order Type

Office Order  Office Order Date

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	ABCFE3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT	JP	6	35400	3434543	2020-04-01		<input type="button" value="+"/> <input type="button" value="-"/>

- j) Verification Authority (VA) clicks 'Verify' button, if all data on the Office Order is found correct. Mandatorily, the VA has to enter the relevant 'Remarks' before clicking 'Verify' button and the Office Order gets forwarded to the Acceptance Authority (AA) for further processing.

Post Note	The following posting order is issued with immediate effect.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC/MPP, Cadre, O.O. & P/File
Remarks *	Verified
<input type="button" value="Verify"/> <input type="button" value="Reject"/>	

k) After clicking Verify button, a confirmation dialogue box will appear as below.

Are you sure you want to verify office order details?

l) On clicking 'Yes', Transaction OTP will be sent to the registered mobile phone and a dialog box to enter OTP will appear as below.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 04-05-2020 16:53:21
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

m) After entering 'Transaction OTP' and clicking on 'Submit' button the Office Order is forwarded to the Acceptance Authority (AA) and then Verification Authority is no more allowed to edit own 'Remarks' on the Office Order. The status of the Office Order gets changed from 'Submitted for Verification' to 'Verified'.

Home / IPAS / Verify New Joinee Office Order

☒ Verify New Joinee Office Order

Your remarks for Office Order NEWJOINEE/TEST/2206 have been successfully submitted

Select an Office Order from the list to verify details of New Joinee Office Order and click on 'Go' button.

Office Order \*

### 2.3.3. Approving First Appointment Office Order by Accepting Authority

- a) Accepting Authority (AA), after successful login, clicks on the 'Office Orders' menu and then click on the sub-menu 'Accept New Joinee Office Orders' on left side panel.

The screenshot shows the HRMS application interface. On the left, the 'Office Orders' menu is highlighted with a red box, and the 'Accept New Joinee Office Order' sub-menu is also highlighted with a red box. The main area displays the 'Statistics of Users of HRMS application' section, which includes a 'Load Count' button and two tables for 'Your Unit : JODHPUR WORKSHOP/ WSH' and 'Zone : NORTH WESTERN RAILWAY(NWR)'. The tables have columns for 'User Type', 'No. of Users', and 'Date Last Creation'.

- b) After that a new screen is opened where user have to select the Office Order from the dropdown forwarded from VA for Acceptance/ Approval.

The screenshot shows the 'Accept New Joinee Office Order' screen. It includes a header with a checkmark and the title 'Accept New Joinee Office Order'. Below the header, there is a message: 'Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.' The main area contains a label 'Office Order \*' and a dropdown menu. The dropdown menu is open, showing options: '--Select Office Order--', '--Select Office Order--', 'REGULAR\_JOINEE/OO/20200618', 'NEWJOINEE/TEST/2206', and 'NEW-SUBSTITUTE/20200621/01'. The 'Go' button is highlighted with a red box, and the 'Reset' button is also visible.

- c) After selecting the Office Order click on the GO button to get the selected Office Order.

The screenshot shows the 'Accept New Joinee Office Order' screen. It includes a header with a checkmark and the title 'Accept New Joinee Office Order'. Below the header, there is a message: 'Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.' The main area contains a label 'Office Order \*' and a dropdown menu. The dropdown menu is open, showing the selected option: 'NEWJOINEE/TEST/2206'. The 'Go' button is highlighted with a red box, and the 'Reset' button is also visible. A red arrow points to the 'Go' button.

- d) 4. After that a new screen is opened where user can view all the Office order details entered by the DC and the status at this time is 'Verified'.

Home / IPAS / Accept New Joinee Office Order

**Accept New Joinee Office Order**

Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.

Office Order \*

Status: **Verified**

Office Order Type

Office Order  Office Order Date

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	View
1	VHGJ4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT	NDLS	4	25500	369852	2020-04-15	<a href="#">View</a>
2	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT	JP	6	35400	3434543	2020-04-01	<a href="#">View</a>

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.  
The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-II/21.1 dated 27/02/2004 with its version time to time.  
The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory.  
This has the approval of competent authority.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

Remarks \*

Enter your remarks here

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

- e) Enter the relevant remarks and then click on '**Reject**' button to return the details back to DC.



Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File
Remarks *	Rejected by AA
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

f) After clicking '**Reject**' button a confirmation dialog Box will appear.

Are you sure you want to reject the office order details?

g) On clicking 'Yes' button, Transactional OTP is sent to the registered mobile phone and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

**Your last Transaction OTP was sent on :**

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

h) After entering Transactional OTP and clicking on 'Submit' button the Office Order is sent back to the Dealing Clerk for necessary correction and the Acceptance Authority is no more allowed to edit the Remarks field of the particular office order.

**Accept New Joinee Office Order**

Your remarks for Office Order NEWJOINEE/TEST/2206 have been successfully submitted

Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.

Office Order \*

i) Screen of Dealing Clerk with returned status.

**New Joinee Office Order Generation**

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of New Joinee Office Order and click on 'Go' button.

Office Order \*

Remarks from verification Authority : **Verified**

Remarks from Acceptance Authority : **Rejected by AA**

Status: Returned to DC by Acceptance Authority

Office Order Type

Office Order  Office Order Date

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	Edit	
1	VHGUJ4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT	NDLS	4	25500	369852	2020-04-15	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	ABCDF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT	JP	6	35400	3434543	2020-04-01	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

j) Enter the relevant remarks and then click on 'Accept' button to approve the Office Order.

The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

Issue By

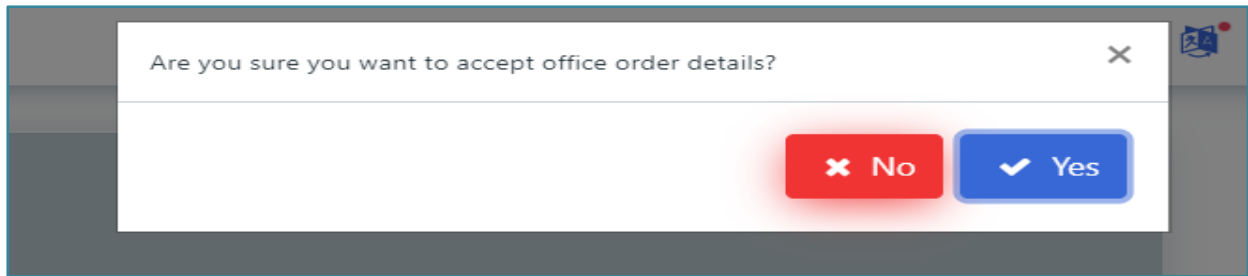
Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

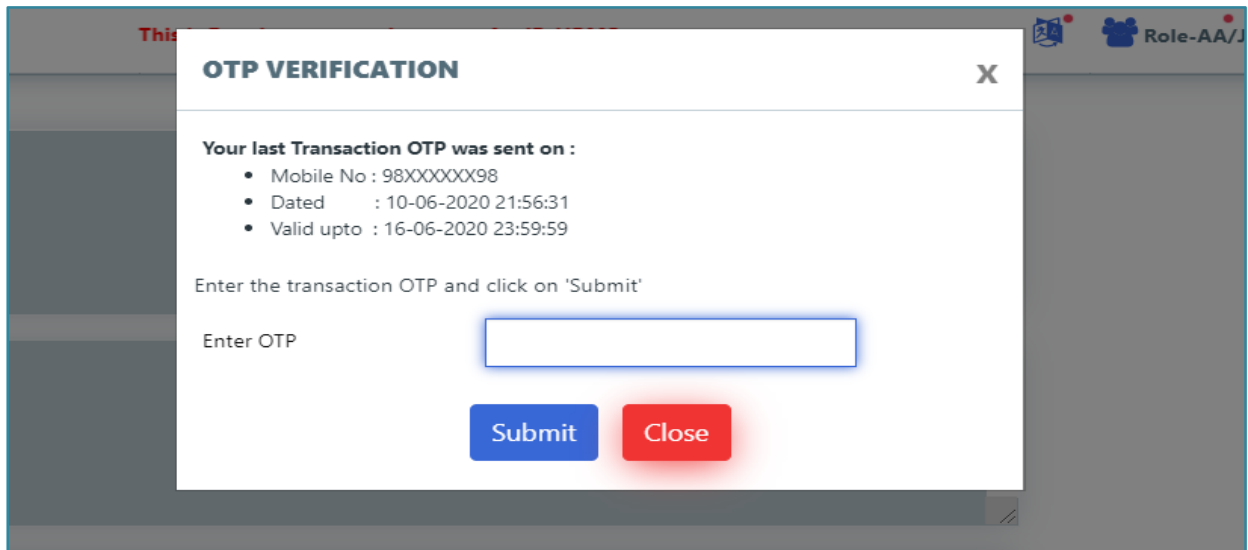
1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC./MPP, Cadre, O.O. & P/File

Remarks \*

k) After clicking Accept button, a confirmation dialogue box will appear.



- l) On clicking Yes, OTP is sent to the registered mobile phone and a dialog box to enter OTP appears as below.



- m) After entering the correct OTP and clicking on Submit button the details of the office order will be accepted and after that the Acceptance Authority will not be able to edit the remarks field of the particular Office order, also the status get change from 'Verified' to 'Accepted'. After accepting the Office order, the office order sent to DC for print, upload and submission of Printed order.

Accept New Joinee Office Order

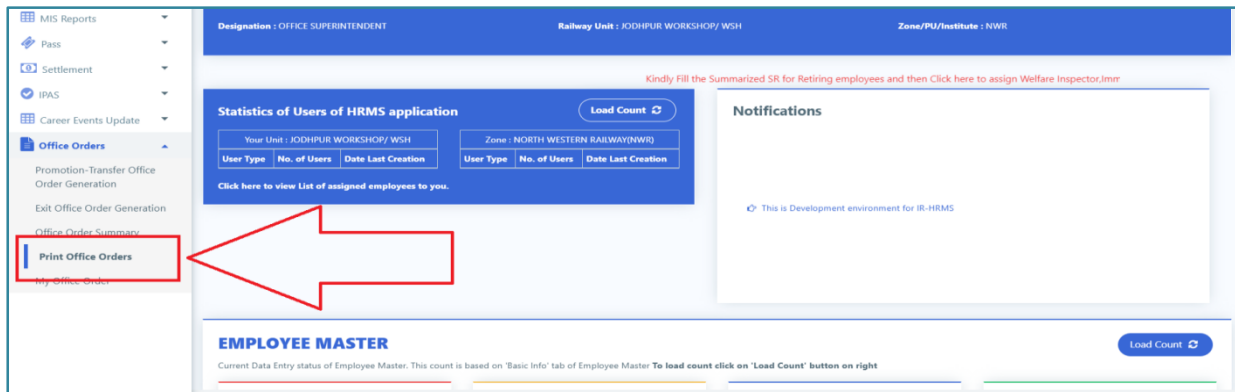
Your remarks for Office Order NEWJOINEE/TEST/2206 have been succesfully submitted

*Info* Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.

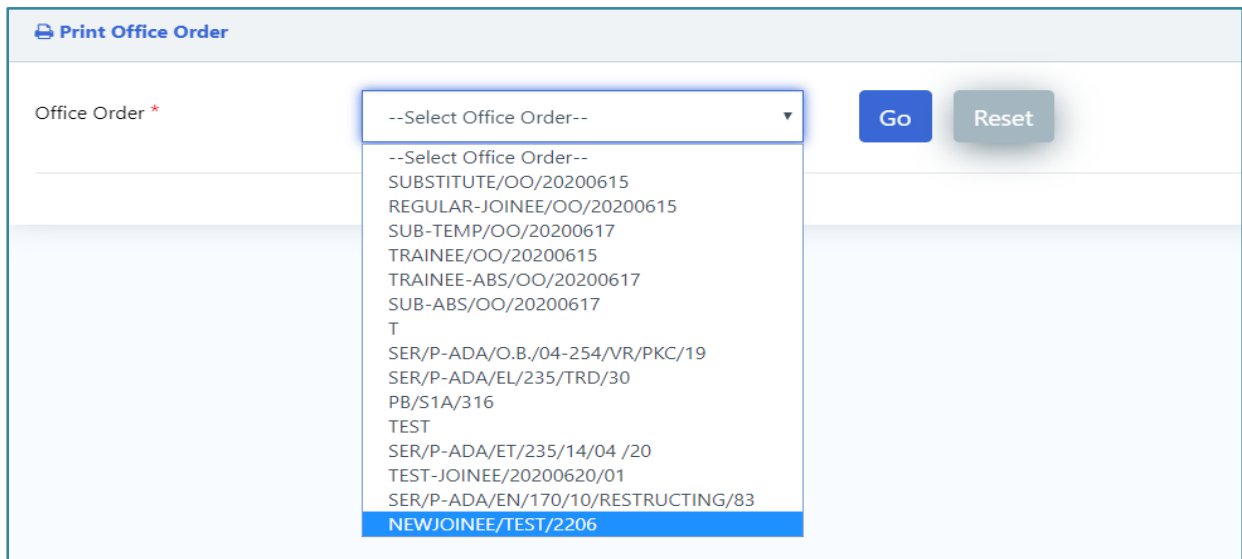
Office Order \*
--Select Office Order--
Go
Reset

### 2.3.4. Printing Approved First Appointment Office Order by Dealing Clerk

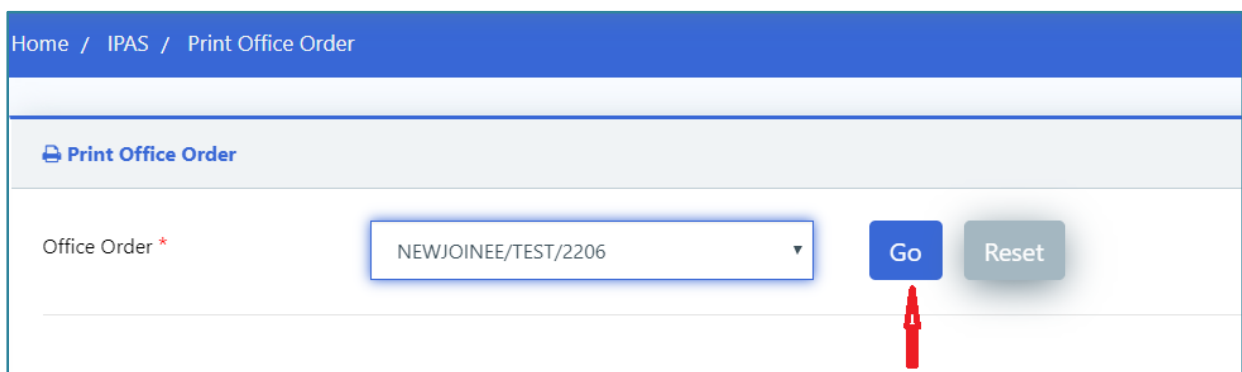
- a) After successful login, in the left side panel Right click on the **Office Orders** menu and then click on the sub-menu '**Print Office Orders**'.



- b) After that a new screen is opened where user have to select the Office Order from the dropdown whose details has to be Printed.



- c) After selecting the office order click on the GO button to get the details of the selected office order.



- d) After that a new screen appears, where user can view the Office Order details entered by the DC and the status at this time is 'Accepted'.

**Print Office Order**

Office Order \*

Office Order  Office Order Type  Status: Accepted

officeOrderUpload \*  No file chosen  Office Order Date

- e) DC has two options 'Print Office Order' and 'Submit Office Order'. On clicking 'Print Office Order' button the new window will open with a PDF version of the Office Order ready for printing. The PDF has QR code embedded with basic details of the Office Order and it looks as the picture presented below.

Apps Google EnterpriseDB | The... PostgreSQL: Docum...

No : NEWJOINEE/TEST/2206

With the above reference the following 02 staff nurse in Level-7 a The following posting order is issued with immediate effect.

Sr No.	Employee Details Name, Community, DOB Mr./Mrs.
1	Mr SHRESTH GUPTA GEN DOB: 14-10-1970 MEDICAL: Fit in A3 (Cert No: 43545445434) PAN: ABCDF3433F
2	Mr SAURABH ARYA GEN DOB: 18-03-1997 MEDICAL: Fit in B1 (Cert No: 48464464646) PAN: VHOU456TH

The above RRB candidates will be governed by New Pension Scheme. The appointment of staff Nurse will be purely on probation for period of 12 months. This has the approval of competent authority.

File Reference No :

**NORTH WESTERN RAILWAY**  
**JODHPUR WORKSHOP WSH**

No : NEWJOINEE/TEST/2206

Jodhpur Workshop, Jodhpur  
Date : 22.06.2020

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

No	Employee Details Name, Community, DOB Mr./Mrs.	Appointment Details Level, Post Name, Date	Posting Details From Where, Appointment Name, Date	AB-Details Name, Date	N.E.J Name, Date	State of Appointment Name, Date	Employee Signature Name, Date	Employee Post Name, Date
1	Mr SHRESTH GUPTA GEN DOB: 14-10-1970 MEDICAL: Fit in A3 (Cert No: 43545445434) PAN: ABCDF3433F	ASSISTANT NURSE Level: 7 Name: 2206	JODHPUR WORKSHOP Level: 7 Name: 2206	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871
2	Mr SAURABH ARYA GEN DOB: 18-03-1997 MEDICAL: Fit in B1 (Cert No: 48464464646) PAN: VHOU456TH	ASSISTANT NURSE Level: 7 Name: 2206	JODHPUR WORKSHOP Level: 7 Name: 2206	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871	1. CTS 04/04/2017 2. NER 03/05/18/1871 3. NER 03/05/18/1871 4. NER 03/05/18/1871

The above RRB candidates will be governed by New Pension Scheme in terms of Railway Board's letter no. FTE/2003/PN-128 dated 31-12-2003 and 2002 AC/12/1 dated 27/02/2004 with its various time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

File Reference No :

Copy forwarded for information and necessary action to:

1. C.M.S.R.
2. A.M.S.R.
3. S. D.M.R.
4. C.S.R./P.N.C./M.P. Cables, O.O. & P.F.O.

Dir. Personnel Officer  
Jodhpur Workshop, Jodhpur

Print 2 pages

Destination

Pages

Pages per sheet

Margins

Options ☒ Headers and footers ☒ Background graphics

- f) After taking print-out, and taking ink signature of the Accepting Authority the Office Order copy should be scanned and uploaded. For uploading click on the choose file.

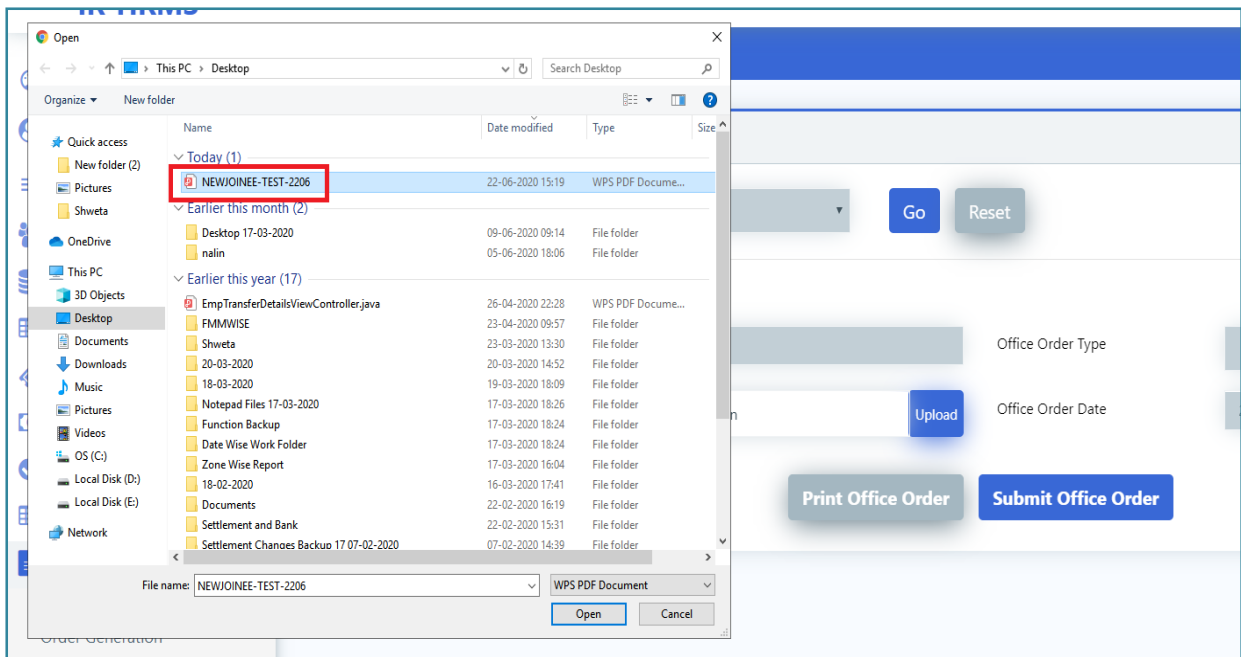
**Print Office Order**

Office Order \*

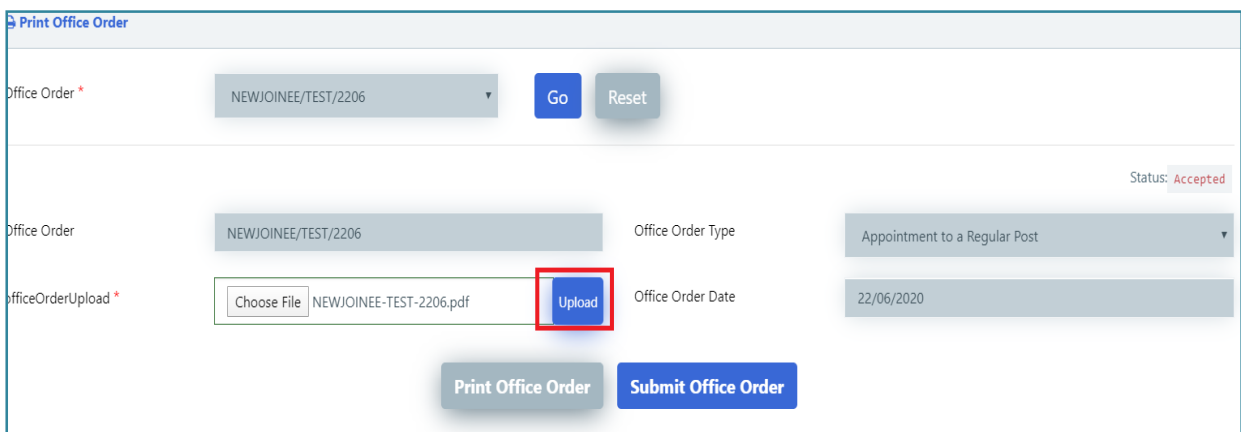
Office Order  Office Order Type  Status: Accepted

officeOrderUpload \*  No file chosen  Office Order Date

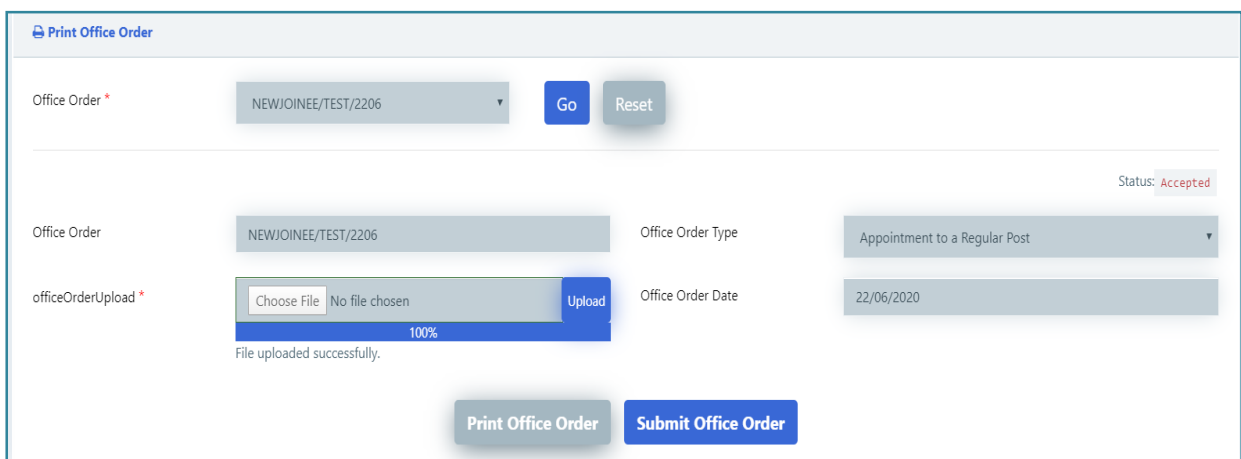
g) Choose the signed and scanned file from the computer and click on 'Open'.



h) Now, click on the 'Upload' button to upload the file.



i) Loading progress bar will appear till uploading is not complete.



j) After successfully upload of document it will start showing view link with x button.

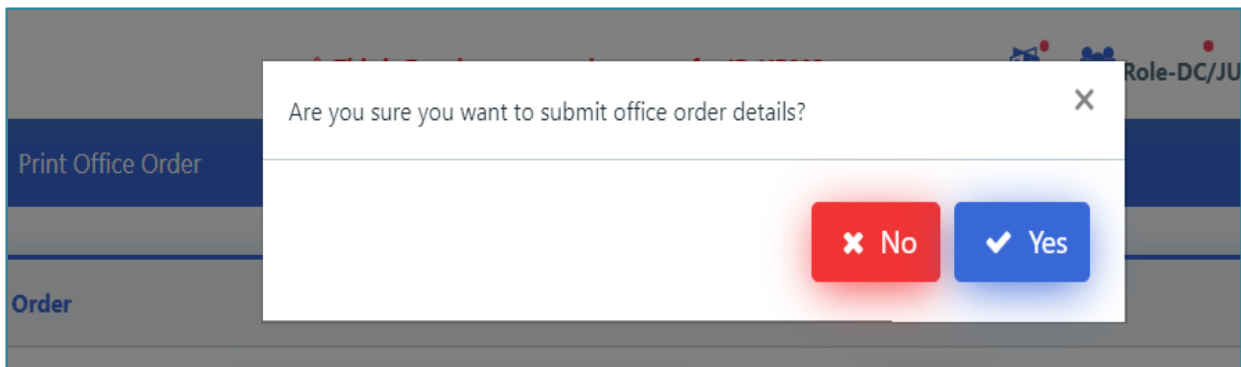
k) On click on view button a pop up will be open with pdf.

l) User can Remove the pdf by clicking x button after view.

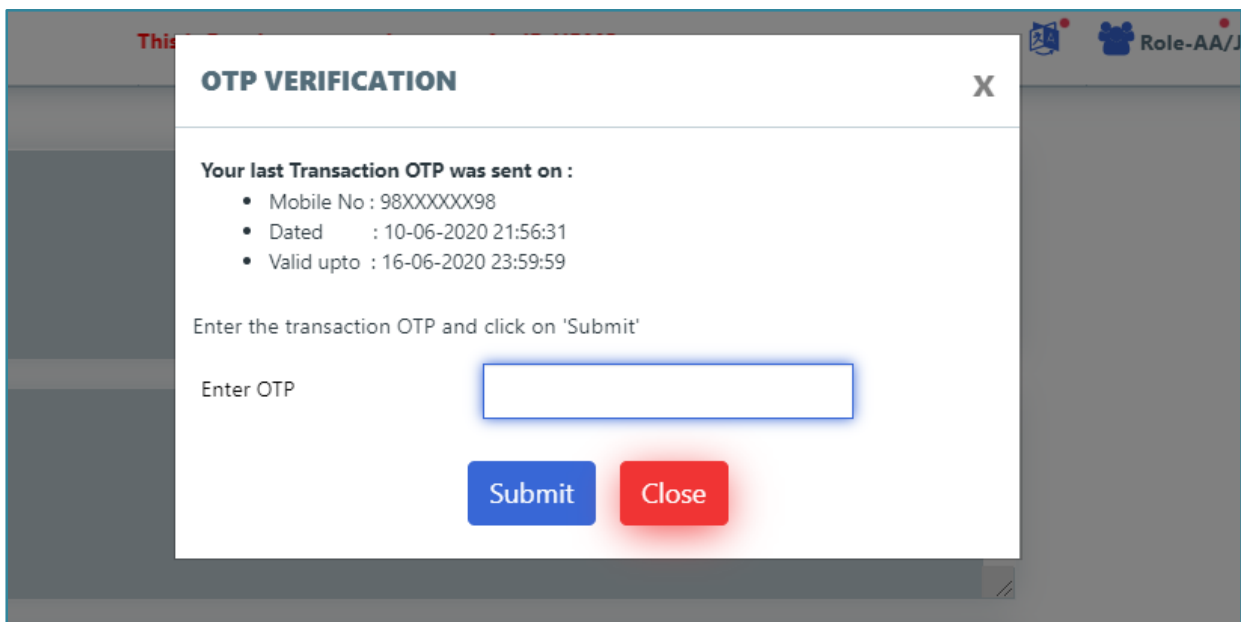
Sr No.	Employee Details Name, Community, DOB Ms./Shri.	Appointment Details	Posting Details Unit, Billunit, Department	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
1	Mr SHRESTH GUPTA GEN DOB: 14-10-1970 MEDICAL: Fit in A3 (Cert No: 435444454534) PAN: ABCDF3453F	ACCOUNTANT Level: 6 Basic: 35400	JODHPUR WORKSHOP/ WSH 3434543 ACCOUNTS	1. CUT ON RIGHT HAND 2. SCRATCH ON LEFT LEG	NA	Thanos Merit No: 1345		
2	Mr SAURABH ARYA GEN DOB: 18-03-1997 MEDICAL: Fit in B1 (Cert No: 4846446456) PAN: VHGUJ4567H	ACCOUNTS ASSISTANT Level: 4 Basic: 25500	JODHPUR WORKSHOP/ WSH 369852 COMMERCIAL	1. MOLE ON LEFT HAND 2. CUT ON NECK	NA	RRB123 Merit No: 435546576		

m) Click on submit office order button to forward the office order to Acceptance Authority for check.

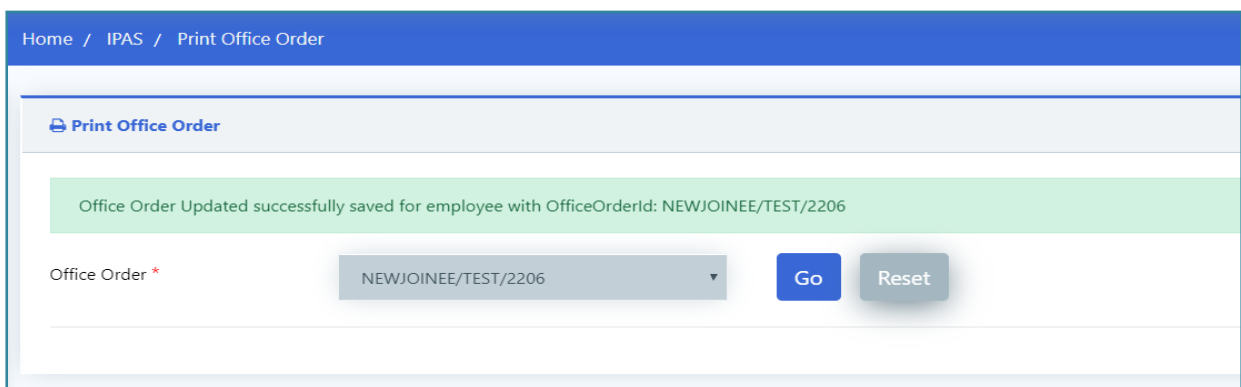
n) After clicking Submit button, a confirmation dialogue box will appear.



o) On clicking Yes, OTP is sent to the registered number and a dialog box to enter OTP will be shown.



p) After entering the correct OTP and clicking on Submit button the details of the office order uploaded will be submitted and forwarded to the Acceptance Authority to check the office order uploaded also the status get change from 'Accepted' to 'Printed'.





### 2.3.5. Confirmation of Uploading of Appropriate Office Order by AA

a) Now the Acceptance Authority will check the Office order uploaded by the DC by clicking 'View PDF'. The status is 'Printed' at this time. There are three options for Accepting Authority to select from as described below.

- If he doesn't found any issue in the office order uploaded, then he will click on '**Accept and Close**' button. (Status is changed to 'Closed' [C]).
- If any issue in printing is identified in the uploaded office order, then '**Return to Print**' button is clicked to send it back to DC for Re-print. (Status is changed to 'Returned to Print' [PR]).
- If any mistake is identified in the content of the Office Order due to wrong data entry by DC, then 'Reject' button is clicked. (Status is changed to 'Returned to DC by Acceptance Authority' [AR]).

b) Enter the 'Remarks' and click on '**Return to Print**' button to return back to DC.

**IR-HRMS**

Home / IRAS / Accept New Joinee Office Order

Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.

Office Order \* NEWJOINEE/TEST/2206

Office Order Type Appointment to a Regular Post Status: Printed

Office Order NEWJOINEE/TEST/2206 Office Order Date 22/06/2020

Sr No	Pan Card	Name Of The employee	Department	Designation	Station	Level	Basic Pay	BU	Date Of Appointment	View
1	ABCF3453F	Mr SHRESTH GUPTA	ACCOUNTS	ACCOUNTANT	JP	6	35400	3434543	2020-04-01	<a href="#">View</a>
2	VHGU4567H	Mr SAURABH ARYA	COMMERCIAL	ACCOUNTS ASSISTANT	NDLS	4	25500	369852	2020-04-15	<a href="#">View</a>

Pre Note  
With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

Post Note  
The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-I/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

Issue By  
Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To  
1. CMS/JU  
2. ANCO/JU  
3. Sr. DPM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

Office Order Upload View Pdf

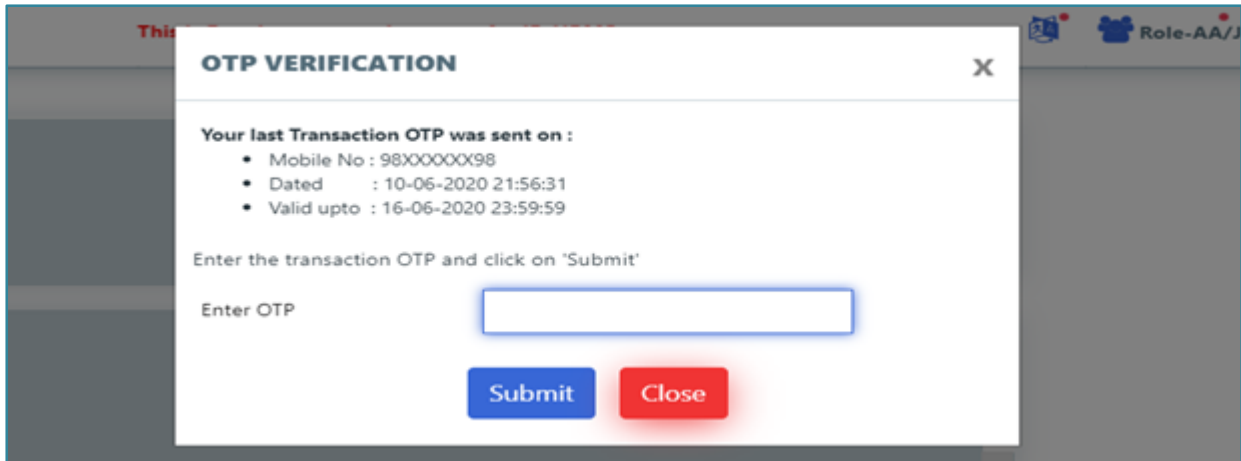
Remarks \*  
Enter your remarks here

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

c) After clicking '**Return to Print**' button a confirmation dialog box appear on screen.

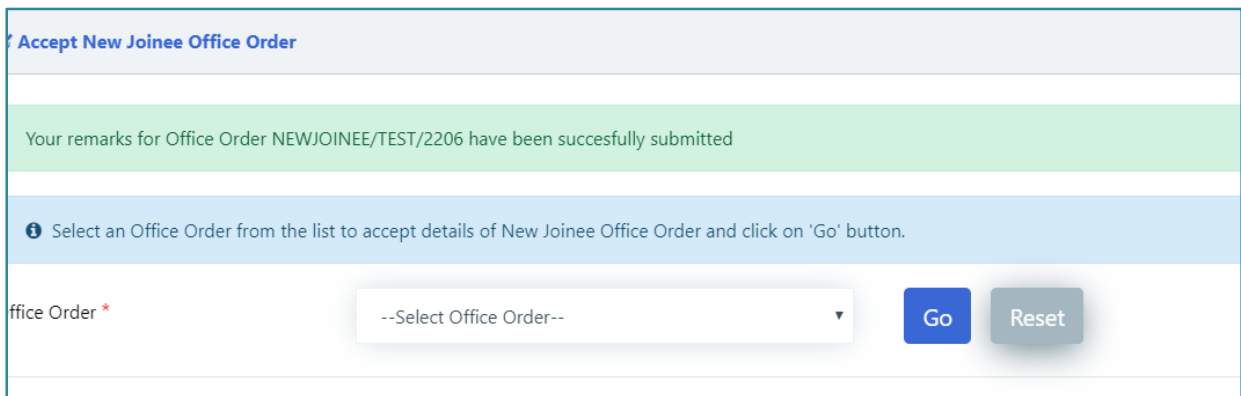
Are you sure you want to Return the office order to print again?

- d) On clicking 'Yes' button, Transaction OTP will be sent to the registered mobile phone and a dialog box as below appear to enter OTP.



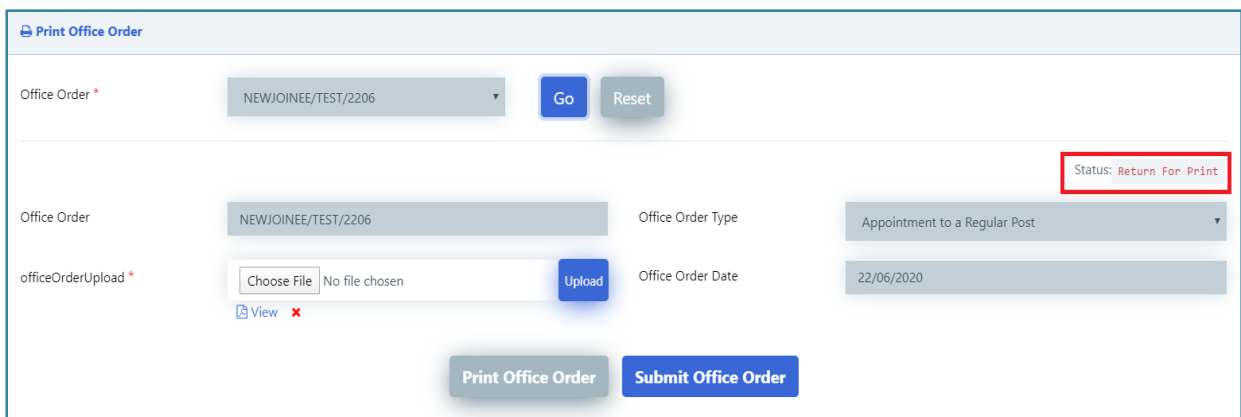
The image shows a web application interface with a modal dialog box titled "OTP VERIFICATION". The dialog box contains the following text: "Your last Transaction OTP was sent on :". Below this, there is a list of details: "Mobile No : 98XXXXXX98", "Dated : 10-06-2020 21:56:31", and "Valid upto : 16-06-2020 23:59:59". Below the list, it says "Enter the transaction OTP and click on 'Submit'". There is a text input field labeled "Enter OTP". At the bottom of the dialog box, there are two buttons: "Submit" (blue) and "Close" (red). The background of the web application shows a header with "Role-AA/J" and a sidebar.

- e) After entering OTP and clicking on 'Submit' button, office order will be sent back to the Dealing Clerk for re-print. Then Acceptance Authority is no more allowed to edit 'Remarks' of that order. The status is changed from 'Printed' to 'Return to Print'.



The image shows a web application interface titled "Accept New Joinee Office Order". It features a green success message: "Your remarks for Office Order NEWJOINEE/TEST/2206 have been succesfully submitted". Below this, there is a blue information box with the text: "Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button." At the bottom, there is a form with a label "Office Order \*", a dropdown menu showing "--Select Office Order--", and two buttons: "Go" (blue) and "Reset" (grey).

- f) The status 'Return to Print' is visible to Dealing Clerk on the screen. Now, DC will upload new office order and click on '**Submit office order**' to send to Acceptance Authority for the check.



The image shows a web application interface titled "Print Office Order". It features a form with the following fields: "Office Order \*" with a dropdown menu showing "NEWJOINEE/TEST/2206", "Go" (blue) and "Reset" (grey) buttons, "Office Order" with a dropdown menu showing "NEWJOINEE/TEST/2206", "Office Order Type" with a dropdown menu showing "Appointment to a Regular Post", "Office Order Upload \*" with a "Choose File" button, "No file chosen" text, and an "Upload" (blue) button, and "Office Order Date" with a dropdown menu showing "22/06/2020". At the bottom, there are two buttons: "Print Office Order" (grey) and "Submit Office Order" (blue). A red box highlights the text "Status: Return For Print:" in the top right corner.

- g) Acceptance Authority will check the office order pdf and enter the relevant remarks and click on '**Accept and Close**' button to issue the Office Order.

Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC/MPP, Cadre, O.O. & P/File
Office Order Upload	<a href="#">View Pdf</a>
Remarks *	Office Order is Accepted
<div> <div>Acceptance And Close</div> <div>Return to Print</div> <div>Reject</div> </div>	

- h) After clicking Accept and Close Button a confirmation dialog Box will appear.

Are you sure you want to Close the office order details?

No

Yes

- i) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit

Close

- j) After entering the correct OTP and clicking on Submit button the Office Order will be Closed, also the status get changed from 'Printed' to 'Closed'.

**Accept New Joinee Office Order**

Your remarks for Office Order NEWJOINEE/TEST/2206 have been successfully submitted

Select an Office Order from the list to accept details of New Joinee Office Order and click on 'Go' button.

Office Order \*

## 2.4. Joining of Direct Recruit on First Posting



### 2.4.1. Recording Joining Report of Appointee on First Posting by Dealing Clerk

New Direct Recruit or Probationer or Substitute under absorption, who has been given First Appointment Office Order, reports at place of posting. This module enable the dealing clerk to record the joining of the employee. After due verification and acceptance of the joining report, the Employee Master gets updated, e-Service Record is opened and then data of the new joinee is pushed to IPAS for salary generation.

- a) In the left side panel Right click on the Career Events menu and then click on the sub-menu with name New Joinee Entry.

**Career Events Update**

- Promotion
- Transfer
- Exit Reporting
- New Joinee Entry**
- Transfer Report
- New Joinee Report

**UserID : DOOHYS**

**Designation : OFFICE SUPERINTENDENT**

**Statistics of Users of HRMS application**

- b) After that a new screen is opened where user have to select the employee whose New joinee entry is to be done and whose office order is issued. List of Employees and their PAN no is shows to help DC to select employee.

[New Joinee entry](#)

Select an employee from the list to edit Employee Details and click on 'Go' button.

Employee \*

--Select Employee--

--Select Employee--  
DCMS IEFJKEWLSMD - (ABCDE4567Y)  
FRRST TEST TEST L - (ABCDE9876E)  
NAGARAJAN - (ABNPN1008X)  
RAHUL MALHOTRA - (BBABT3906T)  
RITESH KUMAR - (ACSDE1234L)  
SAURABH ARYA - (VHGUJ4567H)  
SHANTA KUMARI - (ASDFG0987H)  
**SHRESTH GUPTA - (ABCDF3453F)**  
SIRIKA RANI - (MNBVC0987X)  
TEST LAST - (BDXPM2300E)  
VAIBHAV AGARWAL - (LKJHG3645L)

GoReset

- c) After selecting the employee, click on the GO button or if user want to reset the new HRMS Id user can click on the Reset button.

[New Joinee entry](#)

Select an employee from the list to edit Employee Details and click on 'Go' button.

Employee \*

SHRESTH GUPTA - (ABCDF3453F)

GoReset

- d) After that a new screen is opened where some of the details of the employee is prefilled from the information entered during creation of office order. At this time the status of the employee is 'Draft'.

Home / IPAS / New Joinee entry

New Joinee entry

Select an employee from the list to edit Employee Details and click on 'Go' button.

Employee \*
SHRESTH GUPTA - (ABCDF3453F)
Reset

Status: Draft

### Employee Details

IPAS Employee Id	IPAS Employee Id	HRMS Employee ID	HRMS Employee ID
PAN Number *	ABCDF3453F	Upload PAN	Choose File No file chosen Upload
Employee First Name *	SHRESTH GUPTA	Employee Middle Name	Employee Middle Name
Employee Last Name	Employee Last Name	Gender *	Please select
Country of Birth	INDIA	Birth Place	Birth Place
Date Of Birth *	14/10/1970	Date of birth Proof	Choose File No file chosen Upload
Father Name	ANOOP GUPTA	Mother Name	SEEMA GUPTA
Aadhaar Number	897563296354	Upload Aadhaar	Choose File No file chosen Upload
Blood Group	Please Select	Superannuation Date	DD/MM/YYYY
Employee Self Photo	Choose File No file chosen Upload	Community *	GENERAL
Education Qualification	Btech		

### Appointment Details

Mode Of Appointment *	ACT APPRENTICESHIP	Joining Office Order	View Joining Order
Type of Employee *	Please Select	Upload Appointment Letter *	Choose File No file chosen Upload
Date of Appointment *	01/04/2020		
CG Trainee(Matric Pass) On Stipend	<input type="checkbox"/> Yes		
Pay Commission	7th CPC	Pay Scale	
Basic Pay	35400	Personal Pay (if any)	Personal Pay
Stipend	stipend	Bill Unit	3434543
Initial Department	ACCOUNTS	Initial Sub Department	ACCOUNTS
Initial Designation	ACCOUNTANT (3) (RB)	Initial lien/Zone *	NORTH WESTERN RAILWAY(NWR)
Division *	JODHPUR WORKSHOP (WSH)	Initial Station	JU JODHPUR JUNCTION (JU)
Depot/Workplace	Depot/Workplace	Authority/Reference Letter No.	Authority/Reference Letter No.
Previous Service	Please Select	Previous Service Reference No.	Previous Service Reference No.
Previous Service Ref. Document upload	Choose File No file chosen Upload		

### Bank Details

Name of Bank*		Branch Name*	
Bank Address In Full*		MICR Code*	
Name As Per Bank A/C *		Saving Bank A/C Number *	
IFSC Code*		Upload Cancelled Cheque *	Choose File No file chosen Upload

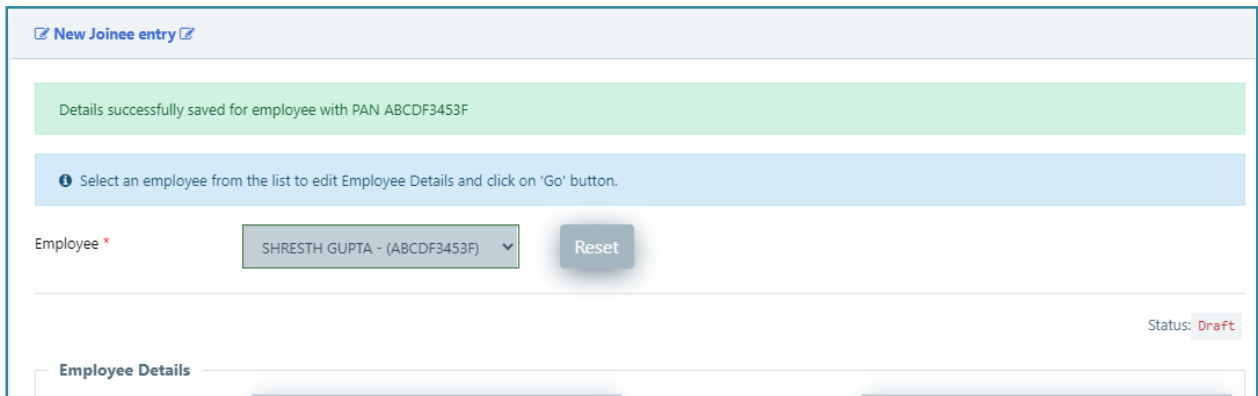
### Training Details

Centre Name	Training Centre Name	Centre City	Training Centre City
Date of Training Start	DD/MM/YYYY	Date of Training End	DD/MM/YYYY
Training Duration	Training Duration	Training Result	Training Result

Submit Save as Draft

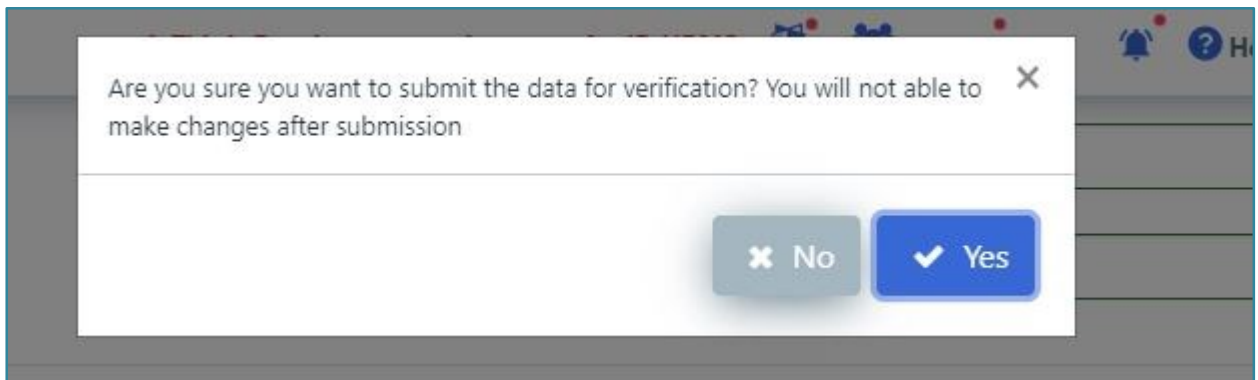
Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

- e) After filling all the relevant fields, there are two buttons, Submit and Save as Draft. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk.



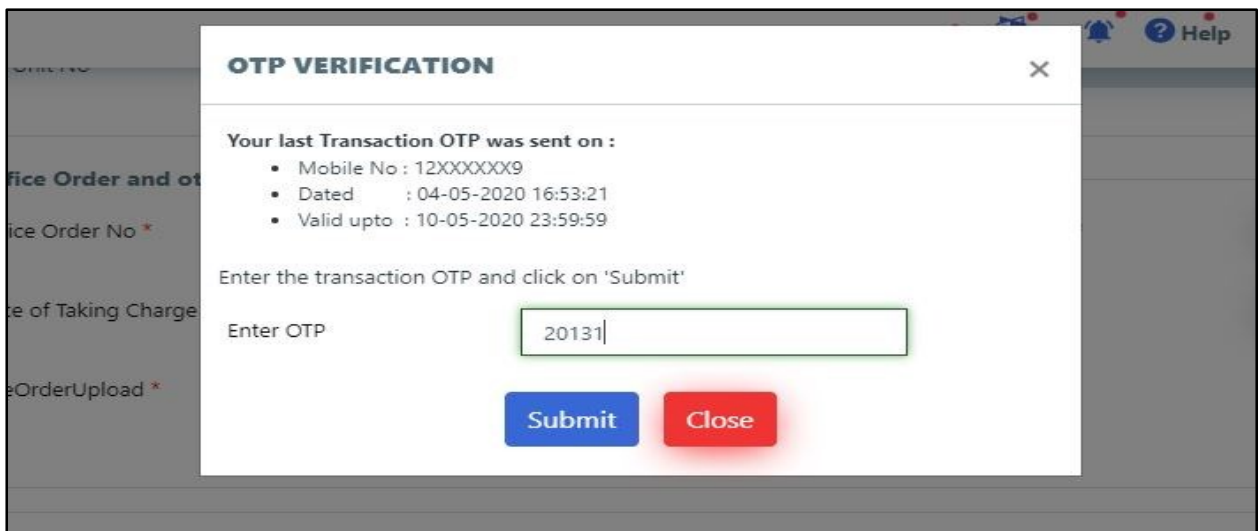
The screenshot shows a web application interface for 'New Joinee entry'. At the top, there is a green success message: 'Details successfully saved for employee with PAN ABCDF3453F'. Below this is a blue instruction box: 'Select an employee from the list to edit Employee Details and click on 'Go' button.' The main form has a label 'Employee \*' followed by a dropdown menu currently showing 'SHRESTH GUPTA - (ABCDF3453F)' and a 'Reset' button. On the right side of the form, the status is indicated as 'Status: Draft'. At the bottom, there is a section titled 'Employee Details'.

- f) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.



The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to submit the data for verification? You will not able to make changes after submission'. There are two buttons at the bottom: 'No' (with a close icon) and 'Yes' (with a checkmark icon).

- g) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



The screenshot shows an 'OTP VERIFICATION' dialog box. It contains the following information:
 

- Your last Transaction OTP was sent on :**
  - Mobile No : 12XXXXXX9
  - Dated : 04-05-2020 16:53:21
  - Valid upto : 10-05-2020 23:59:59
- Instruction: 'Enter the transaction OTP and click on 'Submit''
- A text input field labeled 'Enter OTP' containing the value '20131'.
- Two buttons at the bottom: 'Submit' (blue) and 'Close' (red).

- h) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.

**New Joinee entry**

Details successfully saved for employee with PAN ABCDF3453F

Select an employee from the list to edit Employee Details and click on 'Go' button.

Employee \* SHRESTH GUPTA - (ABCDF3453F) Reset

Status: Submitted for Verification

Employee Details

IPAS Employee Id	IPAS Employee Id	HRMS Employee ID	IPAS Employee ID

## 2.4.2. Verifying Joining Report of Appointee on First Posting by VA

- a) After successful login, in the left side panel Right click on the Career Events Update menu and then click on the sub-menu with name Verify New Joinee.

IPAS

**Career Events Update**

- Verify Promotion
- Verify Transfer
- Verify Exit Reporting
- Verify New Joinee**
- Transfer Report
- New Joinee Report
- Status Report

**Statistics of Users of HRMS application**

Load Count

Your Unit : JODHPUR WORKSHOP/ WSH

User Type	No. of Users	Date Last Creation

Zone : NORTH WESTERN RAILWAY(NWR)

User Type	No. of Users	Date Last Creation

- b) After that a new screen is opened where user have to select the employee from the dropdown whose New Joinee Entry is to be verify.

Home / IPAS / Verify New Joinee

**Verify New Joinee**

Select an employee from the list to verify details of new joinee and click on 'Go' button.

Employee \* --Select Employee-- Go Reset

- Select Employee--
- RISHI KUMAR - (ABCDE4587L)
- SHRESTH GUPTA - (ABCDF3453F)**
- TEDS FF - (JFIPS2226J)



- c) After selecting the employee click on the GO button to get the details of the selected employee.

- d) After that a new screen is opened where user can view all the exit details of the employee entered by the DC and the status at this time is 'Submitted for Verification'.

- e) VA can add the remarks in the field called Remarks and can either Return or Verify the employee.

- f) Enter 'Remarks' and then click on 'Reject' button to return the details back to DC.

Remarks \*

Rejected by VA

Verify Reject

g) After clicking Reject Button a confirmation dialog Box will appear.

Are you sure you want to reject the employee's details?

No Yes

h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 04-05-2020 16:53:21
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

20131

Submit Close

i) After entering OTP and clicking on 'Submit' button the details of the employee will be sent back to the Dealing Clerk to do the correction and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status gets changed from 'Submitted for Verification' to 'Return to DC by Verification Authority'.

Verify New Joinee

Your remarks for New Joinee for the employee ABCDF3453F have been successfully submitted

Select an employee from the list to verify details of new joinee and click on 'Go' button.

Employee \*

SHRESTH GUPTA - (ABCDF3453F) Reset

j) Screen of DC with returned status.

**New Joinee entry**

Select an employee from the list to edit Employee Details and click on 'Go' button.

Employee \* SHRESTH GUPTA - (ABCDF3453F) Reset

Remarks: Rejected by VA

Status: Returned to DC by Verification Authority

k) Enter the relevant remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.

Remarks \* Verified

Verify Reject

l) After clicking Verify button, a confirmation dialogue box will appear.

Are you sure you want to verify employee's details?

No Yes

m) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 26-04-2020 11:23:47
- Valid upto : 02-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP 478748

Submit Close

- n) After entering the correct OTP and clicking on Submit button the details of the employee will be forwarded to the Acceptance Authority for acceptance and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status gets changed from 'Submitted for Verification' to 'Verified'.

### 2.4.3. Approval of Joining Report of Appointee on First Posting by AA

- a) After successful login, in the left side panel Right click on the Career Events Update menu and then click on the sub-menu with name Accept New Joinee.

- b) Then a new screen appears where user have to select the employee from the dropdown whose Joining Report is to be approved.

- c) After selecting the employee click on the GO button to get the details of the selected employee.

**Accept New Joinee**

Select an employee from the list to accept details of new joinee and click on 'Go' button.

Employee \* SHRESTH GUPTA - (ABCDF3453F) Go Reset

- d) After that a new screen is opened where user can view all the exit details of the employee entered by the DC and the status at this time is 'Verified'.

**Accept New Joinee**

Select an employee from the list to accept details of new joinee and click on 'Go' button.

Employee \* SHRESTH GUPTA - (ABCDF3453F) Reset

Status: Verified

Employee Details

IPAS Employee ID IPAS Employee ID HRMS Employee ID HRMS Employee ID

- e) Accepting Authority can add the Remarks and can either 'Return' or 'Accept' the joining report of the employee.

Remarks \*

Remarks for Exit Reporting

Accept Return

- f) Enter 'Remarks' and then click on 'Return' button to return the details back to DC.

Remarks \*

Rejected

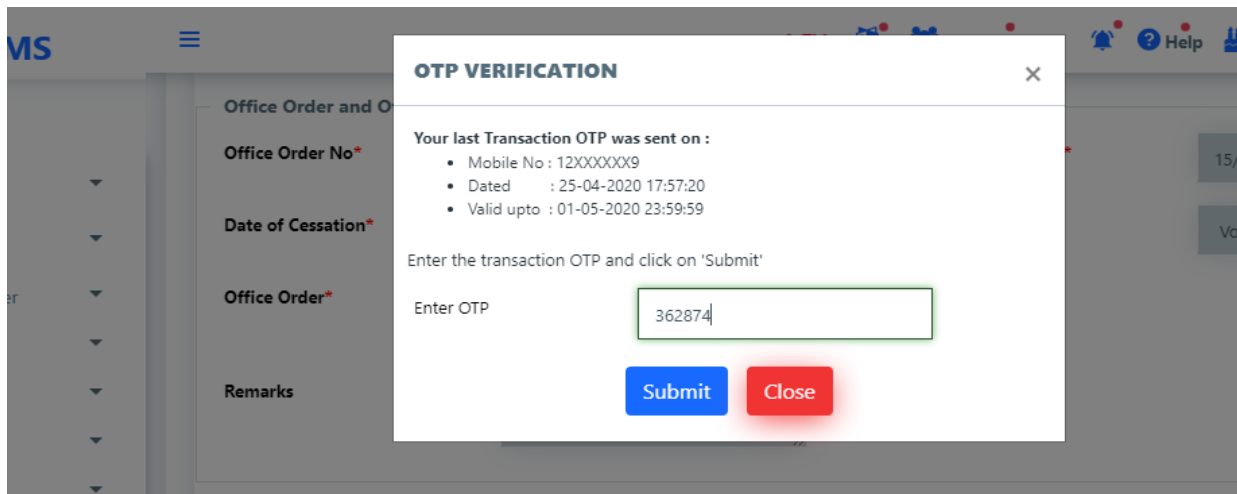
Accept Reject

- g) After clicking 'Return' button a confirmation dialog box will appear.

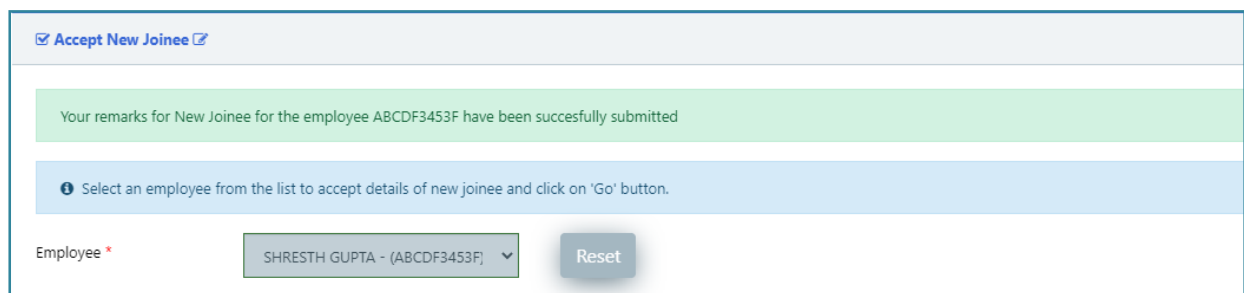
Are you sure you want to reject the employee's details?

No Yes

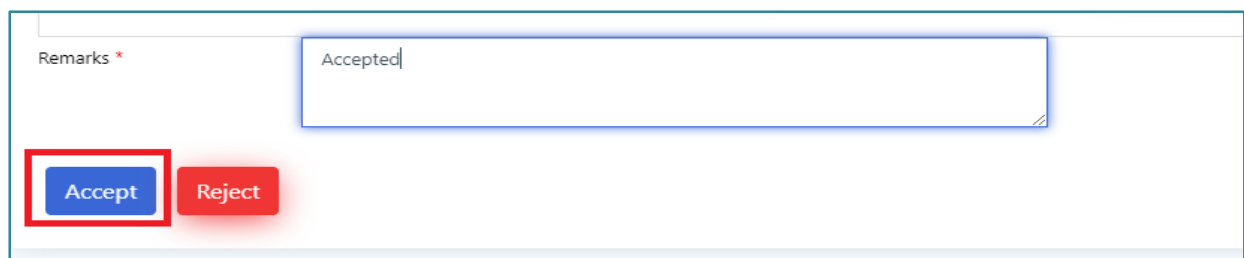
- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



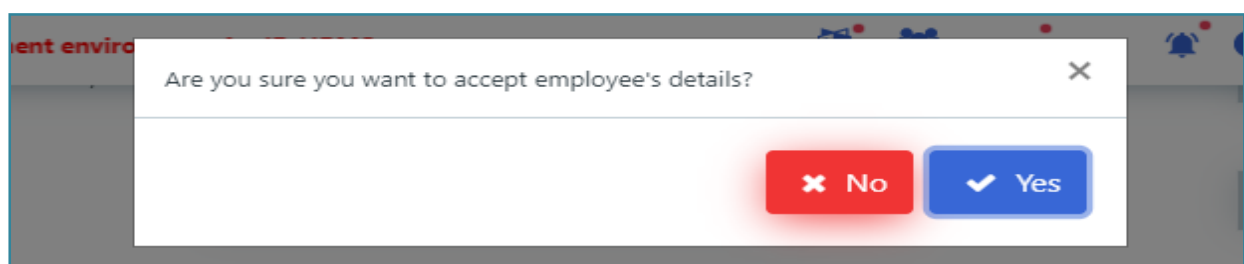
- i) After entering Transaction OTP and clicking on '**Submit**' button the details of the employee will be sent back to the Dealing Clerk for correction and the Acceptance Authority will no more be able to edit the 'Remarks'. The status gets changed from 'Verified' to 'Return to DC by Acceptance Authority'.



- j) Enter the 'Remarks' and then click on 'Accept' button to Accept the joining report.



- k) After clicking 'Accept' button, a confirmation dialogue box will appear.



- l) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

- m) After entering OTP and clicking on 'Submit' button the details of the employee will be Accepted and then the Acceptance Authority is no more allowed to edit the 'Remarks' of the joining report of the employee, also the status gets changed from 'Verified' to 'Accepted'.

## 2.5. Issuing Office Order First Appointment of Probationers

In this section the procedure for drafting, verification and approval of Appointment Order of Probationer will be discussed. Procedure for uploading signed office order and confirming correct uploading of office order will also be discussed under this section.

A probationer when returns back after successful completion of training reports to the Personnel Officer for First Posting Office Order. This user interface enable Personnel Officers to regularise such probationers/ trainee.

Similar procedure may be followed to issue office order for Granting Temporary Status to Substitute, and for Absorption of Substitute to

### Did you know!

Step by step procedure for preparing following office orders are similar.

- ✓ Office Order for First Posting of Probationer on Completion of Training/ Probation
- ✓ Office Order for Granting Temporary Status to Substitutes for Level-1 Posts
- ✓ Office Order for Absorption of Substitutes to Regular Level-1 Posts

regular level-1 posts.

### 2.5.1. Drafting Office Order for First Appointment of Probationer by Dealing Clerk

- a) In the left side panel Right click on the **Office Orders** menu and then click on the sub-menu with name **Regular Posting Office Order** to create office orders.
- b) User selects Sub-menu “**Regular Posting Office Order**” under menu: **Office Orders**.
- c) Screen related to Regular Posting Office Order Generation opens.
- d) Select the **New Office Order** From the drop Down

- e) 4. The text field to enter the name of the New office order opens. Name it and click on ‘Go’ Button.

- f) The screen opens up to fill the details regarding the new office order.



IR-HRMS

Role-DC/JUW

Help

SANJAY KUMAR SINGH

Home / IPAS / Regular Posting Office Order Generation

Regular Posting Office Order Generation

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*  
NEW Office Order  
Go Reset

Status: New

Office Order Type  
Please Select

Office Order  
REGULAR/TEST/2205  
Office Order Date  
22/06/2020

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular						Edit	+	
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP			BU
Template Please Select																	
Pre Note Note 1																	
Post Note Note 1																	
Issue By Issue By																	
Copy To Copy to																	

Submit Save as Draft

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

- g) Select the Office Order Type and Click on the + on a header to Enter Data of an Employee. (Form to be filled will change according to the office order type user select.)

Regular Posting Office Order Generation

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*  
NEW Office Order  
Go Reset

Status: New

Office Order Type  
Please Select

Office Order  
REGULAR/TEST/2205  
Office Order Date

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular						Edit	+	
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP			BU
<div> Please Select Absorption of Trainee/Apprentice/Probationer Absorption of Substitutes to a Regular Post Granting Temporary Status to Substitutes </div>																	

h) On Click of + Button a Pop will be opened for the respective office order type user selected from the dropdown.

- Pop for **Absorption of Trainee/Apprentice/Probationer.**

OFFICE ORDER DETAILS :

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

HRMS Employee ID

Go

Reset

Employee Details

Employee ID:

Employee Name:

Bill Unit:

Designation:

Railway Unit:

Zone/PU/Institute:

Sub Type

Please select

Current

New

Zone \*

AUDIT(AUD)

Please select

New ZONE is required.

Unit/Division \*

AUDIT (AUD)

Please select

Unit/Division is required.

Station Place \*

Current Station Place

New Station Place

Pay Level \*

1 (18000-56900)

Please select

Pay Level is required.

Basic Pay \*

Basic Pay

Basic Pay

Department \*

Please select

Please select

New Department Current is required.

Sub Department

Please Select

Please Select

Designation \*

Please Select

Please Select

New Designation is required.

Bill Unit No \*

Bill Unit No

Bill Unit No

Office Order and other Details

Temporarily Status Date

DD/MM/YYYY

stipend

Stipend

Date of Absorption \*

DD/MM/YYYY

Office Order Reference

Please select

Date of Engagement \*

DD/MM/YYYY

Training Details

Centre Name

Training Centre Name

Centre City

Training Centre City

Date of Training Start

DD/MM/YYYY

Date of Training End

DD/MM/YYYY

Training Duration

Training Duration

Training Result

Training Result

Remarks

remarks

Save

Close

- Pop for Absorption of Substitute to a Regular Post.

OFFICE ORDER DETAILS :

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

HRMS Employee ID

Go

Reset

Employee Details

Employee ID:

Employee Name:

BillUnit:

Designation:

Railway Unit:

Zone/PU/Institute:

Sub Type

Please select

Current

New

Zone \*

AUDIT(AUD)

Please select

New ZOne is required.

Unit/Division \*

AUDIT (AUD)

Please select

Unit/Division is required.

Station Place \*

Current Station Place

New Station Place

Pay Level \*

1 (18000-56900)

Please select

Pay Level is required.

Basic Pay \*

Basic Pay

Basic Pay

Department \*

Please select

Please select

New Department Current is required.

Sub Department

Please Select

Please Select

Designation \*

Please Select

Please Select

New Designation is required.

Bill Unit No \*

Bill Unit No

Bill Unit No

Office Order and other Details

Temporarily Status Date

DD/MM/YYYY

stipend

Stipend

Date of Absorption \*

DD/MM/YYYY

Office Order Reference

Please select

Date of Engagement \*

DD/MM/YYYY

Remarks

remarks

Save

Close

- Pop for **Granting Temporary Status to Substitutes.**

OFFICE ORDER DETAILS :

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

HRMS Employee ID

Go

Reset

Employee Details

Employee ID:

Employee Name:

BillUnit:

Designation:

Railway Unit:

Zone/PU/Institute:

Sub Type

Please select

Current

New

Zone \*

AUDIT(AUD)

Please select

New ZONE is required.

Unit/Division \*

AUDIT (AUD)

Please select

Unit/Division is required.

Station Place \*

Current Station Place

New Station Place

Pay Level \*

1 (18000-56900)

Please select

Pay Level is required.

Basic Pay \*

Basic Pay

Basic Pay

Department \*

Please select

Please select

New Department Current is required.

Sub Department

Please Select

Please Select

Designation \*

Please Select

Please Select

New Designation is required.

Bill Unit No \*

Bill Unit No

Bill Unit No

Office Order and other Details

Temporarily Status Date

DD/MM/YYYY

stipend

Stipend

Date of Absorption \*

DD/MM/YYYY

Office Order Reference

Please select

Date of Engagement \*

DD/MM/YYYY

Remarks

remarks

Save

Close

- i) Enter the HRMS ID in order to fetch the details. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user / Invalid HRMS ID, System flashes an error message.

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

**Employee Details**

Employee ID:	53307652264	Employee Name:	MADHU SOLANKI	BillUnit:	3307426
Designation:	OFFICE SUPERINTENDENT	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	

Sub Type

	Current	New
Zone *	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>
Unit/Division *	<input type="text" value="JODHPUR WORKSHOP (WSH)"/>	<input type="text" value="JODHPUR WORKSHOP (WSH)"/> <small>Unit/Division is required.</small>
Station Place *	<input type="text" value="JU"/>	<input type="text" value="JU"/>
Pay Level *	<input type="text" value="6 (35400-112400)"/>	<input type="text" value="6 (35400-112400)"/>
Basic Pay *	<input type="text" value="52000"/>	<input type="text" value="52000"/>

- j) Enter all the relevant details of the New-Joinee, then click on Save button to save the Data and close the popup.

**Training Details**

Centre Name	<input type="text" value="Arogya Setu center"/>	Centre City	<input type="text" value="Agra"/>
Date of Training Start	<input type="text" value="01/06/2020"/>	Date of Training End	<input type="text" value="02/06/2020"/>
Training Duration	<input type="text" value="3"/>	Training Result	<input type="text" value="Good"/>

Remarks

- k) As user save the Data of the Employee it starts showing in a row.

Office Order \*

Status: Draft

Office Order Type

Office Order

Office Order Date

Existing Particular							Revised Particular								
Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	Please select	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

l) User can Add another row on the click of + button

Office Order \* REGULAR/TEST/2205 Go Reset

Status: Draft

Office Order Type Absorption of Trainee/Apprentice/Probationer

Office Order REGULAR/TEST/2205 Office Order Date 22/06/2020

Existing Particular							Revised Particular								
Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	Please select	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426		

m) Clicking Remove Row(-) button, removes the row.

Office Order \* REGULAR/TEST/2205 Go Reset

Status: Draft

Office Order Type Absorption of Trainee/Apprentice/Probationer

Office Order REGULAR/TEST/2205 Office Order Date 22/06/2020

Existing Particular							Revised Particular								
Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	Please select	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426		

n) Edit the Data of an Employee By clicking on Edit symbol.

Office Order \* REGULAR/TEST/2205 Go Reset

Status: Draft

Office Order Type Absorption of Trainee/Apprentice/Probationer

Office Order REGULAR/TEST/2205 Office Order Date 22/06/2020

Existing Particular							Revised Particular								
Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	Please select	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426		

o) User can select the already saved Template to fill the Pre Note, Post Note, issue By and Copy To or user can manually fill the Pre Note, Post Note, issue By and Copy To

Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426	Please select	PERSONNEL	OFFICE SUPERINTENDENT	JU	6 (35400-112400)	52000	3307426		

Template

New Regular Joining Template 1  
Please Select  
OtherExit Voluntary Retirement  
TRANSFER  
**New Regular Joining Template 1**  
SUPERANNUATION TEMPLATE  
Promotion-MACP  
Promotion-cum-transfer

Pre Note

- p) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre Note, Post Note, issue By and Copy To of the Office Order Data.

This is a confirmation dialog box with the text: "Are you sure you want to replace details with this template?"

Buttons: No Yes

Office Order type

- q) On clicking Yes it will fetch data for the selected templates from the already saved Templates.

Template

New Regular Joining Template 1

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.  
The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time.  
The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory.  
This has the approval of competent authority.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC./MPP, Cadre, O.O. & P/File

r) The User Interface will consist of two buttons 'Save as Draft' and 'Submit',

- **Save as Draft:** Once user will click, "**Save as Draft**", it will save data and change the Status to 'Draft'.

Template	New Regular Joining Template 1
Pre Note	With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.
Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File
<div>Submit</div> <div>Save as Draft</div>	

Regular Posting Office Order Generation

Office Order Details successfully saved for Office Order REGULAR/TEST/2205

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*
REGULAR/TEST/2205
Go
Reset

Office Order Type
Absorption of Trainee/Apprentice/Probationer

Office Order
REGULAR/TEST/2205
Office Order Date
22/06/2020

Status: Draft

- Once user will click, 'Submit' button, DC will be asked to enter Transaction OTP. Once OTP is validated, the data get saved and the status changes to 'Submitted for Verification'. Now data is available to Verification Authority (VA) for verification.



Template	New Regular Joining Template 1
Pre Note	With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.
Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File
<div style="text-align: right;"> <span style="border: 2px solid red; padding: 2px 10px; background-color: #007bff; color: white; border-radius: 5px;">Submit</span> <span style="padding: 2px 10px; background-color: #6c757d; color: white; border-radius: 5px; margin-left: 10px;">Save as Draft</span> </div>	

s) On clicking 'Submit' button, a confirmation dialogue box appears to choose 'Yes'/'No'.

Are you sure you want to submit the data for verification? You will not able to make changes after submission

No
Yes

t) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will appear on screen.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit
Close

- u) After entering OTP and clicking on 'Submit' button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.

Regular Posting Office Order Generation

Office Order Details successfully submitted for Office Order REGULAR/TEST/2205

Select an Office Order from the list to edit previous or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*
REGULAR/TEST/2205
Go
Reset

Office Order
REGULAR/TEST/2205

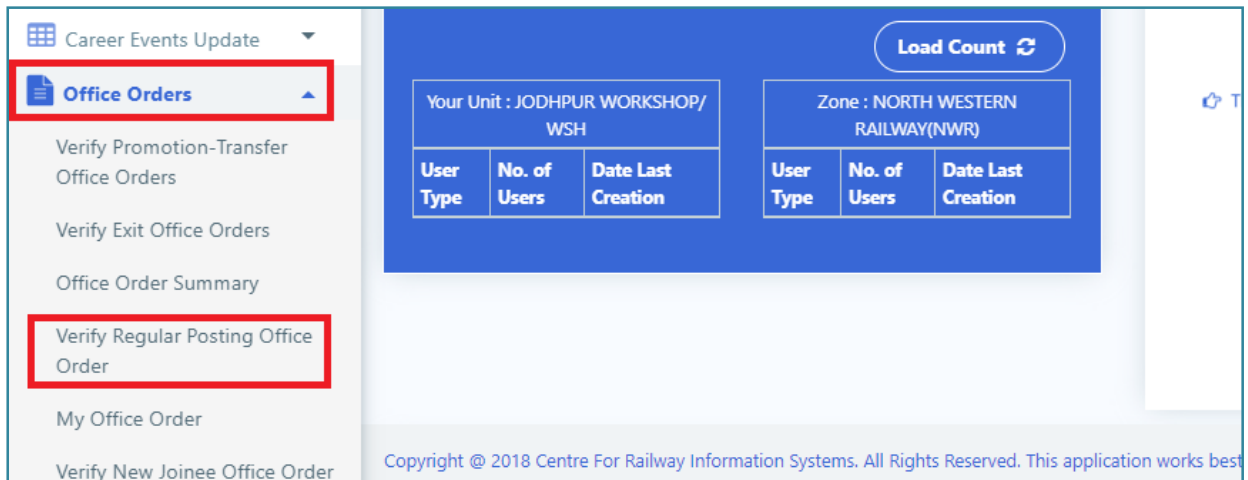
Office Order Type
Absorption of Trainee/Apprentice/Probationer

Office Order Date
22/06/2020

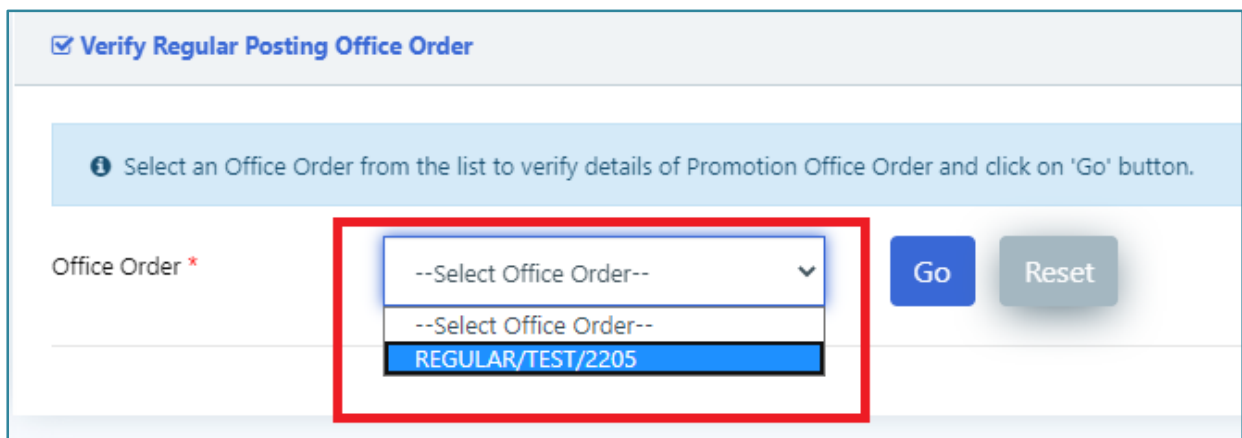
Status: Submitted for Verification

### 2.5.2. Verifying First Appointment Office Order of Probationer

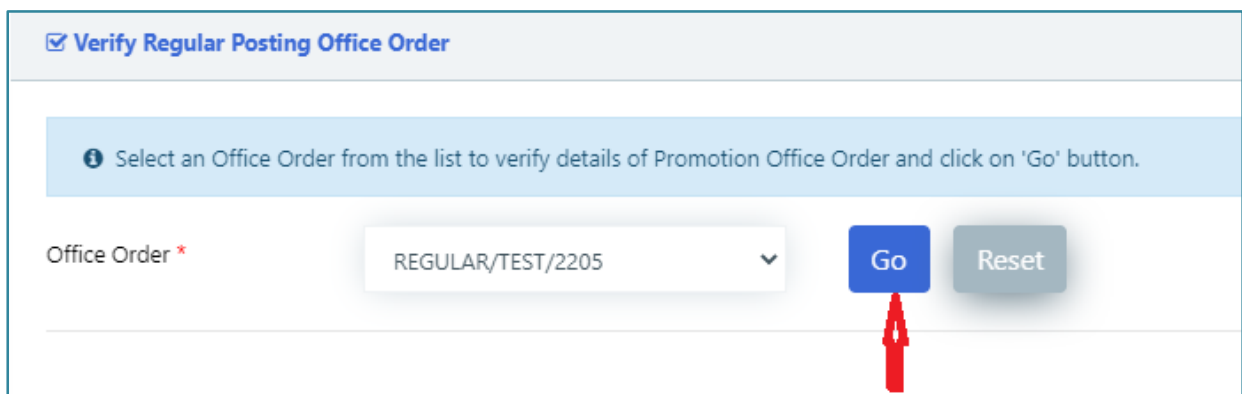
- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name 'Verify Regular Posting Office Order'.



- b) After that a new screen is opened where user have to select the Office Order from the dropdown whose details is to be verify.



- c) After selecting the Office Order from the list, click on the 'Go' button to get the details of the selected Office Order.



- d) After that a new screen is opened where user can view all the office order details entered by the DC and the status at this time is 'Submitted for Verification'.

IR-HRMS

ALKA MATHUR

Home / IPAS / Verify Regular Posting Office Order

Verify Regular Posting Office Order

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

REGULAR/TEST/2205

Go

Reset

Status: Submitted for Verification

Office Order Type

Absorption of Trainee/Apprentice/Probationer

Office Order

REGULAR/TEST/2205

Office Order Date

22/06/2020

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								Edit	
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU			
1	QWXHCI	MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426		PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426			

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC./MPP, Cadre, O.O. & P/File

Remarks \*

Enter your remarks here

Verify

Reject

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- e) Verification Authority (VA) have two options to choose from, 'Reject' and 'Verify'.

If any information is found incorrect or missing, VA can use 'Reject' option. Once VA clicks 'Reject' button, system prompts user to provide 'Remarks'. So before rejecting VA must fill in 'Remarks' necessarily.

- f) VA fills in the 'Remarks' text and can either 'Reject' or 'Verify' the Office Order.

Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC./MPP, Cadre, O.O. & P/File
Remarks *	Rejected
<input type="button" value="Verify"/> <input type="button" value="Reject"/>	

- g) After filling in 'Remarks' and clicking 'Reject' button a confirmation dialog Box will appear.

Are you sure you want to accept office order details?

- h) On clicking 'Yes' on the dialogue box, OTP will be sent to the registered mobile number and another dialog box will appear on screen to enter OTP.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

- i) After entering OTP and clicking on 'Submit' button the Office Order will be sent back to the Dealing Clerk to do necessary correction. Then the Verification Authority is no more allowed to edit 'Remarks'. The status gets changed from 'Submitted for verification' to 'Return to DC by Verification Authority'.

☒ Verify Regular Posting Office Order

Your remarks for Office Order REGULAR/TEST/2205 have been successfully submitted

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

j) Screen of Dc with returned status.

- k) If the Office Order is found correct then Verification Authority (VA) clicks '**Verify**' button
- l) Verifying Authority fills in 'Remarks' and then click on 'Verify' button and the Office Order is forwarded to Acceptance Authority.

m) On clicking 'Verify' button, a confirmation dialogue box will appear.

n) On clicking 'Yes' button, OTP will be sent to the registered mobile number and a dialog box will appear on screen to enter OTP.

o) After entering OTP and clicking on 'Submit' button the details of the Office Order will be forwarded to the Acceptance Authority for further processing. The Verification

Authority is no more be allowed to edit the 'Remarks' field. The status gets change from 'Submitted for Verification' to 'Verified'.

### 2.5.3. Approving the First Appointment Office Order for Probationer by AA

- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name Accept Regular Posting office orders.

- b) A new screen is displayed, where user have to select the Office Order from the dropdown, whose details is to be accepted.

- c) After selecting the Office Order, click on the 'GO' button to get details of the selected Office Order.

- d) After that a new screen is opened where user can view all the Office Order details entered by the DC and the status at this time is Verified.

**IR-HRMS** → Role-AA/JUW BASANT SINGH PURBA

Home / IPAS / Accept Regular Posting Office Order

**Accept Regular Posting Office Order**

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type  Status: Verified

Office Order  Office Order Date

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular							Revised Particular							Edit
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU		
1	QW0XCI	MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426		PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426	<input type="checkbox"/>	

**Pre Note**  
With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

**Post Note**  
The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. FEB/2003/PA-1/24 dated 31-12-2003 and 2002 AC-II/21,1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

**Issue By**  
Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

**Copy To**  
1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC./MPP, Cadre, O.O. & P/File

**Remarks \***

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- e) In case the Office Order has any error, then the user may enter the Remarks and then click on 'Reject' button to return the details back to DC.

**Issue By**  
Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

**Copy To**  
1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC./MPP, Cadre, O.O. & P/File

**Remarks \***

- f) After clicking Return button a confirmation dialog Box will appear.

Are you sure you want to accept office order details?



- g) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

- h) After entering OTP and clicking on 'Submit' button the details of the Office order will be sent back to the Dealing Clerk to do the correction and after that the Acceptance Authority will not be able to edit the remarks field of the particular office order.

- i) Screen of Dealing Clerk with returned status is presented below.

- j) Enter the 'Remarks' and then click on 'Accept' button to Approve the Office Order.

	The following posting order is issued with immediate effect.
Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC/MPP, Cadre, O.O. & P/File
Remarks *	Accepted
	<div> <div>Accept</div> <div>Reject</div> </div>

k) After clicking Accept button, a confirmation dialogue box will appear.

Are you sure you want to accept office order details?

No

Yes

l) On clicking Yes, OTP is sent to the registered number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit

Close

m) After entering the correct OTP and clicking on Submit button the details of the office order will be accepted and after that the Acceptance Authority will not be able to edit the remarks field of the particular Office order, also the status gets changed from

'Verified' to 'Accepted'. After approving the Office Order, it is sent to Dealing Clerk for print, upload and submission of Printed order.

☒ **Accept Regular Posting Office Order**

Your remarks for Office Order REGULAR/TEST/2205 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

#### 2.5.4. Printing Approved Office Order for First Appointment of Probationer by DC

- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name 'Print office orders'.

MIS Reports  
Pass  
Settlement  
IPAS  
Career Events Update  
**Office Orders**  
Promotion-Transfer Office Order Generation  
Exit Office Order Generation  
Office Order Summary  
**Print Office Orders**  
My Office Order

Designation : OFFICE SUPERINTENDENT Railway Unit : JODHPUR WORKSHOP/ WSH Zone/PU/Institute : NWR

Kindly Fill the Summarized SR for Retiring employees and then Click here to assign Welfare Inspector,Imr

**Statistics of Users of HRMS application**

Your Unit : JODHPUR WORKSHOP/ WSH Zone : NORTH WESTERN RAILWAY(NWR)

User Type	No. of Users	Date Last Creation	User Type	No. of Users	Date Last Creation
Click here to view List of assigned employees to you.					

**Notifications**

This is Development environment for IR-HRMS

**EMPLOYEE MASTER**

Current Data Entry status of Employee Master. This count is based on 'Basic Info' tab of Employee Master To load count click on 'Load Count' button on right

- b) After that a new screen is opened where user have to select the Office order from the dropdown whose details has to be Printed.

**Print Office Order**

Office Order \*

--Select Office Order--

- SUBSTITUTE/OO/20200615
- REGULAR-JOINEE/OO/20200615
- SUB-TEMP/OO/20200617
- TRAINEE/OO/20200615
- TRAINEE-ABS/OO/20200617
- SUB-ABS/OO/20200617
- T
- SER/P-ADA/O.B./04-254/VR/PKC/19
- SER/P-ADA/EL/235/TRD/30
- PB/S1A/316
- TEST
- SER/P-ADA/ET/235/14/04 /20
- TEST-JOINEE/20200620/01
- REGULAR/TEST/2205**
- SER/P-ADA/EN/170/10/RESTRUCTING/83

- c) After selecting the office order click on the GO button to get the details of the selected office order.

Print Office Order

Office Order \* REGULAR/TEST/2205

Go Reset

- d) After that a new screen is displayed where user can view the Office Order details entered by the Dealing Clerk and the status at this time is 'Accepted'.

Print Office Order

Office Order \* REGULAR/TEST/2205

Go Reset

Status: Accepted

Office Order REGULAR/TEST/2205

Office Order Type Absorption of Trainee/Apprentice/Probationer

officeOrderUpload \* Choose File No file chosen Upload

Office Order Date 22/06/2020

Print Office Order Submit Office Order

- e) DC has two options 'Print Office Order' and 'Submit Office Order'.

- 'Print Office Order': On clicking this button the new window will open with pdf of an Office Order for Printing. The PDF has QR code embedded with basic details of the office order.

Print 2 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options ☐ Headers and footers ☐ Background graphics

With the above reference the following posting order is issued:

No. Employee Details

MADHU SOLA Emp ID: QWV...

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. FIE/2003/PNS-1/24 dated 31-12-2003 and 2002 AC-1/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Name will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

File Reference No :  
Copy forwarded for information and necessary action to:  
1. CMS/JU  
2. ANO/JU  
3. Sr. DDM/JU  
4. COS P/SC/MPP, Cdrn, O.G. & P/File

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

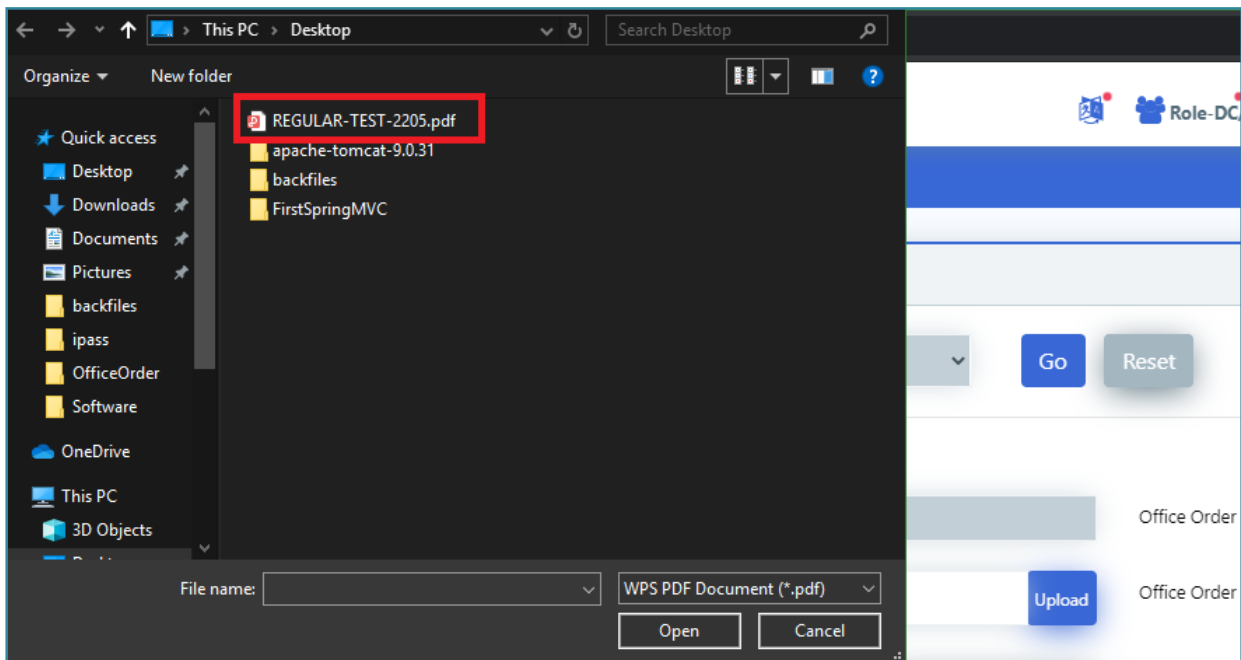
Remarks  
ewijdkdzm

22/2004 with iits

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

- f) After taking a print, and getting it signed by the Accepting Authority, the scanned file of the signed office order should be uploaded by choosing the scanned file.

- g) Choose the file from the computer and click on Open.



- h) After that click on the 'Upload' button to upload the file.

i) The button will upload the file with loading.

**Print Office Order**

Office Order \* REGULAR/TEST/2205 Go Reset

---

Office Order REGULAR/TEST/2205 Office Order Type Absorption of Trainee/Apprentice/Probationer

officeOrderUpload \* Choose File No file chosen Upload 100%  
 File uploaded successfully.

Office Order Date 22/06/2020

Status: Accepted

Print Office Order Submit Office Order

j) After successfully upload of document it will start showing view link with x button.

**Print Office Order**

Office Order \* REGULAR/TEST/2205 Go Reset

---

Office Order REGULAR/TEST/2205 Office Order Type Absorption of Trainee/Apprentice/Probationer

officeOrderUpload \* Choose File No file chosen Upload View x

Office Order Date 22/06/2020

Status: Accepted


Print Office Order Submit Office Order

k) On click on view button a pop pup will be open with pdf.

l) User can Remove the pdf by clicking x button after view.

VIEW FILE

107\_041.pdf1 / 2



**NORTH WESTERN RAILWAY**

**JODHPUR WORKSHOP/ WSH**

No : REGULAR/TEST/2205

Jodhpur Workshop, Jodhpur  
Date : 22-06-2020

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.  
The following posting order is issued with immediate effect.

Sr No.	Employee Details	Existing Details	Revised Details	Training Details	Remarks
1	MADHU SOLANKI Emp ID: QWXHCI	OFFICE SUPERINTENDENT Arogya Setu center, Agra BU: 3307426 Stipend:	OFFICE SUPERINTENDENT JODHPUR WORKSHOP/ WSH BU: 3307426 Level: 6 Basic: 52000	From: 01-06-2020 To: 02-06-2020  Good	ewijfkidsm

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and

- m) Click on submit office order button to forward the office order to Acceptance Authority for check.

Print Office Order

Office Order \*

REGULAR/TEST/2205

Go

Reset

Office Order

REGULAR/TEST/2205

Office Order Type

Absorption of Trainee/Apprentice/Probationer

officeOrderUpload \*

Choose File No file chosen

Upload

Office Order Date

22/06/2020

Print Office Order

Submit Office Order

- n) After clicking Submit button, a confirmation dialogue box will appear.

Print Office Order

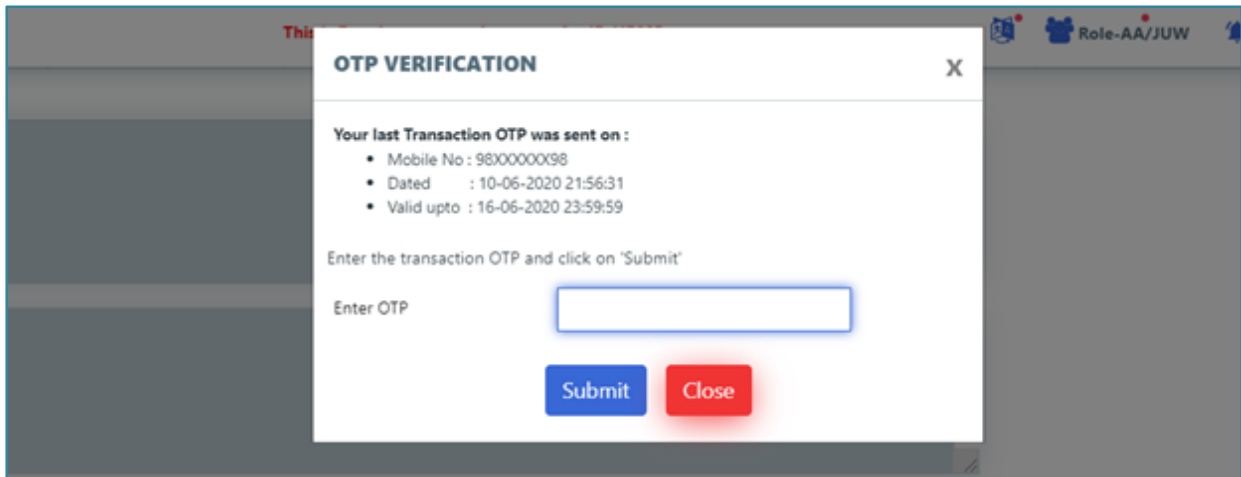
Order

Are you sure you want to submit office order details?

No

Yes

- o) On clicking Yes, OTP is sent to the registered number and a dialog box to enter OTP will be shown.



- p) After entering the correct OTP and clicking on Submit button the details of the office order uploaded will be submitted and forwarded to the Acceptance Authority to check the office order uploaded also the status gets changed from 'Accepted' to 'Printed'.

Print Office Order

Office Order Updated successfully saved for employee with OfficeOrderId: REGULAR/TEST/2205

Office Order \*
REGULAR/TEST/2205
Go
Reset

### 2.5.5. Confirmation of Uploading of Appropriate Office Order by AA

- a) Now the Acceptance authority will check the Office order uploped by the DC by clicking **View PDF**. At this stage the status of Office Order is 'Printed'. There are 3 options:
- If no issue is found in the office order uploaded, then AA will click on **Accept and Close** button. (Status is changed to 'Closed' [C]).
  - If any issue is found in the uploaded office order, then AA will click on **Return to Print** button to send it back to DC for Re-print. (Status is changed to 'Returned to Print' [PR]).
  - If any issue is found in the data of the Office Order, then AA will click on **'Reject'** button to send it back to the Dealing Clerk to make necessary correction in the Office Order.
- b) Enter the remarks and click on Return to Print button to return back to DC.



IR-HRMS

Role-AA/JUW
Help
BASANT SINGH PURBIA

Home / IPAS / Accept Regular Posting Office Order

Accept Regular Posting Office Order

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*
REGULAR/TEST/2205
Go
Reset

Office Order Type
Absorption of Trainee/Apprentice/Probationer

Office Order
REGULAR/TEST/2205
Office Order Date
22/06/2020

Status: Printed

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular						Edit	
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP		BU
1	QWXHCI	MADHU SOLANKI	PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426		PERSONNEL	OFFICE SUPERINTENDENT	JU	6	52000	3307426	

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities. The following posting order is issued with immediate effect.

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-II/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.

Issue By

Divl. Personnel Officer  
Jodhpur Workshop, Jodhpur

Copy To

1. CMS/JU  
2. ANO/JU  
3. Sr. DFM/JU  
4. COS P/SC/MPP, Cadre, O.O. & P/File

Office Order Upload

View Pdf

Remarks \*

Return For Print

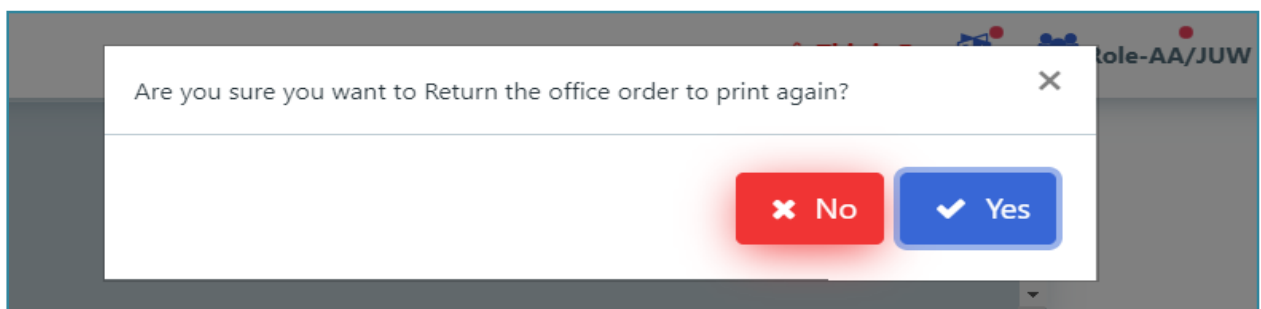
Acceptance And Close

Return to Print

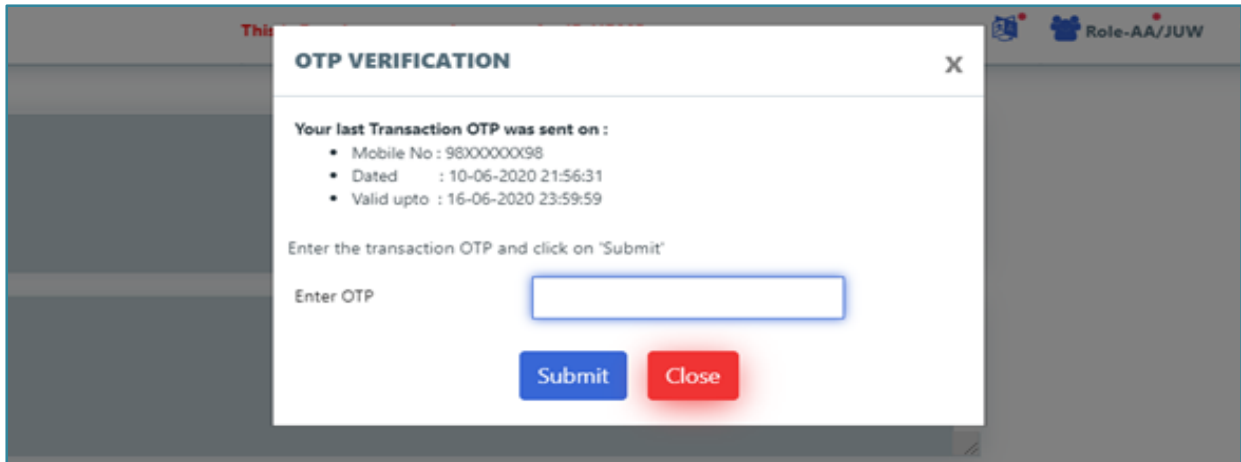
Reject

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

c) After clicking 'Return' button a confirmation dialog Box will appear.



- d) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



- e) After entering OTP and clicking on 'Submit' button office order will be sent back to the Dealing Clerk for re-print and after that the Acceptance Authority will not be able to edit the remarks field of the particular order, also the status gets changed from 'Printed' to 'Return to Print'.

☒ Accept Regular Posting Office Order

Your remarks for Office Order REGULAR/TEST/2205 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

- f) Status of the Office Order 'Return to Print' is displayed on screen of 'Dealing Clerk'. Now DC will upload signed and scanned Office Order and click on 'Submit Office Order' to send to Acceptance Authority for the check.

Office Order \*

Office Order  Office Order Type

officeOrderUpload \*  No file chosen

Office Order Date

Status: Return For Print

- g) Acceptance Authority checks the signed, scanned office order in PDF format and then enter 'Remark' and click on 'Accept and Close' button to issue the Office Order.

Post Note	The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with its version time to time. The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory. This has the approval of competent authority.
Issue By	Divl. Personnel Officer Jodhpur Workshop, Jodhpur
Copy To	1. CMS/JU 2. ANO/JU 3. Sr. DFM/JU 4. COS P/SC/MPP, Cadre, O.O. & P/File
Office Order Upload	<a href="#">View Pdf</a>
Remarks *	Office Order is Accepted
<div> <div>Acceptance And Close</div> <div>Return to Print</div> <div>Reject</div> </div>	

- h) On clicking 'Accept and Close' button a confirmation dialog box will appear on screen.

Are you sure you want to Close the office order details?

No

Yes

- i) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit

Close

- j) After entering the correct OTP and clicking on Submit button the Office Order will be Closed, also the status gets changed from 'Printed' to 'Closed'.

☒ Accept Regular Posting Office Order

Your remarks for Office Order REGULAR/TEST/2205 have been succesfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*
 

--Select Office Order--

Go

Reset

- k) Once the employee is Regularized then and Office order this regards is Generated then their posting and pay related details will be update from Promotion and Transfer related UI. This information entered in This Office order will be available in Promotion and Transfer UI.

### 3.0 Promotion Posting & Transfer Posting

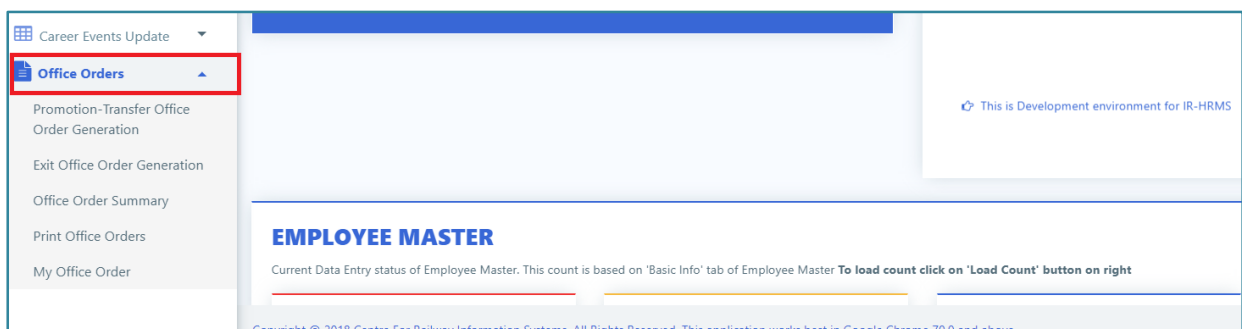
Generally, each employee is transferred from one place of posting to another place of posting within about three years. The Personnel Officers issue a Transfer Office Order taking details of all employees due to be transferred. On receiving the transfer order the employee gets relieved from the current place of posting and joins at new place of posting as per Transfer Office Order.

Similarly, each employee has a career path. S/he joins at a level and gets promoted to next higher level with higher pay scale. Once Promotion Committee decides the list of employees those are due for promotion and communicates it to the concerned Personnel Officers. This module under HRMS enables the Personnel Officer to issue an Office Order to the employees regarding their promotion and their new place of posting. This module also facilitates to record the joining reports of the employees at their new place of posting.



#### 3.1. Issuing Office Order for Promotion Posting or Transfer Posting

- Promotion-Transfer Office Order Generation User Interface facilitates to fill in the details of employees those will be either Transferred, Promoted or both. This User Interface is to facilitate the dealing clerk to draft an Office Order.



- In the left side of the corner Right Click on Promotion-Transfer Office Order Generation for creating an Office Order.

### 3.1.1. Drafting Office Order for Promotion-Transfer by Dealing Clerk

- User selects sub-menu '**Promotion-Transfer Office Order Generation**' under 'Office Orders' menu. Promotion-Transfer Office Order Generation screen appears.
- Select the 'New Office Order' from the drop down.

- New office order number should be filled in the displayed text box and 'Go' button should be clicked.

- After that the user interface for new office order generation is displayed on screen.

Existing Particular										Revised Particular							
Sr No	Hrms Id (IPAS Id)	Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	

- e) Select Office Order Type and Click on '+' button on header to feed data of an Employee.

**Promotion Office Order Generation**

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type

Office Order  Office Order Date

Existing Particular		Revised Particular														
Sr No	Hrms Id (IPAS Id)	Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Ed
<input type="button" value="Add Row"/>																

Template

- f) On click of Add Row Button a Pop will be opened.

**OFFICE ORDER DETAILS**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

**Employee Details**

Employee ID:  Employee Name:  Bill Unit:

Designation:  Railway Unit:  Zone/PLU/Institute:

Sub Type

	Current	New
Zone *	<input type="text" value="AUDIT(AUC)"/>	<input type="text" value="Please select"/>
Unit/Division *	<input type="text"/>	<input type="text"/>
Station Place *	<input type="text" value="Current Station Place"/>	<input type="text" value="New Station Place"/>
Department *	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Sub Department	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Designation *	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

- g) User enters HRMS ID in order to fetch the details and clicks 'Go' button. System verifies validity of HRMS ID in two different aspects. One, if there is any employee exists with such HRMS Id and second, if the employee is within the jurisdiction of the concerned dealing clerk. If system finds the HRMS ID not valid w.r.t above two aspects, system flashes error message of 'Invalid HRMS ID'.

**OFFICE ORDER DETAILS :**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

**Employee Details**

Employee ID:	Employee Name:	BillUnit:
Designation:	Railway Unit:	Zone/PU/Institute:

Sub Type

	Current	New
Zone *	<input type="text" value="AUDIT(AUD)"/>	<input type="text" value="Please select"/>
Unit/Division *	<input type="text" value=""/>	<input type="text" value=""/>
Station Place *	<input type="text" value="Current Station Place"/>	<input type="text" value="New Station Place"/>
Department *	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Sub Department	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Designation *	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

- h) Select Sub Type of an Office order and According to that sub type the fields will be enable to field.

Employee ID:	3307645880	Employee Name:	ALI MOHD	BillUnit:	3307426
Designation:	OFFICE SUPERINTENDENT	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	

Sub Type

**Disable Current Data of Employee**

	Current	New
Zone *	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>
Unit/Division *	<input type="text" value="JODHPUR WORKSHOP (WSH)"/>	<input type="text" value="JODHPUR WORKSHOP (WSH)"/>
Station Place *	<input type="text" value="J/WS"/>	<input type="text" value="J/WS"/>
Department *	<input type="text" value="PERSONNEL"/>	<input type="text" value="Please select"/>
Sub Department	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Designation *	<input type="text" value="OFFICE SUPERINTENDENT"/>	<input type="text" value="OFFICE SUPERINTENDENT"/>
Pay Level *	<input type="text" value="6 (35400-112400)"/>	<input type="text" value="Please select"/>
Basic Pay *	<input type="text" value="62200"/>	<input type="text" value="62200"/>
Bill Unit No *	<input type="text" value="3307426"/>	<input type="text" value="3307426"/>
MACP	<input type="text" value="No"/>	<input type="text" value="Please select"/>

- i) Enter the changed details in New fields and fill in the form



**OFFICE ORDER DETAILS :**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

**HRMS Employee ID \***

**Employee Details**

Employee ID:	53307645880	Employee Name:	ALI MOHD	BillUnit:	3307426
Designation:	OFFICE SUPERINTENDENT	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	

Sub Type

	Current	New
Zone *	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>	<input type="text" value="NORTH WESTERN RAILWAY(NWR)"/>
Unit/Division *	<input type="text" value="JODHPUR WORKSHOP (WSH)"/>	<input type="text" value="NORTH WESTERN RAILWAY (HQ)"/>
Station Place *	<input type="text" value="JUWS"/>	<input type="text" value="JUWS"/>
Department *	<input type="text" value="PERSONNEL"/>	<input type="text" value="Please select"/>
Sub Department	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Designation *	<input type="text" value="OFFICE SUPERINTENDENT"/>	<input type="text" value="PHYSICAL INSTRUCTOR"/>

j) Click on the save button to save data and close the Popup.

Designation *	<input type="text" value="OFFICE SUPERINTENDENT"/>	<input type="text" value="PHYSICAL INSTRUCTOR"/>
Pay Level *	<input type="text" value="6 (35400-112400)"/>	<input type="text" value="Please select"/>
Basic Pay *	<input type="text" value="62200"/>	<input type="text" value="62200"/>
Bill Unit No *	<input type="text" value="3307426"/>	<input type="text" value="3307426"/>
MACP	<input type="text" value="No"/>	<input type="text" value="Please select"/>

**Office Order and other Details**

Effective From	<input type="text" value="01/06/2020"/>	Change Taken	<input type="text" value="02/06/2020"/>
New Pay Effective Date *	<input type="text" value="03/06/2020"/>	Transfer Benefit	<input type="text" value="Yes"/>
Railway Quarters	<input type="text" value="Yes"/>	isc Required	<input type="text" value="Please select"/>
Seniority Benefit	<input type="text" value="No"/>		

Remarks

k) As the Data of the Employee is saved, it is displayed in a row.

Select an Office Order from the list to edit previous application or select "NEW Office Order" option from the list to fill details of Promotion Office Order and click on "Go" button.

Office Order \*

Office Order Type  Status: Draft

Office Order  Office Order Date: 12/06/2020

Existing Particular										Revised Particular									
Sl No	HRMS ID (PRG ID)	Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Date			
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62200	3307426	12/06/2020			

Railway Quarters  isc Required

Seniority Benefit

Remarks

l) You can Add another row on the click of + button

IR-HRMS

Home / IPAS / Promotion Office Order Generation

Promotion Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \* TEST/OO/20200612

Go Reset

Office Order Type TRANSFER

Office Order TEST/OO/20200612

Office Order Date 12/06/2020

Existing Particular								Revised Particular									
Sr No	Hrms Id (IPAS Id)	Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	Add Row
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426		

Template Please Select

Pre Note Note 1

localhost8000/HRMS/ipas/pas-promotion-office-order#

m) On clicking Add row the Popup open where you Modify the Data of an Employee

OFFICE ORDER DETAILS :

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \* ELAGUD

Go Reset

Employee Details

Employee ID: 53307650073 Employee Name: ASHOK KUMAR GAUR BU/Unit: 3307432

Designation: CHEMICAL N METALLURGICAL SUPDT. Railway Unit: JODHPUR WORKSHOP Zone/PG/Institute:

Sub Type Mutual Transfer - Within Seniority Unit

	Current	New
Zone *	NORTH WESTERN RAILWAY(NWR)	NORTH WESTERN RAILWAY(NWR)
Unit/Division *	JODHPUR WORKSHOP (WSH)	JODHPUR WORKSHOP (WSH)
Station Place *	JU	JU
Department *	MECHANICAL	MECHANICAL
Sub Department	DIESEL	DIESEL
Designation *	CHIEF CHEMICAL N METALLURGICAL S	CHIEF CHEMICAL N METALLURGICAL S

n) clicking Remove row -button remove the row

IR-HRMS

Home / IPAS / Promotion Office Order Generation

Promotion Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \* TEST/OO/20200612

Go Reset

Office Order Type TRANSFER

Office Order TEST/OO/20200612

Office Order Date 12/06/2020

Existing Particular								Revised Particular									
Sr No	Hrms Id (IPAS Id)	Name	Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	Add Row
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426		
2	ELAGUD	ASHOK KUMAR GAUR	MECHANICAL	CHIEF CHEMICAL N METALLURGICAL	JU	7 (44900-142400)	78800	3307432	Mutual Transfer - Within Seniority Unit	MECHANICAL	-	JU	7 (44900-142400)	78800	3307432		

Template Please Select

Pre Note Note 1

- o) Edit the data of an employee by clicking on Edit symbol as shown below.

Office Order Type: TRANSFER

Office Order: TEST/OO/20200612

Office Order Date: 12/06/2020

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								Edit	+
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU			
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426			
2	ELAGUD	ASHOK KUMAR GAUR	MECHANICAL	CHIEF CHEMICAL N METALLURGICAL	JU	7 (44900-142400)	78800	3307432	Mutual Transfer - Within Seniority Unit	MECHANICAL	-	JU	7 (44900-142400)	78800	3307432			

Template: Please Select

Pre Note: Note 1

- p) Once all desired employees are being added to the Office Order, user can select already saved Office Order Templates, which contains Pre-Note, Post-Note, Issue-By and Copy-To sections, those generally available in a Office Order.

IR-HRMS

Office Order Type: TRANSFER

Office Order: TEST/OO/20200612

Office Order Date: 12/06/2020

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								Edit	+
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU			
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426			
2	ELAGUD	ASHOK KUMAR GAUR	MECHANICAL	CHIEF CHEMICAL N METALLURGICAL	JU	7 (44900-142400)	78800	3307432	Mutual Transfer - Within Seniority Unit	MECHANICAL	-	JU	7 (44900-142400)	78800	3307432			

Template: Please Select

Pre Note: TEST-TEMPLATE-1, TEST-TEMPLATE-2, TEST-TEMPLATE-3

Post Note: Note 1

Issue By: Issue By

Copy To: Copy To

- q) On selection of Template from the given drop down, system asks for the replacement the texts in Pre-Note, Post-Note, Issued-By and Copy-To sections of Office Order.

IR-HRMS

Office Order Type: TRANSFER

Office Order: TEST/OO/20200612

Office Order Date: 12/06/2020

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								Edit	+
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU			
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426			
2	ELAGUD	ASHOK KUMAR GAUR	MECHANICAL	CHIEF CHEMICAL N METALLURGICAL	JU	7 (44900-142400)	78800	3307432	Mutual Transfer - Within Seniority Unit	MECHANICAL	-	JU	7 (44900-142400)	78800	3307432			

Are you sure you want to replace details with this template?

No Yes

- r) As click on replace it will fetch data from already saved Template, and user can modify the contents of these sections as required.

Template: TEST-TEMPLATE-1

Pre Note: PRE NOTE 1, PRE NOTE 2, PRE NOTE 3, PRE NOTE 4, PRE NOTE 5

Post Note: POST NOTE 1, POST NOTE 2, POST NOTE 3, POST NOTE 4, POST NOTE 5, POST NOTE 6

Issue By: ISSUE BY 4, ISSUE BY 5

Copy To: COPY 2 1, COPY 2 2, COPY 2 3, COPY 2 4

Buttons: Submit, Save as Draft

s) User Interface will consist of two buttons, 'Save as Draft' and 'Submit';

- Once user clicks, 'Save as Draft', system saves Transfer Office Order data intermittently with status as 'Draft', so that the user can edit it later.

IR-HRMS

This is Development environment for IR-HRMS

Role-DC/JUW

Help

SANJAY KUMAR SINGH

2 TWHPGG SHYAM LAL MECHANICAL JUNIOR ENGINEER JU 6 60400 3307427 Transfer-within-same-unit MECHANICAL JUNIOR ENGINEER JU 6 60400 3307427

Template: Please Select

Pre Note: PRE NOTE 1, PRE NOTE 2, PRE NOTE 3, PRE NOTE 4, PRE NOTE 5

Post Note: POST NOTE 1, POST NOTE 2, POST NOTE 3, POST NOTE 4, POST NOTE 5, POST NOTE 6

Issue By: ISSUE BY 1, ISSUE BY 2, ISSUE BY 3

Copy To: COPY 2 1, COPY 2 2, COPY 2 3, COPY 2 4

Buttons: Submit, Save as Draft

Status: Draft

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Office Order \* TEST/OO/20200612

Go Reset

Office Order Type TRANSFER

Office Order TEST/OO/20200612

Office Order Date 12/06/2020

Status: Draft

- Once user clicks, 'Submit' button, system asks to enter Transaction OTP. Once OTP is validated, Transfer Office Order is saved with status 'Submitted for Verification'. Now it is available to Verification Authority (VA) for further action.

- t) On clicking 'Submit' button, a confirmation dialogue box will appear to choose 'Yes' or 'No'.

- u) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing Clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.

- v) On clicking the 'Submit' button Office Order details is saved with status 'Submitted for Verification'.

**Promotion Office Order Generation**

Office Order Details successfully submitted for Office Order TEST/OO/20200612

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type: TRANSFER

Office Order: TEST/OO/20200612 Office Order Date: 12/06/2020

Status: Submitted for Verification

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit	
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426	<input type="checkbox"/>	<input type="button" value="+"/>
2	TWHPGG	SHYAM LAL	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	Transfer-within-same-unit	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	<input type="checkbox"/>	<input type="button" value="+"/>

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### 3.1.2. Verifying Promotion-Transfer Office Order by Verification Authority

- a) After successful login, in the left side panel Right click on the 'Office Orders' menu and then click on the sub-menu with name 'Verify Promotion-Transfer Office Order'.

**IR-HRMS**

Home / Dashboard

UserID : SYLNRB Employee Name : MARHESH SINGH BATHORE BfLink : 3307426  
Designation : CH OFFICE SUPERINTENDENT Railway Unit : JOODPUR WORKSHOP WSR Zone/PU/Institute : RWR

Statistics of Users of HRMS application

Your Unit : JOODPUR WORKSHOP WSR Zone : NORTH WESTERN RAILWAYWNRD

User Type (No. of Users) Date Last Creation

Verify Promotion-Transfer Office Orders

Verify Exit Office Orders

Office Order Summary

My Office Order

Notifications

- b) After that a new screen is opened where user has to select the Office Order, that needs verification, from the dropdown.

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

--Select Office Order--  
TEST/OO/20200612

- c) After selecting the Office order name click on the GO button to get the details of the selected Office Order.

**Verify Promotion Office Order**

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

d) System displays entire data as available in read-only mode on the User Interface.

**IR-HRMS** → This is Development environment for IR-HRMS MAHESH SINGH RATHORE

Home / IPAS / Verify Promotion Office Order

Verify Promotion Office Order

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \* TEST/OO/20200612 Go Reset

Office Order Type TRANSFER

Office Order TEST/OO/20200612 Office Order Date 12/06/2020

Status: Submitted for Verification

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular							
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU	Edit
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway ( Administrative )	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426	
2	TWHPGG	SHYAM LAL	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	Transfer-within-same-unit	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	

Pre Note PRE NOTE 1 PRE NOTE 2 PRE NOTE 3

e) Verification Authority (VA) have two options to choose from:

- If any information is found incorrect or missing, VA can use this option. Once Verifying Authority clicks '**Reject**' button, system prompts to provide 'Remarks'.

**IR-HRMS** → nt environment for IR-HRMS MAHESH SINGH RATHORE

Pre Note PRE NOTE 1 PRE NOTE 2 PRE NOTE 3 PRE NOTE 4 PRE NOTE 5

Post Note POST NOTE 1 POST NOTE 2 POST NOTE 3 POST NOTE 4 POST NOTE 5 POST NOTE 6

Issue By ISSUE BY 1 ISSUE BY 2 ISSUE BY 3

Copy To COPY 2 1 COPY 2 2 COPY 2 3 COPY 2 4

Remarks \* Reject By Verification Authority

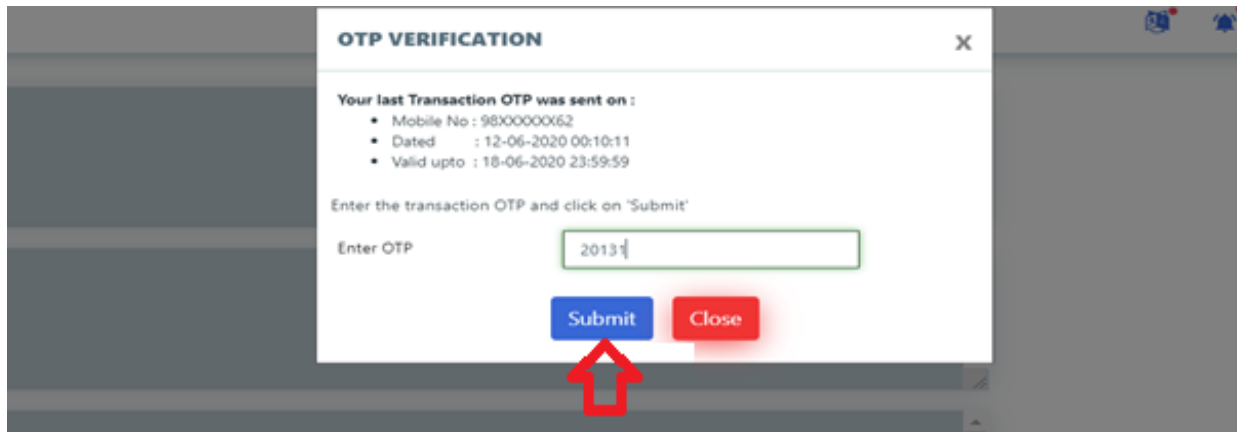
Verify Reject

f) On clicking '**Reject**' button a confirmation dialog Box will appear.

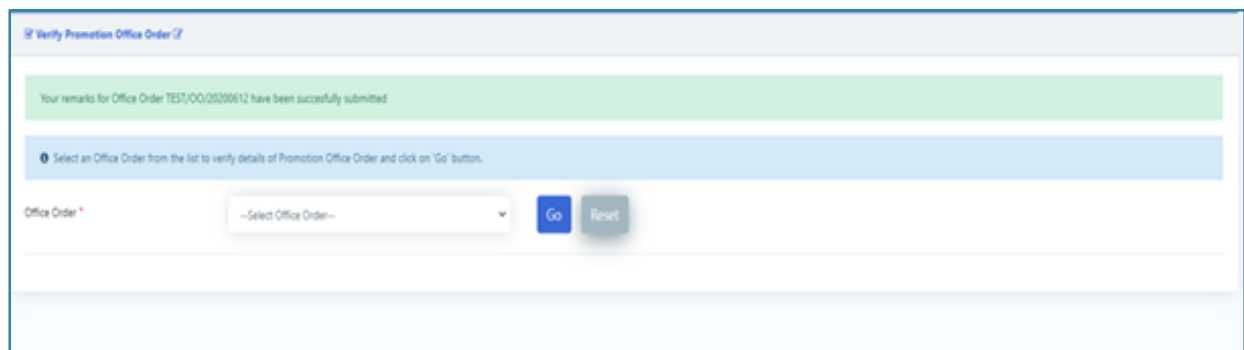
Are you sure you want to reject the office order details?

No Yes

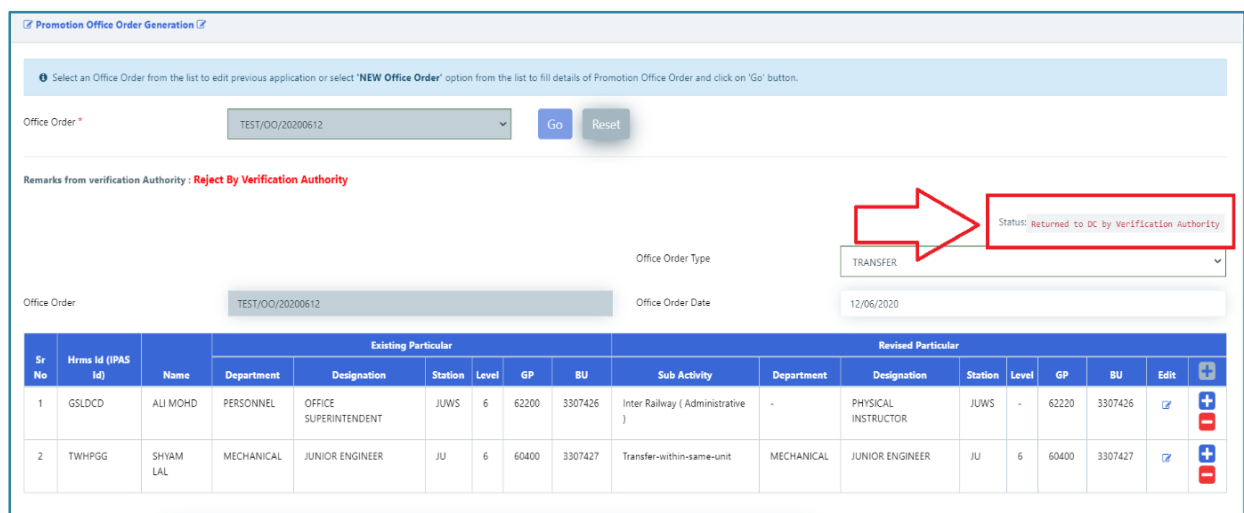
g) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will appear on screen.



- h) Status of record is set to 'Returned to DC by Verification Authority'. This data is now available to Dealing Clerk (DC) for necessary correction.



- i) Screen of Dealing Clerk with status 'Returned'



- j) If data is found correct then Verification Authority (VA) clicks 'Verify' button. Status of record is set to 'Verified' (V).
- k) User need to fill in Remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.



Pre Note

PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Post Note

POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By

ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To

COPY 2 1  
COPY 2 2  
COPY 2 3  
COPY 2 4

Remarks \*

Verified By Verification Authority

Verify Reject

l) After clicking Verify button, a confirmation dialogue box will appear.

Are you sure you want to verify office order details?

No Yes

m) On clicking 'Yes' on confirmation dialog box, OTP will be sent to the registered mobile number and a dialog box to enter OTP will appear on screen.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 04-05-2020 16:53:21
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

20131

Submit Close

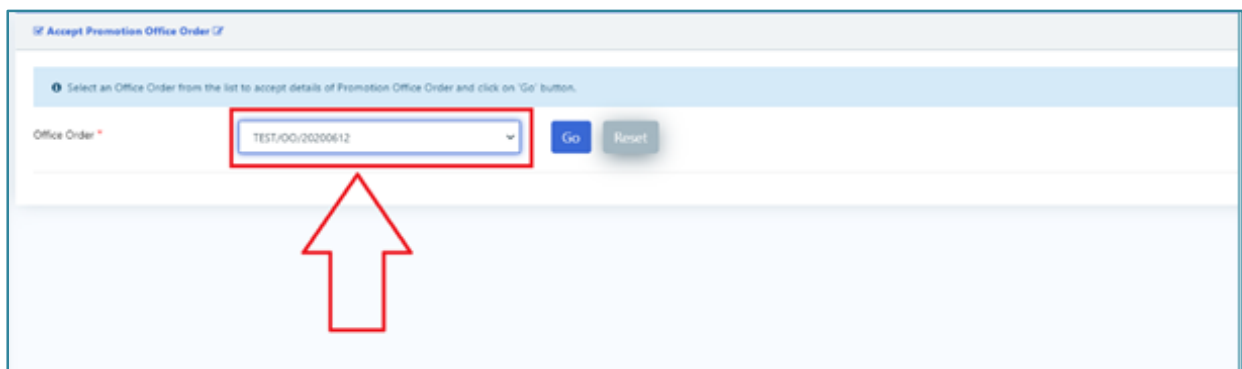
n) After entering OTP and clicking on 'Submit' button the Office Order will be forwarded to the Acceptance Authority and after that the Verification Authority is no more allowed to edit the remarks field of the particular employee.

### 3.1.3. Approval of Promotion-Transfer Posting Office Order by Acceptance Authority (AA)

- a) After successful login, in the left side panel Right click on the **Office Orders** menu and then click on the sub-menu with name **Accept Promotion-Transfer office orders**. i.e. Process flow for Data Entry.



- b) After that a new screen appears. The Office Order number needs to be selected from the dropdown to be processed by the Accepting Authority.



- c) After selecting the employee click on the GO button to get the details of the selected employee.



- d) A new screen appears where Office Order entered by the DC and verified by VA can be viewed and the status at this time is 'Verified'.

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id (IPAS Id)	Name	Existing Particular						Revised Particular								Edit
			Department	Designation	Station	Level	GP	BU	Sub Activity	Department	Designation	Station	Level	GP	BU		
1	GSLDCD	ALI MOHD	PERSONNEL	OFFICE SUPERINTENDENT	JUWS	6	62200	3307426	Inter Railway (Administrative)	-	PHYSICAL INSTRUCTOR	JUWS	-	62220	3307426	<input type="checkbox"/>	
2	TWHPGG	SHYAM LAL	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	Transfer-within-same-unit	MECHANICAL	JUNIOR ENGINEER	JU	6	60400	3307427	<input type="checkbox"/>	

Pre Note

Post Note

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- e) Accepting Authority can add the remarks in the field called Remarks and can either Reject or Accept the Office Order.

Pre Note

Post Note

Issue By

Copy To

Remarks \*

- f) Enter the 'Remarks' and then click on 'Reject' button to return the details back to Dealing Clerk.

Pre Note

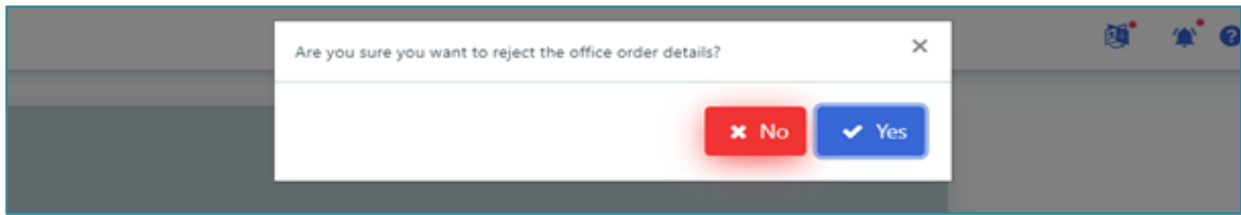
Post Note

Issue By

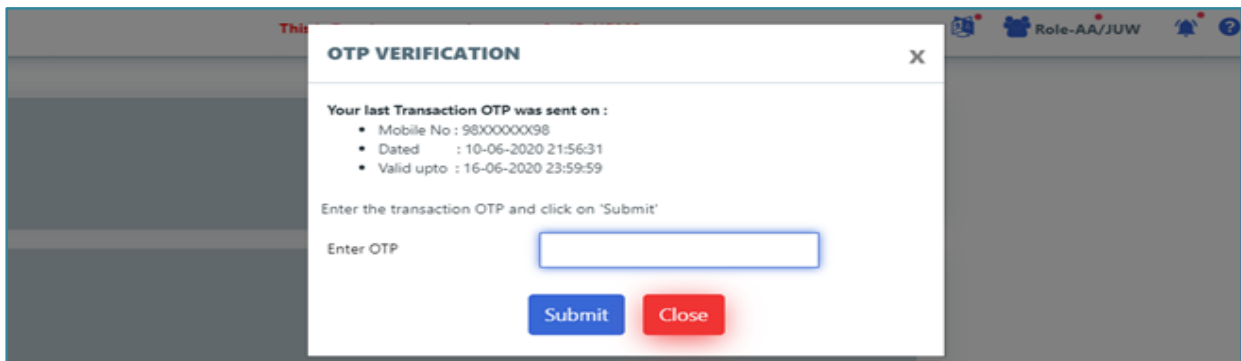
Copy To

Remarks \*

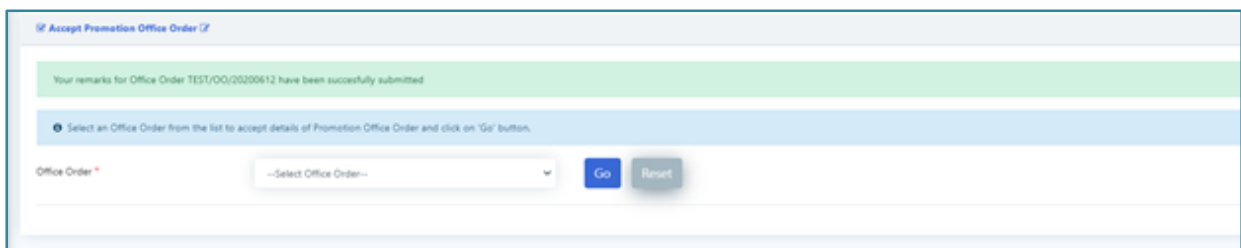
- g) After clicking 'Return' button a confirmation dialog box will appear.



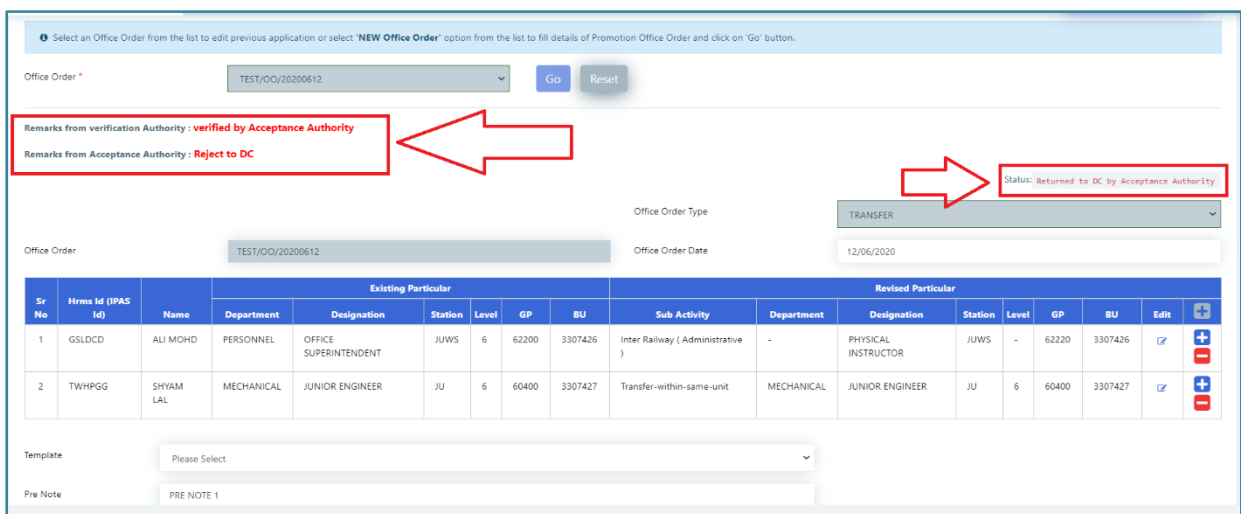
- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



- i) After entering OTP and clicking on Submit button the details of the Office order will be sent back to the Dealing Clerk to do the correction and after that the Acceptance Authority will not be able to edit the remarks field of the particular office order.



- j) Screen of Dealing Clerk



- k) Enter the relevant remarks and then click on Accept Button to Accept the details.

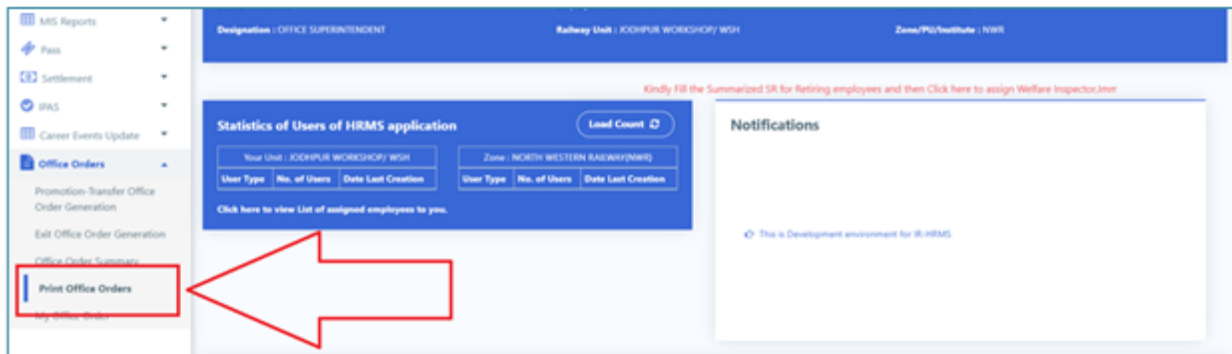
l) After clicking Accept button, a confirmation dialogue box will appear.

m) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

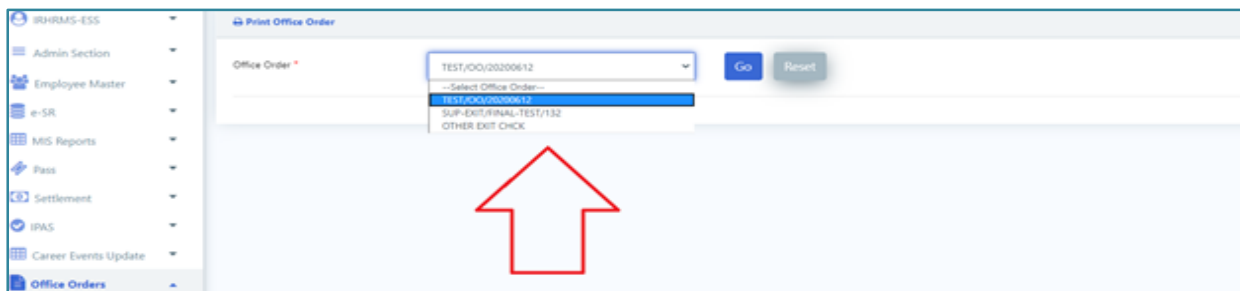
n) After entering the correct OTP and clicking on Submit button the details of the office order will be accepted and after that the Acceptance Authority will not be able to edit the remarks field of the particular Office Order, also the status gets changed from 'Verified' to 'Accepted'. After accepting the Office Order, the Office Order sent to DC for print and submission of Printed Order.

### 3.1.4. Printing Approved Promotion-Transfer Office Order by DC

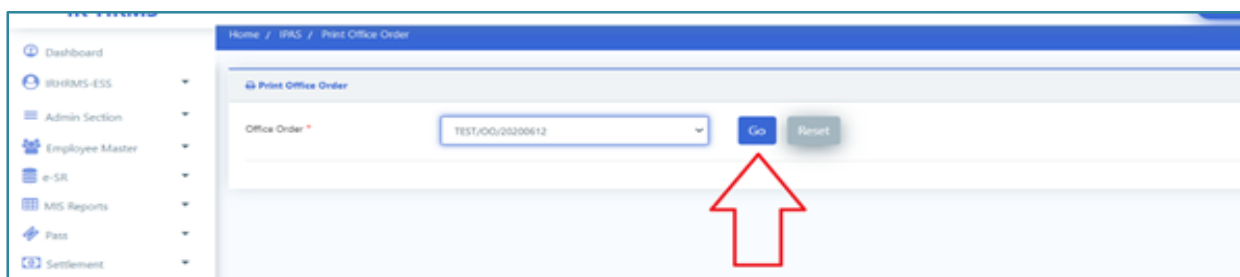
- a) After successful login, in the left side panel right click on the 'Office Orders' menu and then click on the sub-menu 'Print Office Orders'.



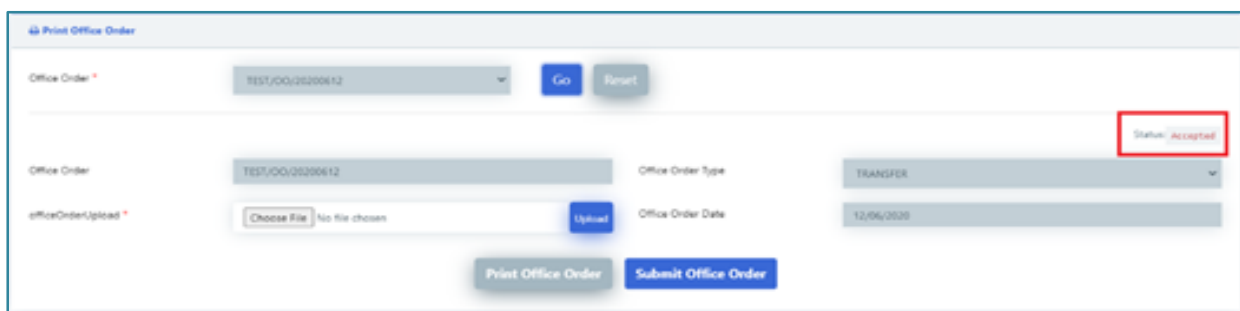
- b) A new screen is appears where the Office Order from the dropdown has to be selected whose details has to be printed.



- c) After selecting the Office Order GO button has to be clicked to get the details of the selected Office Order.



- d) After that a new screen is opened where the Office Order can be viewed with the status is 'Accepted'.



- e) There are two option 'Print Office Order' and 'Submit Office Order' available for Dealing Clerk to choose.
- f) On clicking 'Print Office Order' button a new window opens with PDF copy of selected Office Order. The PDF have QR code embedded with basic details of the office order.

Office of Name :  
Date : 2020-06-12

Sr No	Employee Name NO/HRMS ID	Designation	Station	Pay Level/Basic Pay	BU	Sub Type	Remarks
1	ALI MOHD GSLDCD	OFFICE SUPERINTENDENT	JUW	60400	60400	3307427	Transferred to North Western Railway Hq
2	SHYAM LAL TWIPGG	MECHANICAL JUNIOR ENGINEER	JUW	60400	60400	3307427	

- g) After taking print and getting it signed by the Accepting Authority, scanned file of the Office Order has to be uploaded. For uploading click on the choose file.

- h) Choose the file from the computer.

i) After open the file click on the upload button.

**Print Office Order**

Office Order \* TEST/00/20200612 Go Reset

Office Order TEST/00/20200612 Office Order Type TRANSFER Status: Accepted

officeOrderUpload \* Choose File TEST-00-20200612.pdf Upload Office Order Date 12/06/2020

Print Office Order Submit Office Order

j) The button will upload the file with loading progress-bar on screen.

**Print Office Order**

Office Order \* TEST/00/20200612 Go Reset

Office Order TEST/00/20200612 Office Order Type TRANSFER Status: Accepted

officeOrderUpload \* Choose File TEST-00-20200612.pdf Upload Office Order Date 12/06/2020

Print Office Order Submit Office Order

k) After successfully upload of document it will start showing view link with 'X' button.

**Print Office Order**

Office Order \* TEST/00/20200612 Go Reset

Office Order TEST/00/20200612 Office Order Type TRANSFER Status: Accepted

officeOrderUpload \* Choose File No file chosen Upload Office Order Date 12/06/2020

View X Print Office Order Submit Office Order

l) On click on view button a popup will be opened with PDF file.

**VIEW FILE**

01/4/2020

**NWR**  
**JODHPUR WORKSHOP/ WSH**

Office of Name :  
Date : 2020-06-12

No : TEST/00/20200612

PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Sr No	Employee Name IPAS NO/HRMS ID	Existing Particular				Revised Particular				Sub Type	Remarks
		Designation	Station	Pay Level/Basic Pay	BU	Designation	Station	Pay Level/Basic Pay	BU		

m) You can remove the PDF by clicking 'X' button after viewing.



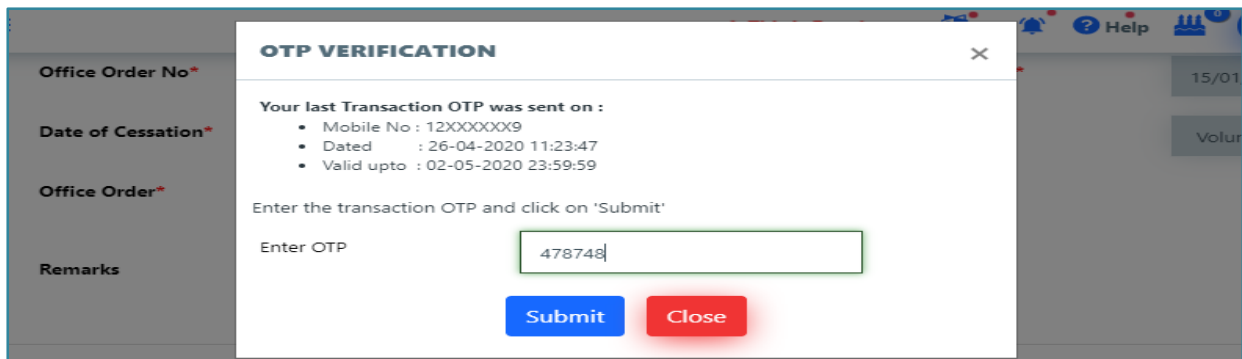
- n) Click on Submit Office Order Button to forward the office order to Acceptance Authority to check. After that the status is changed from 'Accepted' to 'Printed'

### 3.1.5. Confirmation of Uploading of Promotion-Transfer Office Order by AA

- a) By using Accept Office Order menu, the Accepting Authority can view signed Office Order file that is uploaded by DC. At this time the status is 'Printed'.
- If no issue is found in the office order uploaded, then 'Accept and Close' button should be clicked. (Status is changed to 'Closed' [C]).
  - If there are some issue found in the uploaded office order, then 'Return to Print' button should be clicked to sent it back to DC for Re-print. (Status is changed to 'Returned to Print' [PR]).
- b) Enter the remarks and click on Return to Print button to return back to DC.

- c) After clicking 'Return' button a confirmation dialog box will appear.

- d) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



**OTP VERIFICATION**

Your last Transaction OTP was sent on :

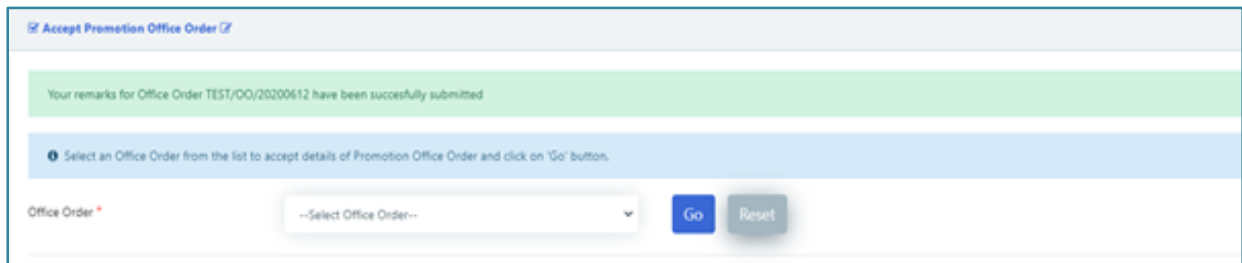
- Mobile No : 12XXXXXX9
- Dated : 26-04-2020 11:23:47
- Valid upto : 02-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

**Submit** **Close**

- e) After entering OTP and clicking on 'Submit' button office order will be sent back to the Dealing Clerk for re-print and after that the Acceptance Authority is no more allowed to edit 'Remarks', also the status gets changed from 'Printed' to 'Return to Print'.



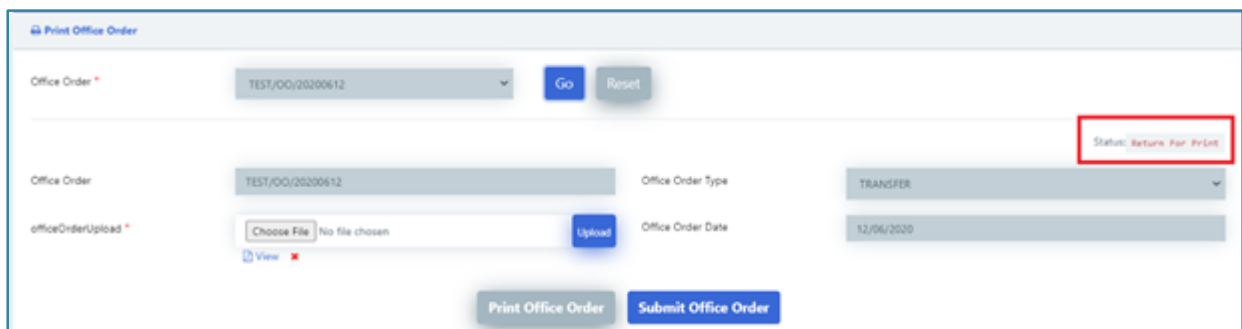
**Accept Promotion Office Order**

Your remarks for Office Order TEST/OO/20200612 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*  **Go** **Reset**

- f) Screen of DC with status 'Return to Print'. Now DC will upload new office order and click on 'Submit Office Order' to send to Acceptance Authority for the check



**Print Office Order**

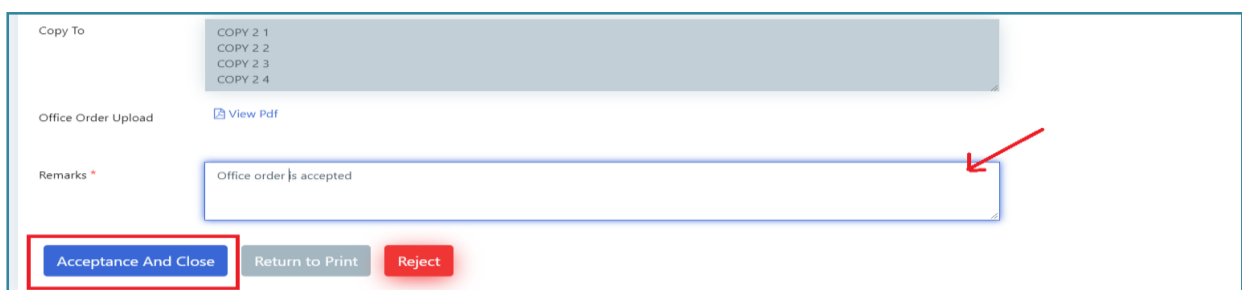
Office Order \*  **Go** **Reset**

Office Order  Office Order Type  **Status: Return For Print**

officeOrderUpload \*  **Upload** **View**

**Print Office Order** **Submit Office Order**

- g) Acceptance Authority will check the office order pdf and enter the relevant remarks and click on Accept and Close Button to Close the Office Order.



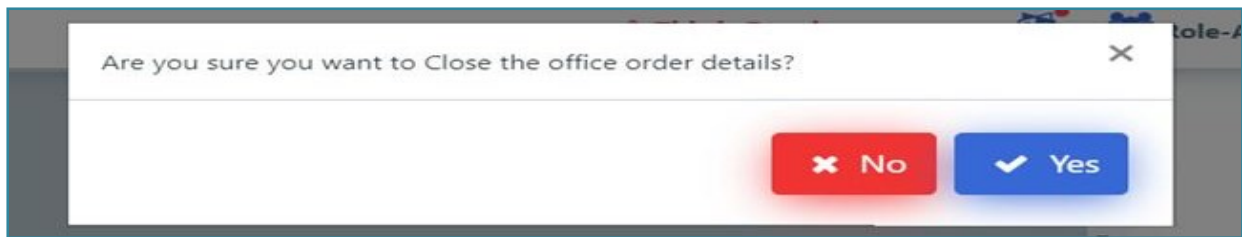
Copy To

Office Order Upload [View Pdf](#)

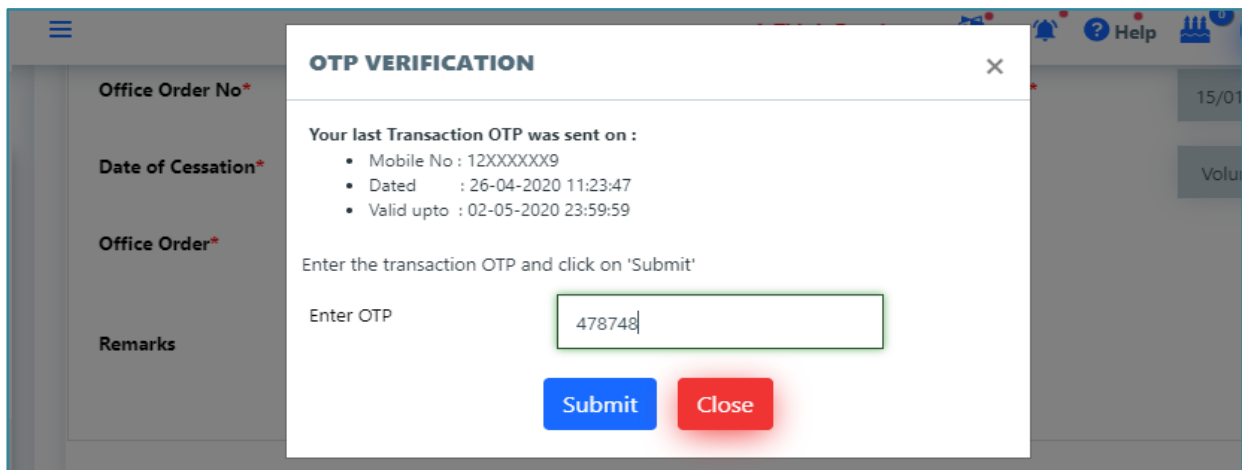
Remarks \*

**Acceptance And Close** **Return to Print** **Reject**

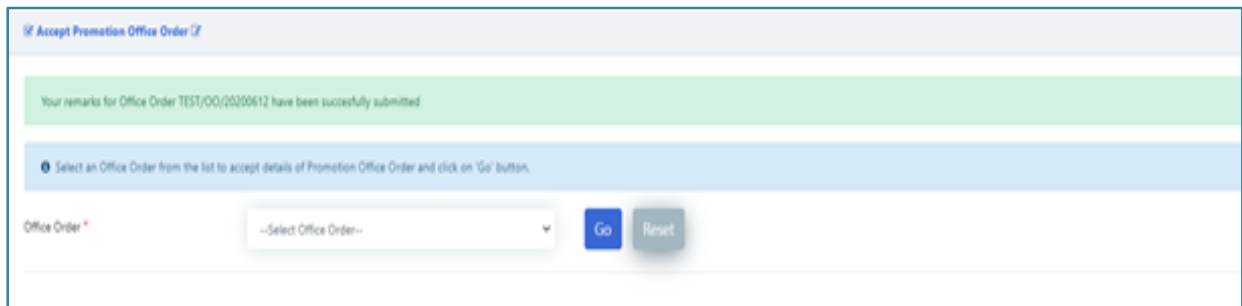
- h) After clicking Return button a confirmation dialog Box will appear.



- i) On clicking 'Yes', OTP is sent to the registered mobile number and a dialog box to enter OTP will be shown.



- j) After entering OTP and clicking on 'Submit' button the Office Order will be Closed. The status gets change from 'Printed' to 'Closed'.

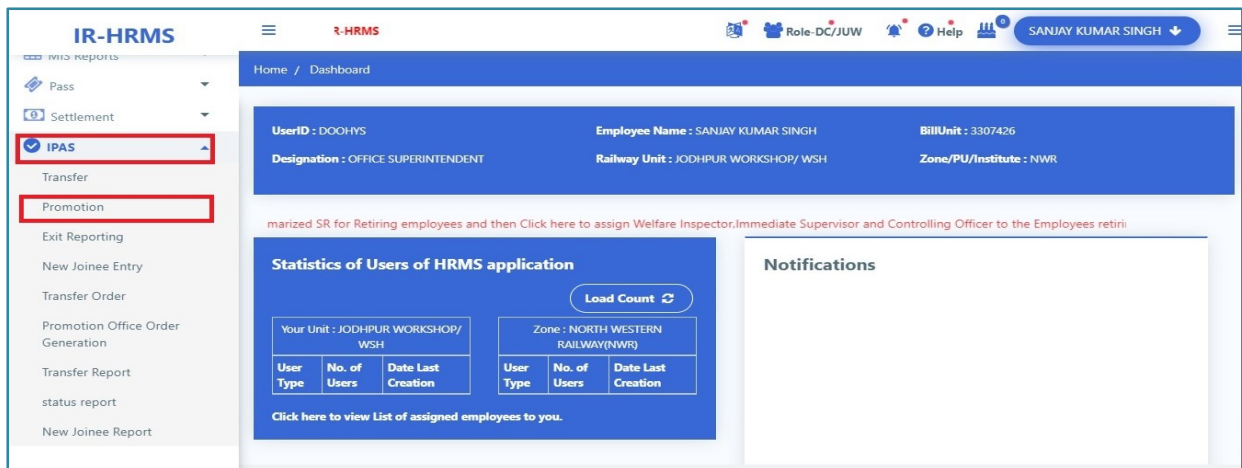


## 3.2. Joining on Transfer Posting & Promotion Posting

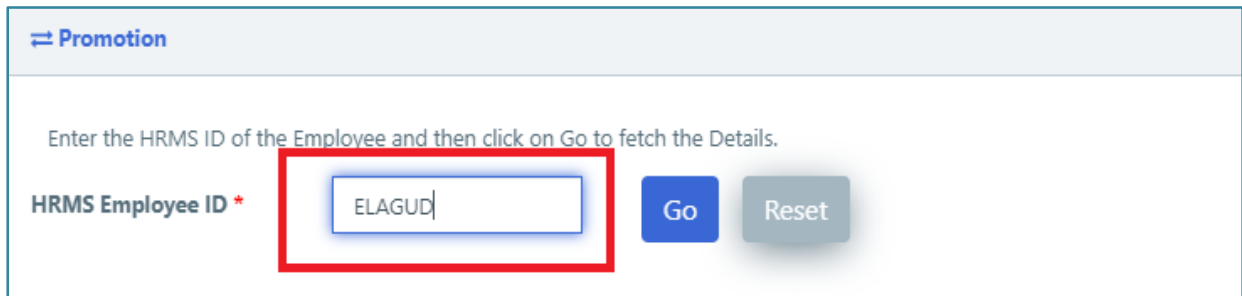
After the Office Order for Transfer Posting or Promotion Posting is generated and issued, the employee reports joining at place of posting. Dealing Clerk of the place of posting can record joining report on Promotion/ Transfer for concerned employees using this UI.

### 3.2.1. Recording Joining Report on Promotion by Dealing Clerk

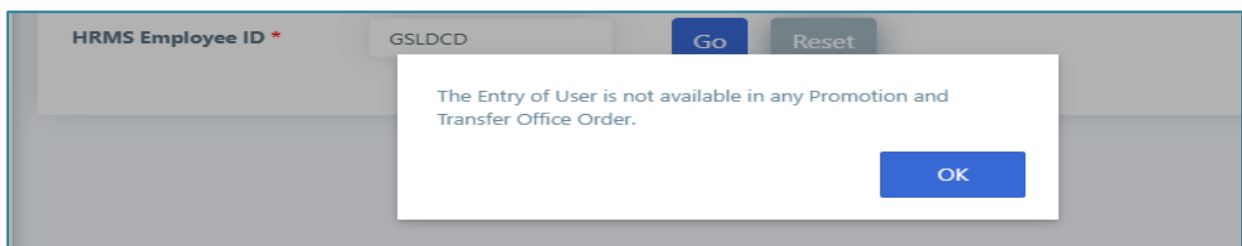
- a) In the left side panel Right click on the IPAS menu and click on sub-menu 'Promotion'.



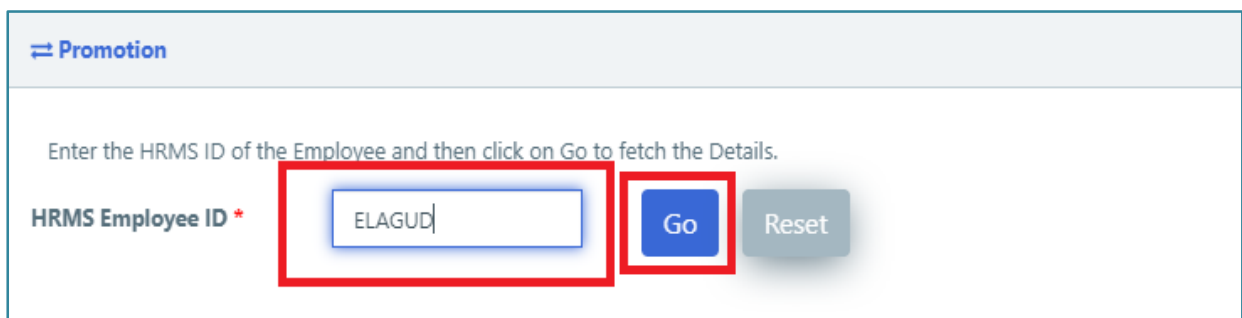
- b) Then a new screen is opened where you have to enter the HRMS Id of the employee whose Promotion data is to be filled and whose office order is generated and closed.



- c) User enters HRMS ID. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user or if the office order is not generated for that user then system flashes an error message.



- d) After entering the HRMS Id, click on the GO button or if you want to reset the new HRMS Id you can click on the Reset button.



- e) After that a new screen is opened where some basic info of the employee will be shown. At this time the status of the employee is NEW or if the employee details are saved previously then status is Draft. You will have to enter the office order and other details for the Promotion of employee like. Most of the fields are pre-filled from the office order info generated.

Home / lpass / Promotion

Promotion

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

Status: New

**Employee Details**

Employee ID:	53307650073	Employee Name:	ASHOK KUMAR GAUR	BillUnit:	3307432
Designation:	CHEMICAL n METALLURGICAL SUPDT.	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	
Au :	3307	Rly Unit :	JUW		

**Current and New Entry in Promotion**

Office Order Type	PROMOTION	Type/Reason	Cadre-to-Excadre Promotion
-------------------	-----------	-------------	----------------------------

	Current	New
Zone *	NORTH WESTERN RAILWAY(NWR)	NORTH WESTERN RAILWAY(NWR)
Unit/Division *	JODHPUR WORKSHOP (WSD)	NORTH WESTERN RAILWAY (HQ)
Station Place *	JU	JU
Pay Level *	7 (44900-142400)	7 (44900-142400)
Basic Pay *	78800	78800
Department *	MECHANICAL	MECHANICAL
Sub Department	DIESEL	DIESEL
Designation *	CHIEF CHEMICAL N METALLURGI	CHIEF CHEMICAL N METALLURGI
Bill Unit No *	Bill Unit No	3307432
MACP	Yes	2

**Office Order and other Details**

Office Order No *	PROMPROMTEST	Office Order Date *	19/06/2020
Date of Charge Handover *	DD/MM/YYYY	Date of Taking Charge *	DD/MM/YYYY
Date of last increment *	DD/MM/YYYY	Date of Next increment *	DD/MM/YYYY
Effective From	16/06/2020	Date of Fixation *	DD/MM/YYYY
Gas/Non-Gas		HOER Classification	Please Select
Deputation Organisation	Deputation Org		
officeOrderUpload *	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="Upload"/>		

- f) After filling all the relevant fields, there are two buttons at the bottom, 'Submit' and 'Save as Draft'. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk, and also the status is changed from 'New' to 'Draft'.

**Promotion**

Promotion Details successfully saved for employee with HRMS ID ELAGUD

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

**Status: Draft**

**Employee Details**

Employee ID:	53307650073	Employee Name:	ASHOK KUMAR GAUR	BillUnit:	3307432
Designation:	CHEMICAL n METALLURGICAL SUPDT.	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	
Au :	3307	Rly Unit :	JUW		

- g) On clicking 'Submit' button, a confirmation dialogue box will appear to choose 'Yes'/'No'.

Are you sure you want to submit the data for verification? You will not able to make changes after submission

- h) On clicking 'Yes', OTP is sent to the registered mobile number and a dialog box to enter OTP appears on screen.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 90XXXXXX33
- Dated : 04-05-2020 11:12:05
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

- i) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change from 'Draft' to 'Submitted for Verification'.

Promotion

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

ELAGUD

Go

Reset

Status: Submitted for Verification

Employee Details

Employee ID:	53307650073	Employee Name:	ASHOK KUMAR GAUR	BillUnit:	3307432
Designation:	CHEMICAL n METALLURGICAL SUPDT.	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	
Au :	3307	Rly Unit :	JUW		

### 3.2.2. Verifying Joining Report on Promotion Posting by VA

- a) After successful login, in the left side panel Right click on the **IPAS** menu and then click on the sub-menu 'Verify Promotion'.

IR-HRMS

Home / Dashboard

Employee Master

e-SR

Pass

Settlement

IPAS

Verify Promotion

Verify New Joinee

Verify Exit Reporting

Verify Transfer

Transfer Report

status report

UserID : IYUWR

Employee Name : MAHESH SINGH RATHORE

BillUnit : 3307426

Designation : Ch. OFFICE SUPERINTENDENT

Railway Unit : JODHPUR WORKSHOP/ WSH

Zone/PU/Institute : NWR

Statistics of Users of HRMS application

Load Count

Your Unit : JODHPUR WORKSHOP/ WSH

User Type	No. of Users	Date Last Creation

Zone : NORTH WESTERN RAILWAY(NWR)

User Type	No. of Users	Date Last Creation

Notifications

- b) A new screen appears where the employee has to be selected from the dropdown whose Promotion is to be verified.

Verify Promotion

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

--Select Employee

--Select Employee--

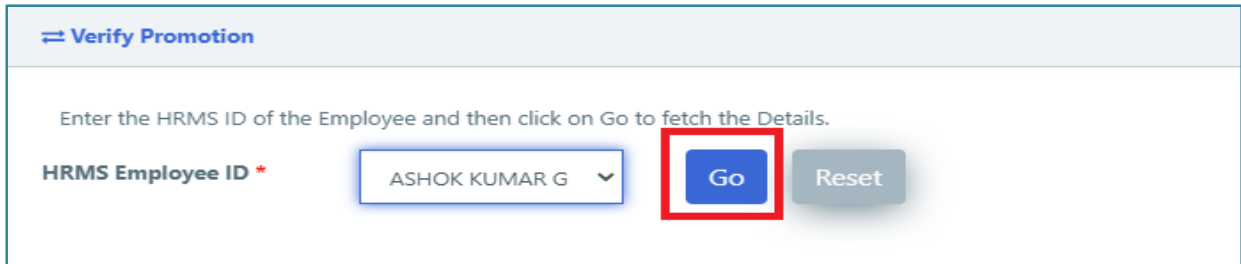
ASHOK KUMAR GAUR - ELAGUD

TARA CHAND - ISCMOG

Go

Reset

- c) After selecting the employee click on the 'GO' button to get the details of the selected employee.

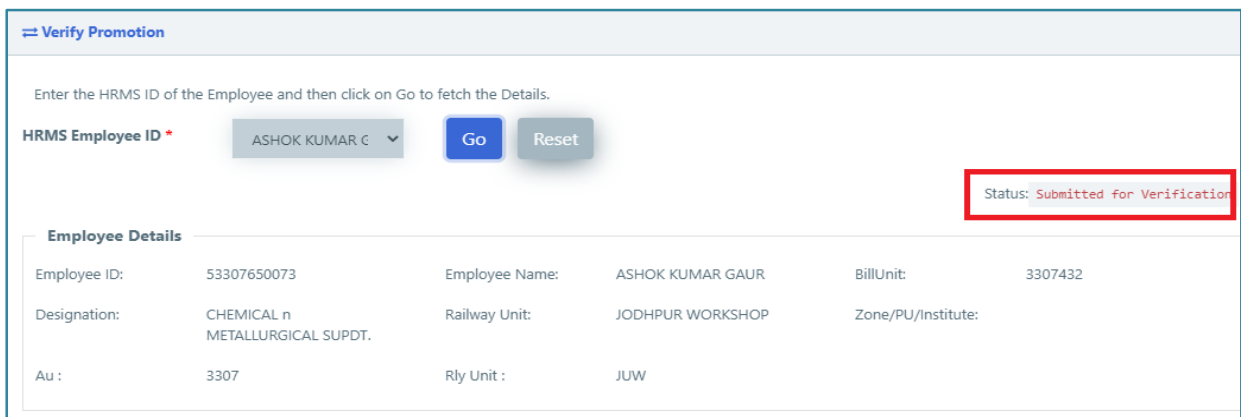


**Verify Promotion**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \* ASHOK KUMAR G Go Reset

- d) After that a new screen is opened where you can view all the employees whose promotion is recorded by the DC. The status at this time is 'Submitted for Verification'.



**Verify Promotion**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

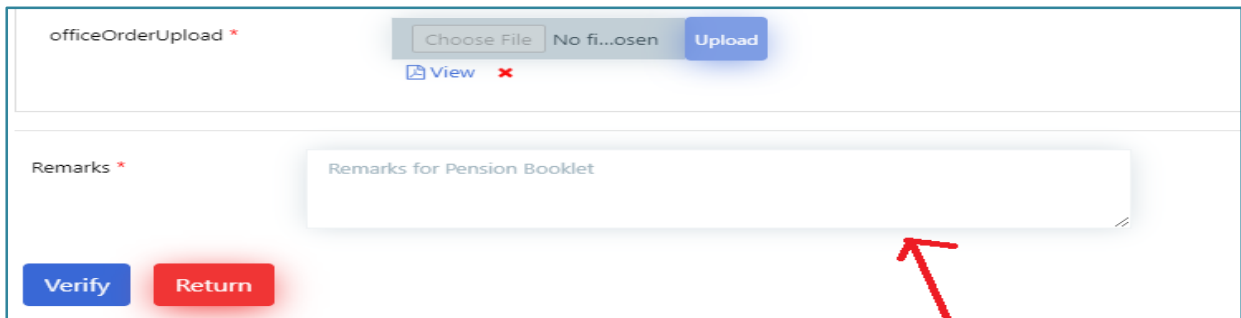
HRMS Employee ID \* ASHOK KUMAR G Go Reset

**Employee Details**

Employee ID:	53307650073	Employee Name:	ASHOK KUMAR GAUR	BillUnit:	3307432
Designation:	CHEMICAL n METALLURGICAL SUPDT.	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	
Au :	3307	Rly Unit :	JUW		

Status: Submitted for Verification

- e) Verifying Authority can add the remarks in the field called Remarks and can either Return or Verify the employee.



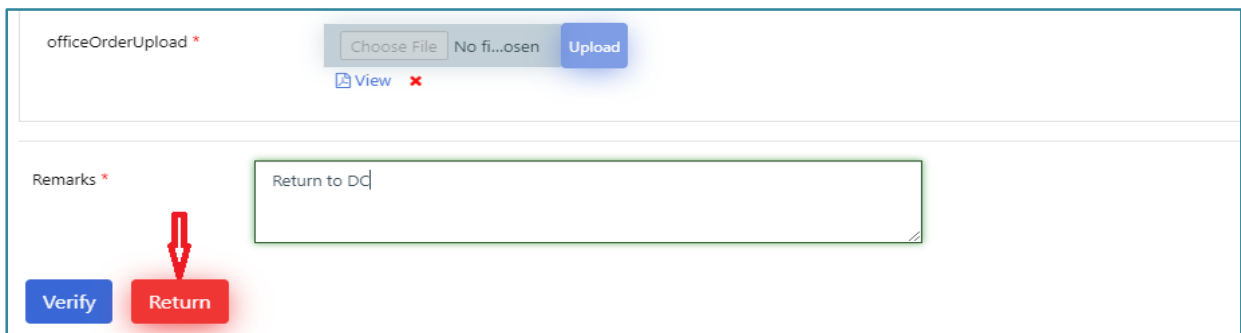
officeOrderUpload \* Choose File No fi...osen Upload

View x

Remarks \* Remarks for Pension Booklet

Verify Return

- f) Enter 'Remarks' and then click on 'Return' button to return Office Order back to DC.



officeOrderUpload \* Choose File No fi...osen Upload

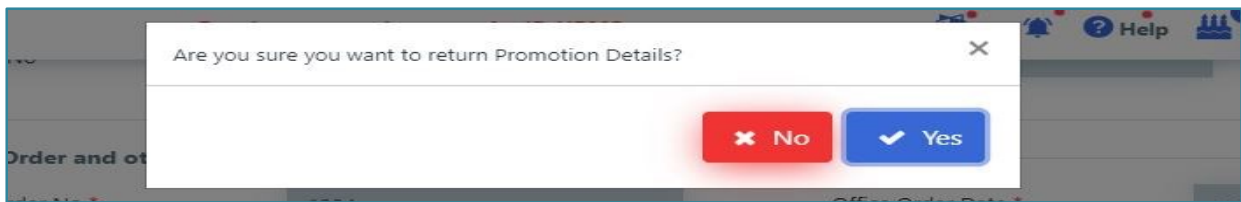
View x

Remarks \* Return to Dc

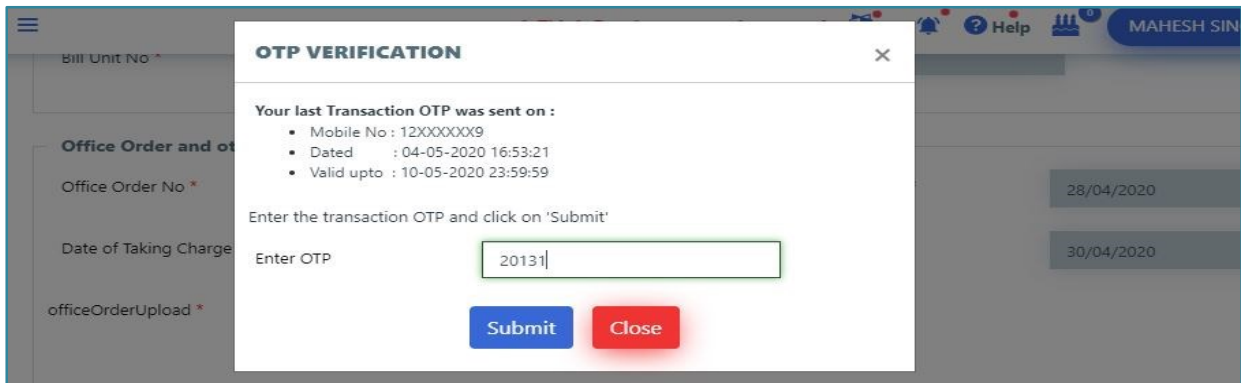
Verify Return



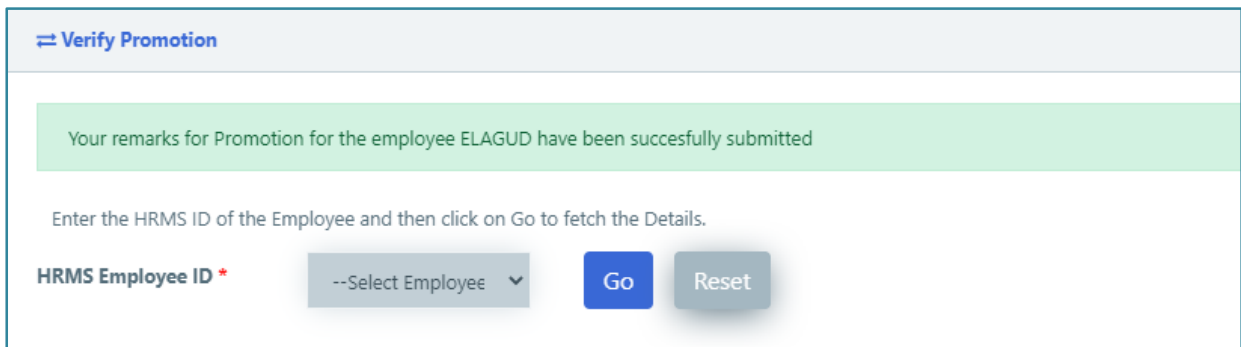
g) After clicking 'Return' button a confirmation dialog box will appear.



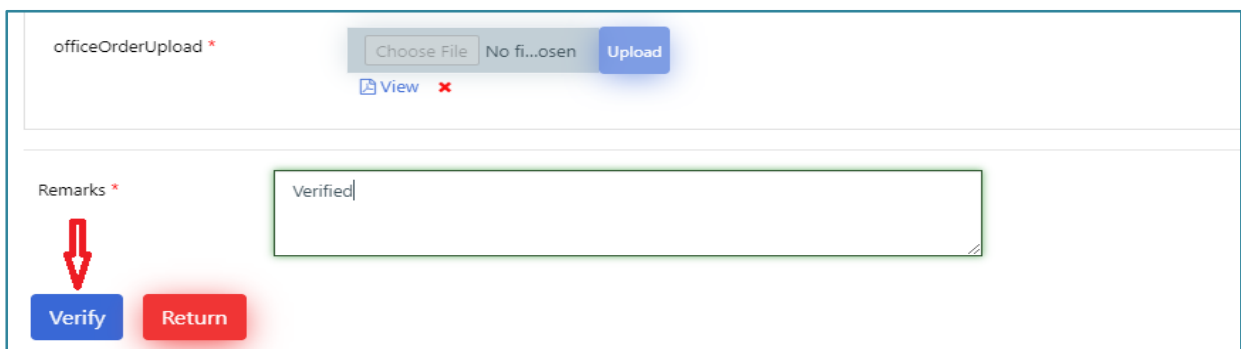
h) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



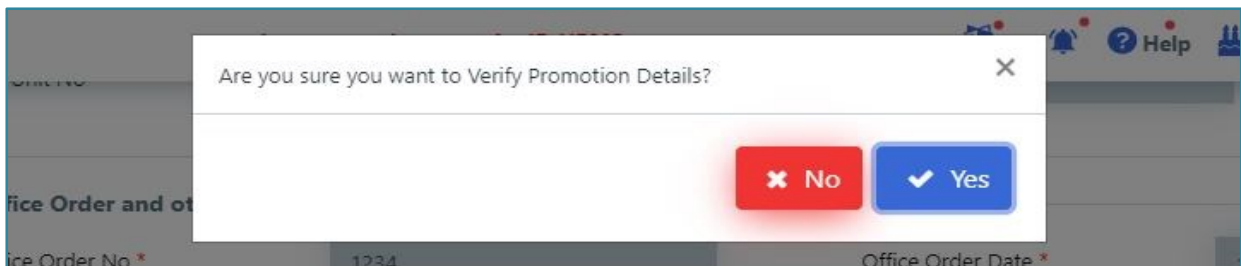
i) After entering OTP and clicking on 'Submit' button the details of the employee will be sent back to the Dealing Clerk to do the correction and then the Verification Authority will no more be allowed to edit the Remarks field of the particular Joining Report.



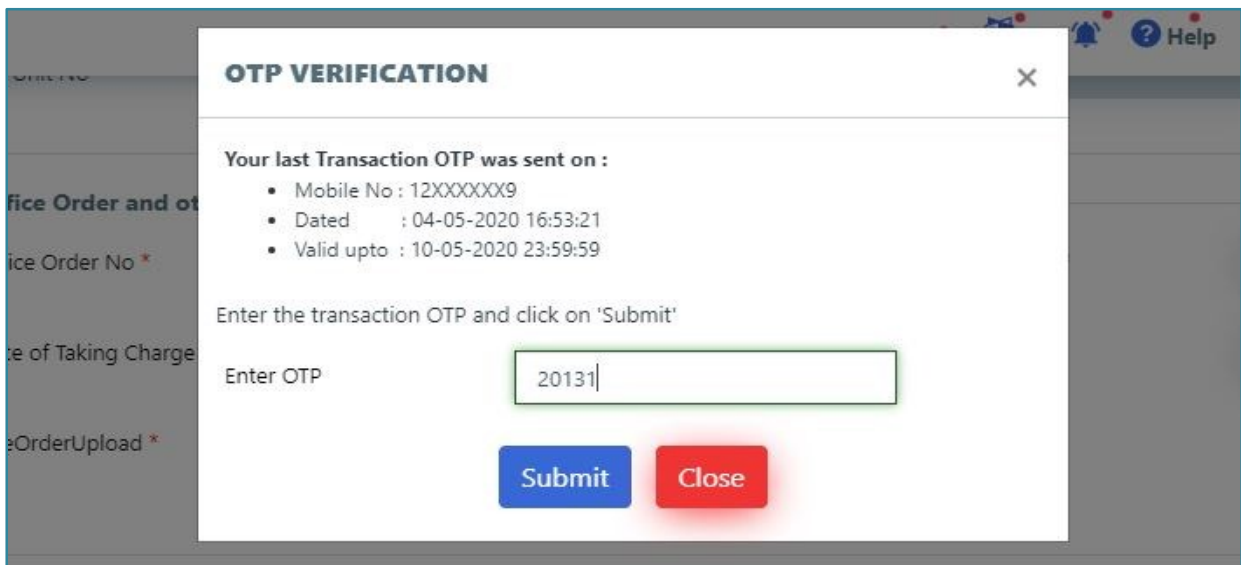
j) Enter the relevant remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.



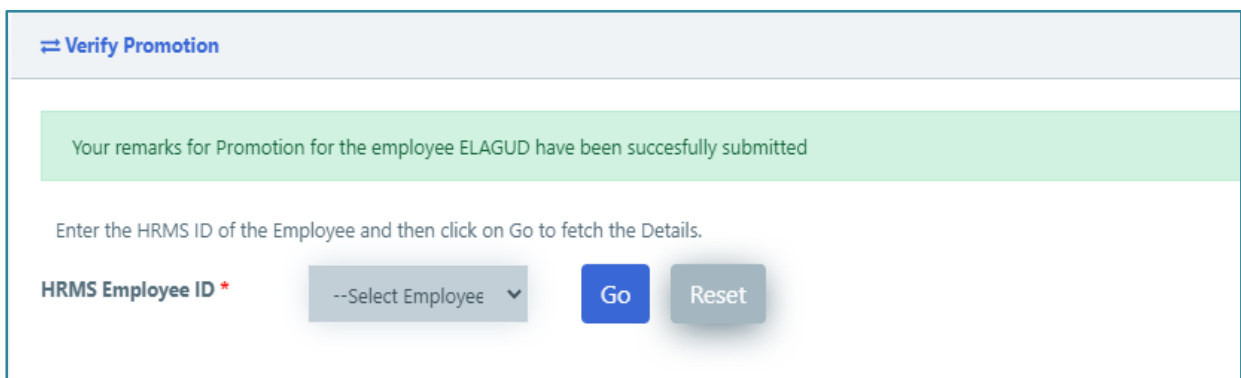
- k) After clicking Verify button, a confirmation dialogue box will appear.



- l) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



- m) After entering OTP and clicking on 'Submit' button the details of the employee will be forwarded to the Acceptance Authority for acceptance and after that the Verification Authority will no more allowed to edit the 'Remarks'.



### 3.2.3. Approving Joining Report on Promotion Posting by AA

- a) After successful login, in the left side panel Right click on the 'IPAS' menu and then click on the sub-menu 'Accept Promotion'.

The screenshot shows the IR-HRMS dashboard. The left sidebar has a menu with 'IPAS' selected and 'Accept Promotion' highlighted with a red box. The main area displays employee details for BASANT SINGH PURBIA and a 'Statistics of Users of HRMS application' section.

- b) After that a new screen is opened where you have to select the employee from the dropdown whose **Promotion** reporting has to be Approved.

The screenshot shows the 'Accept Promotion' screen. It prompts the user to enter the HRMS ID of the Employee and click on 'Go' to fetch the Details. A dropdown menu is open, showing a list of employees: ADESH KUMAR - WMJJJJ, ASHOK KUMAR GAUR - ELAGUD (highlighted), JYOTI KUMARI - DXCQRQ, and CHETAN PRAKASH - SRDBGN.

- c) After selecting the employee, click on the 'GO' button to get the details of the selected employee.

The screenshot shows the 'Accept Promotion' screen. The dropdown menu now displays 'ASHOK KUMAR G'. A red arrow points to the 'Go' button, indicating the next step.

- d) After that a new screen is opened where you can view Joining Report of the employee entered by the Dealing Clerk and the status at this time is **Verified**.

**Accept Promotion**

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

Status: **Verified**

**Employee Details**

Employee ID:	53307650073	Employee Name:	ASHOK KUMAR GAUR	BillUnit:	3307432
Designation:	CHEMICAL n METALLURGICAL SUPDT.	Railway Unit:	JODHPUR WORKSHOP	Zone/PU/Institute:	
Au :	3307	Rly Unit :	JUW		

**Current and New Entry in Promotion**

Office Order Type  Type/Reason

- e) Accepting Authority can fill in the Remarks and can either Return or Accept the employee.

officeOrderUpload \*

Remarks \*

- f) Enter 'Remarks' and then click on 'Return' button to send back the Joining Report of the Employee to Dealing Clerk.

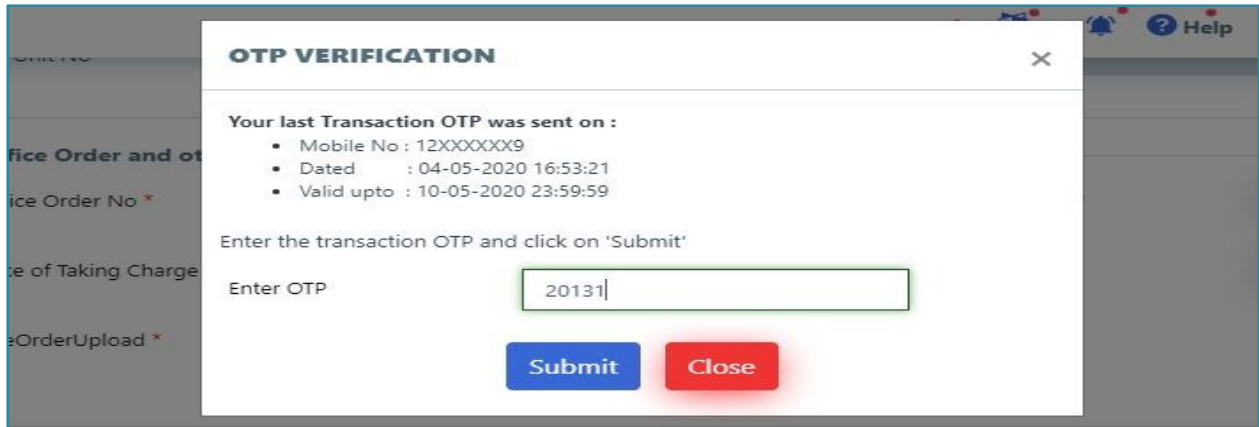
officeOrderUpload \*

Remarks \*

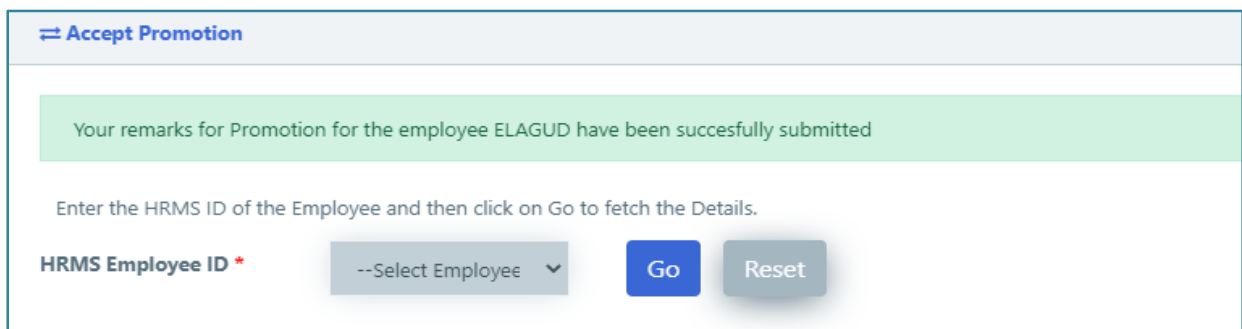
- g) After clicking 'Return' button a confirmation dialog Box will appear.

Are you sure you want to return Promotion Details?

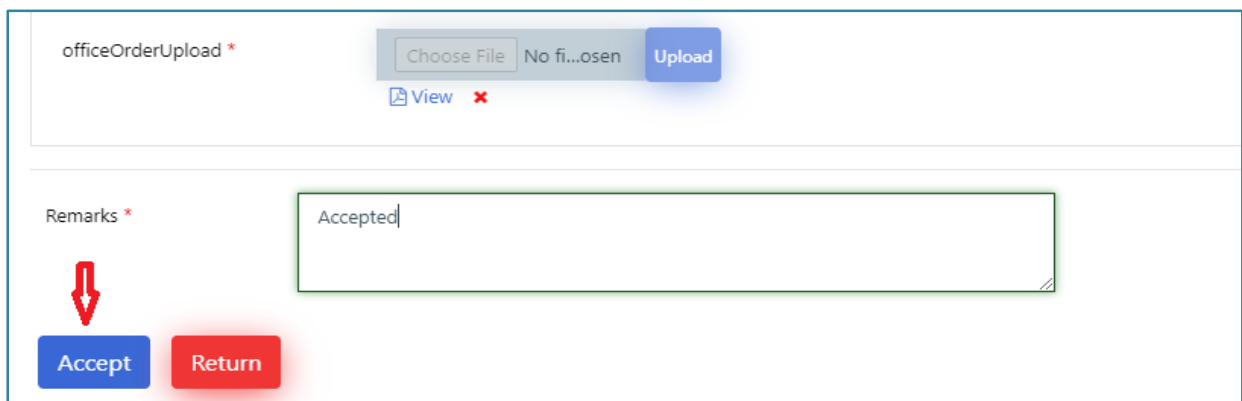
- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



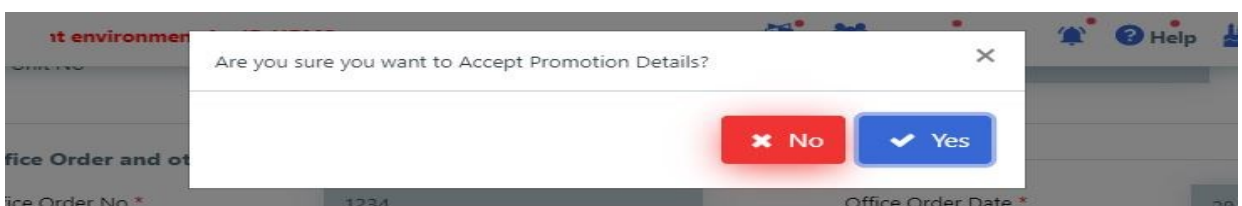
- i) After entering OTP and clicking 'Submit' button the details of the employee will be sent back to the Dealing Clerk to do necessary correction. And then the Acceptance Authority will not be able to edit the Remarks field of the particular employee.



- j) Enter the relevant remarks and then click on 'Accept' button to Accept the details.



- k) After clicking 'Accept' button, a confirmation dialogue box will appear.



- l) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 04-05-2020 16:53:21
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

**Submit** **Close**

- m) After entering OTP and clicking on 'Submit' button Joining Report of employee will be approved. And then the Acceptance Authority will no more be able to edit the Remarks. The status is changed from 'Verified' to 'Accepted'.

**Accept Promotion**

Your remarks for Promotion for the employee ELAGUD have been successfully submitted

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*  **Go** **Reset**

- n) The system automatically updates the Employee Master and e-SR. More precisely the Promotion tab of e-SR is updated with respective entries. Updated information is now available to the concerned Employee and all other concerned Users. To check if the data is updated 'e-SR Entry' option has to be selected from the menu.

**IR-HRMS**

Home / Dashboard

UserID : DOOHYS Employee Name : SANJAY KUMAR SINGH BillUnit : 3307426

Designation : OFFICE SUPERINTENDENT Railway Unit : JODHPUR WORKSHOP/ WSH Zone/PU/Institute : NWR

the Summarized SR for Retiring employees and then Click here to assign Welfare Inspector, Immediate Supervisor and Controlling Officer to the Employ

**Statistics of Users of HRMS application**

**Notifications**

This is Development environment for IR-HRMS

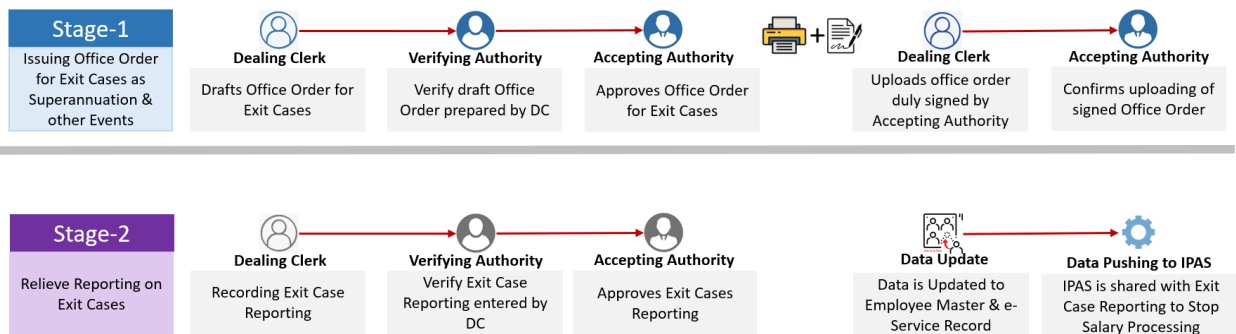
- o) On clicking e-SR Entry from the menu, HRMS ID of the concern employee has to be filled in at appropriate box and 'GO' button has to be clicked.

- p) All tabs of e-SR will be displayed on a tabular form. The 'Promotion' Tab has to be clicked. Promotion record can be seen at top row.

S.No	Type of Promotion	Pay Commission	Department	Designation On Promotion	Refused/Accepted	Station Code	Scale Co
1	MACP	Please Selel	CIVIL ENGINEERIN	SENIOR STENOGRAPHEF	Please Select	JU	
2	MACP	Please Selel	CIVIL ENGINEERIN	SENIOR STENOGRAPHEF	Please Select	JU	

## 4.0 Exit through Superannuation or any other Separation Event

The last career event of an employee is Exit from the organisation. The Exit event is mostly due to superannuation at end of employment tenure. But sometime, it may be due to death of the employee, opting for voluntary retirement or due to some other reason. The dealing clerk drafts an Office Order for Exit of the employee. On due verification and approval of this Office Order, and on Exit event of the employee, Exit Reporting is recorded and it is duly verified and approved. In this section step by step procedure of Office Order Generation to recording of Exit Reporting will be discussed.



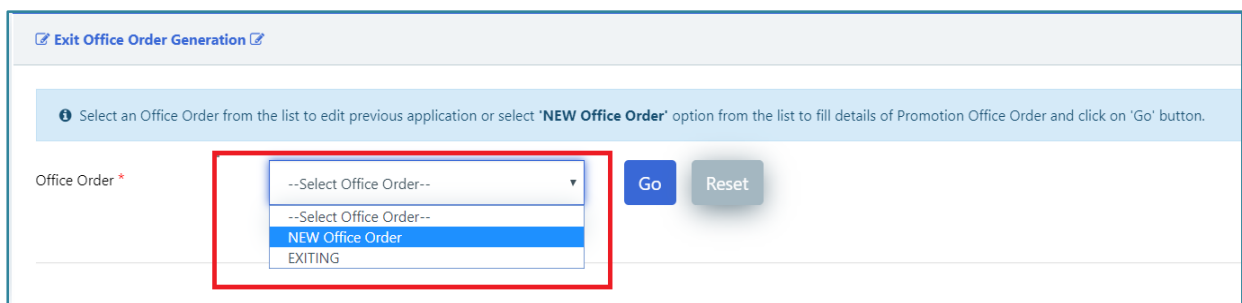
### 4.1. Issuing Office Order for Exit

#### 4.1.1. Drafting Office Order for Exit by Dealing Clerk

- In the left side panel Right click on the **Office Order** menu and then click on the sub-menu with name **Exit Office Order Generation** to create office orders.



- User selects Sub-menu **"Exit Office Order Generation"** under menu: **Office Orders**
- Screen related to Exit Office Order Generation opens.
- Select the **New Office Order** From the drop Down





- e) The text field to enter the number of the new Office Order. Enter Office Order number and click on 'Go' button.

Exit Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \* NEW Office Order Go Reset

TEST/EXIT/1608

- f) The screen opens up to fill the details regarding the new office order.

Exit Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \* NEW Office Order Go Reset

Office Order Type Please Select

Office Order TEST/EXIT/1608 Office Order Date 15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit
Template <span>Please Select</span>													
Pre Note <span>Note 1</span>													

- g) Select the Office Order Type and Click on the '+' button on header to the table for entering data of employees.

- h) There are mainly two types of exit. If user select superannuation, then they can add more than one employee in an office order but for other exit only one employee is allowed in one office order.

Exit Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \* NEW Office Order Go Reset

Office Order Type SUPER ANNUATION

Office Order TEST/EXIT/1608 Office Order Date 15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit
Template <span>Please Select</span>													
Pre Note <span>Note 1</span>													

Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

- i) On Click of + Button a Pop will Be opened.

OFFICE ORDER DETAILS :

×

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

HRMS Employee ID

Go

Reset

Employee Details

Ipass Id *	User Id	HRMS ID *	Employee HRMS ID
Employee Name	Employee Name	Unit/Division	Unit/Division
Father's Name	Father Name	Spouse Name	Spouse Name
Department		Designation	Please Select
PayLevel	PayLevel	PayRate	PayRate
Bill Unit	Bill Unit	Date of Birth	Date Of Birth
Date of Appointment	Date of Appointment	Date of Retirement	Date Of Retirement
ID Marks	ID Marks	Address	Address

Activity SubType

SUPERANNUATION (RETIREMENT)

- j) Enter the HRMS ID in order to fetch the details. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user / Invalid HRMS ID, System flashes an error message.

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

HRMS Employee ID \*

WMJJJJ

Go

Reset

Employee Details

Ipass Id *	36729800012	HRMS ID *	WMJJJJ
Employee Name	ADESH KUMAR	Unit/Division	JODHPUR WORKSHOP/WSH
Father's Name	BANWARI LAL	Spouse Name	POONAM
Department	MECHANICAL	Designation	SENIOR SECTION ENGINEER (7) (C&W)
PayLevel	7	PayRate	49000
Bill Unit	3307428	Date of Birth	02/02/1989
Date of Appointment	30/11/2016	Date of Retirement	28/02/2049
ID Marks	CUT SIGN ON MIDDLE FINGER ON RIGHT HAND	Address	VILL + POST- KATHUWAS, TESH.- NIMRANA

Activity SubType

SUPERANNUATION (RETIREMENT)

Office Order and other Details

- k) Once HRMS ID is verified UI display all information of that particular employee
- l) User select the Activity Subtype from the dropdown first and according to the selection the respective fields will get enable/disable.

## USER MANUAL ENTRY TO EXIT

HRMS Employee ID \*

WMJJJJ

Go

Reset

Employee Details

Ipass Id *	<div style="border: 1px solid #ccc; padding: 2px 10px;">36729800012</div>	HRMS ID *	<div style="border: 1px solid #ccc; padding: 2px 10px;">WMJJJJ</div>
Employee Name	<div style="border: 1px solid #ccc; padding: 2px 10px;">ADESH KUMAR</div>	Unit/Division	<div style="border: 1px solid #ccc; padding: 2px 10px;">JODHPUR WORKSHOP/WSH</div>
Father's Name	<div style="border: 1px solid #ccc; padding: 2px 10px;">BANWARI LAL</div>	Spouse Name	<div style="border: 1px solid #ccc; padding: 2px 10px;">POONAM</div>
Department	<div style="border: 1px solid #ccc; padding: 2px 10px;">MECHANICAL</div>	Designation	<div style="border: 1px solid #ccc; padding: 2px 10px;">SENIOR SECTION ENGINEER (7) (C&amp;W)</div>
PayLevel	<div style="border: 1px solid #ccc; padding: 2px 10px;">7</div>	PayRate	<div style="border: 1px solid #ccc; padding: 2px 10px;">49000</div>
Bill Unit	<div style="border: 1px solid #ccc; padding: 2px 10px;">33</div>	Date of Birth	<div style="border: 1px solid #ccc; padding: 2px 10px;">02/02/1989</div>
Date of Appointment	<div style="border: 1px solid #ccc; padding: 2px 10px;">30</div>	Date of Retirement	<div style="border: 1px solid #ccc; padding: 2px 10px;">28/02/2049</div>
ID Marks	<div style="border: 1px solid #ccc; padding: 2px 10px;">CU</div>	Address	<div style="border: 1px solid #ccc; padding: 2px 10px;">VILL+ POST- KATHUWAS, TESH.- NIMRANA</div>

Please select

Please select

VOLUNTARY RETIREMENT

VOLUNTARY RETIREMENT (MEDICAL UNFIT)

TERMINATION

REMOVAL

COMPULSORY RETIREMENT

TECHNICAL RESIGNATION

R-1802 SERVICE REVIEW

Liberalized Active Retirement Scheme ( LARSGESS)

DEATH

MISSING

RESIGNATION

DISMISSAL

SERVICE RETIREMENT

Please select

Office Order and other Details

Effective From

DD/MM/YYYY

Letter Date

DD/MM/YYYY

m) After selecting the Subtype, fill all the relevant details in the empty fields, then click on Save button to save the Data and close the popup.

Date of Appointment

30/11/2016

Date of Retirement

28/02/2049

ID Marks

CUT SIGN ON MIDDLE FINGER ON RIGHT HAND

Address

VILL+ POST- KATHUWAS, TESH.- NIMRANA

Activity SubType

SUPERANNUATION (RETIREMENT)

Office Order and other Details

Effective From

01/06/2020

Letter Date

02/06/2020

Authority \*

Authority Details

Pensionable

Yes

Railway Quarters

Yes

SPE/Vig/D&A Case

Yes

Letter No \*

12345

Date Of Info

DD/MM/YYYY

Informed By \*

xyz

Date Of Death

DD/MM/YYYY

Remarks

Remarks for test Exit

Save

Close

n) As user save the Data of the Employee it starts showing in a row.

CENTRE FOR RAILWAY INFORMATION SYSTEM

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## USER MANUAL ENTRY TO EXIT

Office Order \* NEW Office Order Go Reset

Office Order Type: SUPER ANNUATION Status: New

Office Order: TEST/EXIT/1608 Office Order Date: 15/06/2020

Sr No	Hrms Id/ Ips Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-01		

Template: Please Select

Pre Note: Note 1

o) User can Add another row on the click of + button

Office Order \* NEW Office Order Go Reset

Office Order Type: SUPER ANNUATION Status: New

Office Order: TEST/EXIT/1608 Office Order Date: 15/06/2020

Sr No	Hrms Id/ Ips Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-01		

Template: Please Select

Pre Note: Note 1

p) On clicking Add row, the same Popup open where user can add the details of the new employee.

q) Fill the details and click on Save button to save the data and close the popup.

Date of Appointment: 06/09/2005 Date of Retirement: 31/01/2041

ID Marks: A CUT MARK ON LEFT ARM Address: VILLAGE & POST : TAMAR, DISTT : RANCHI

Activity SubType: SUPERANNUATION (RETIREMENT)

**Office Order and other Details**

Effective From: 10/06/2020 Letter Date: 08/06/2020

Authority: Authority Details Pensionable: Yes

Railway Quarters: Yes SPE/Vig/D&A Case: No

Letter No: 564 Date Of Info: DD/MM/YYYY

Informed By: xyqw Date Of Death: DD/MM/YYYY

Remarks: remarks for knkisc

Save Close

r) Clicking Remove Row(-) button, removes the row.

**IR-HRMS** →

Home / IPAS / Exit Office Order Generation

Exit Office Order Generation

Select an Office Order from the list to edit previous application or select "NEW Office Order" option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id/ Ips Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJIJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-01		
2	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-10		

Template

Pre Note

Post Note

Issue By

Copy To

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s) Edit the Data of an Employee By clicking on Edit symbol.

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id/ Ips Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJIJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-01		
2	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-10		

Template

Pre Note

t) User can select the already saved Template to fill the Pre Note, Post Note, issue By and Copy To or user can manually fill the Pre Note, Post Note, issue By and Copy To

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit
1	WMJJIJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-01	
2	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-10	

Template: Please Select

Pre Note: Please Select, Temp Test, Exit Template, Test Template File Name Change, TEST12345, TEST-TEMPLATE-1

Post Note: Note 1

- u) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre-Note, Post-Note, Issued-By and Copy-To of the Office Order.

Are you sure you want to replace details with this template?

Office Order Type: SUPER ANNUATION

- v) On clicking 'Yes' it will fetch data for the selected templates from the saved one.

Template: TEST-TEMPLATE-1

Pre Note: PRE NOTE 1, PRE NOTE 2, PRE NOTE 3, PRE NOTE 4, PRE NOTE 5

Post Note: POST NOTE 1, POST NOTE 2, POST NOTE 3, POST NOTE 4, POST NOTE 5, POST NOTE 6

Issue By: ISSUE BY 1, ISSUE BY 2, ISSUE BY 3, ISSUE BY 4

Copy To: COPY 2 1, COPY 2 2, COPY 2 3, COPY 2 4

- w) UI will consist of 2 button 'Save as Draft' / 'Submit'. Once user will click "Save as Draft", It will save data intermittently and change the Status to 'Draft'.

Post Note: POST NOTE 1, POST NOTE 2, POST NOTE 3, POST NOTE 4, POST NOTE 5, POST NOTE 6

Issue By: ISSUE BY 1, ISSUE BY 2, ISSUE BY 3

Copy To: COPY 2 1, COPY 2 2, COPY 2 3, COPY 2 4

## USER MANUAL ENTRY TO EXIT

Status: Draft

Office Order Type: SUPER ANNUATION

Office Order: TEST/EXIT/1608

Office Order Date: 15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	49000	3307428	SUPERANNUATION (RETIREMENT)	Y	N	N	2020-06-02	
2	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER (7) (C&W)	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	Y	2020-06-08	

Once user clicks “Submit”, DC will be asked to enter Transaction OTP. Once OTP is validated, the data get saved and the status changes to ‘Submitted for Verification’. Now data is available to Verification Authority (VA) for verification.

LAL

Template: 

Please Select

Pre Note: 

PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Post Note: 

POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By: 

ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To: 

COPY 2 1  
COPY 2 2  
COPY 2 3  
COPY 2 4

Submit

Save as Draft

x) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.

Are you sure you want to submit the data for verification? You will not able to make changes after submission

No

Yes

y) On clicking ‘Yes’, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

OTP VERIFICATION

Your last Transaction OTP was sent on :

- Mobile No : 90XXXXXX33
- Dated : 04-05-2020 11:12:05
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

20131

Submit

Close

- z) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change from Draft->Submitted for verification.

IR-HRMS

→

Role-DC/JUW

Help

3

SANJAY KUMAR SINGH

Home / IPAS / Exit Office Order Generation

Exit Office Order Generation

Office Order Details successfully submitted for Office Order TEST/EXIT/1608

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

TEST/EXIT/1608

Go

Reset

Office Order Type

SUPER ANNUATION

Status: Submitted for Verification

Office Order

TEST/EXIT/1608

Office Order Date

15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-01		+ -
2	WMJJIJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01		+ -

Template

Please Select

Pre Note

PRE NOTE 1

PRE NOTE 2

PRE NOTE 3

PRE NOTE 4

PRE NOTE 5

Post Note

POST NOTE 1

POST NOTE 2

POST NOTE 3

POST NOTE 4

POST NOTE 5

POST NOTE 6

Issue By

ISSUE BY 1

ISSUE BY 2

ISSUE BY 3

Copy To

COPY 2.1

COPY 2.2

COPY 2.3

COPY 2.4

Submit

Save as Draft

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#### 4.1.2. Verification of Office Order for Exit by Verifying Authority

- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name for Verify Exit Office Order.



Home / Dashboard

**UserID :** TOUUCZ **Employee Name :** ALKA MATHUR  
**Designation :** Ch. OFFICE SUPERINTENDENT **Railway Unit :** JODHPUR WORKSHOP/ WSH

**Statistics of Users of HRMS application** Load Count ↻

Your Unit : JODHPUR WORKSHOP/ WSH			Zone : NORTH WESTERN RAILWAY(NWR)		
User Type	No. of Users	Date Last Creation	User Type	No. of Users	Date Last Creation

**Office Orders** (highlighted in red box)

- Verify Promotion-Transfer Office Orders
- Verify Exit Office Orders** (highlighted in red box)
- Office Order Summary

- b) After that a new screen is opened where user have to select the Office Order from the dropdown for which details is to be verify.

**Verify Exit Office Order** [?](#)

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \* --Select Office Order-- Go Reset

--Select Office Order--  
 TESTTEXT/OO/15/06/2020  
**TEST/EXIT/1608**

- c) After selecting the Office order name click on the GO button to get the details of the selected Office Order.

**Verify Exit Office Order** [?](#)

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \* TEST/EXIT/1608 Go Reset

**Office Orders** (highlighted in red box)

- Verify Promotion-Transfer Office Orders
- Verify Exit Office Orders** (highlighted in red box)

- d) After that a new screen is opened where user can view all the office order details entered by the DC and the status at this time is Submitted for Verification.

IR-HRMS

ALKA MATHUR

Home / IPAS / Verify Exit Office Order

Verify Exit Office Order

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

TEST/EXIT/1608

Go

Reset

Status: Submitted for Verification

Office Order Type

SUPER ANNUATION

Office Order

TEST/EXIT/1608

Office Order Date

15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vlg.	W.E.F	Edit	
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01		
2	KNKJSC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-01		

Pre Note

PRE NOTE 1

PRE NOTE 2

PRE NOTE 3

PRE NOTE 4

PRE NOTE 5

Post Note

POST NOTE 1

POST NOTE 2

POST NOTE 3

POST NOTE 4

POST NOTE 5

POST NOTE 6

Issue By

ISSUE BY 1

ISSUE BY 2

ISSUE BY 3

Copy To

COPY 2 1

COPY 2 2

COPY 2 3

COPY 2 4

Remarks \*

Enter your remarks here

Verify

Reject

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- e) Verification Authority(VA) have two options to choose from.

If any information is found incorrect or missing, VA can use this option. Once VA clicks 'Reject' button, system prompts user to provide 'Remarks'. So before rejecting/accepting, VA must fill-in 'Remarks'.

- f) VA can fill in the 'Remarks' and can either Return or Verify the Office Order.

The screenshot shows the IR-HRMS interface with the following fields:

- Pre Note:** PRE NOTE 1, PRE NOTE 2, PRE NOTE 3, PRE NOTE 4, PRE NOTE 5
- Post Note:** POST NOTE 1, POST NOTE 2, POST NOTE 3, POST NOTE 4, POST NOTE 5, POST NOTE 6
- Issue By:** ISSUE BY 1, ISSUE BY 2, ISSUE BY 3
- Copy To:** COPY 2.1, COPY 2.2, COPY 2.3, COPY 2.4
- Remarks \*:** Reject By Verification Authority

At the bottom left, there are two buttons: **Verify** and **Reject**. A red arrow points to the **Reject** button.

- g) Enter remarks and click on reject, after clicking Reject Button a confirmation dialog Box will appear.

The dialog box contains the text: "Are you sure you want to reject the office order details?". It has two buttons: a red button labeled "No" and a blue button labeled "Yes".

- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

The dialog box is titled "OTP VERIFICATION". It contains the following information:

- Your last Transaction OTP was sent on :**
  - Mobile No : 98XXXXXX62
  - Dated : 12-06-2020 00:10:11
  - Valid upto : 18-06-2020 23:59:59
- Enter the transaction OTP and click on 'Submit'
- Enter OTP: 20131
- Buttons: **Submit** and **Close**

A red arrow points to the **Submit** button.

- i) After entering OTP and clicking on '**Submit**' button the details of the employee will be sent back to the Dealing Clerk to do the correction and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status get change from **Submitted for verification >> Return to DC by Verification Authority**.

Home / IPAS / Verify Exit Office Order

[Verify Exit Office Order](#)

Your remarks for Office Order TEST/EXIT/1608 have been successfully submitted

Select an Office Order from the list to verify details of Promotion Office Order and click on 'Go' button.

Office Order \*

- j) Screen of DC with returned status, where DC can rectify the data and submit again for verification.

[Exit Office Order Generation](#)

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

Remarks from verification Authority : **Rejecting by Verification Authority**

Status: Returned to DC by Verification Authority

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01	<input type="checkbox"/>	<input type="button" value="+"/>
2	KNKISC	SATISH KUMAR	MECHANICAL	SENIOR SECTION	7	56900	3307429	SUPERANNUATION	Y	Y	N	2020-06-	<input type="checkbox"/>	<input type="button" value="+"/>

- k) Verify: If data is found correct then Verification Authority (VA) clicks "Verify" button.
- l) Enter the relevant remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.

Pre Note

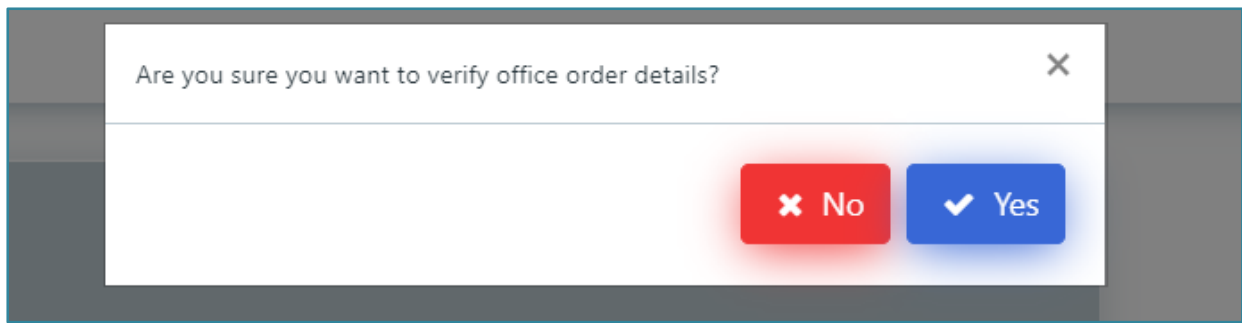
Post Note

Issue By

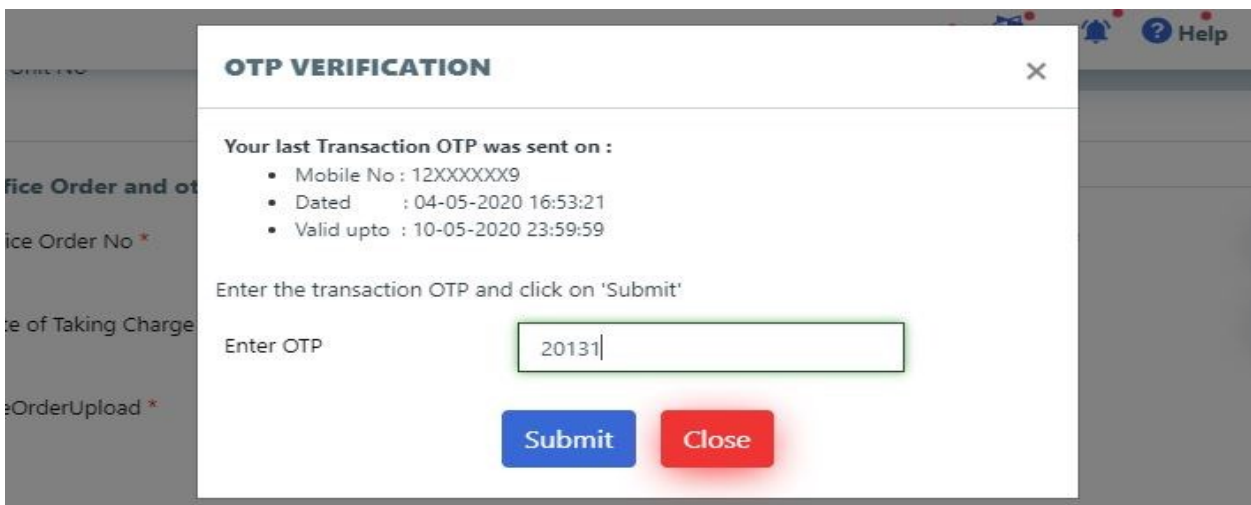
Copy To

Remarks \*

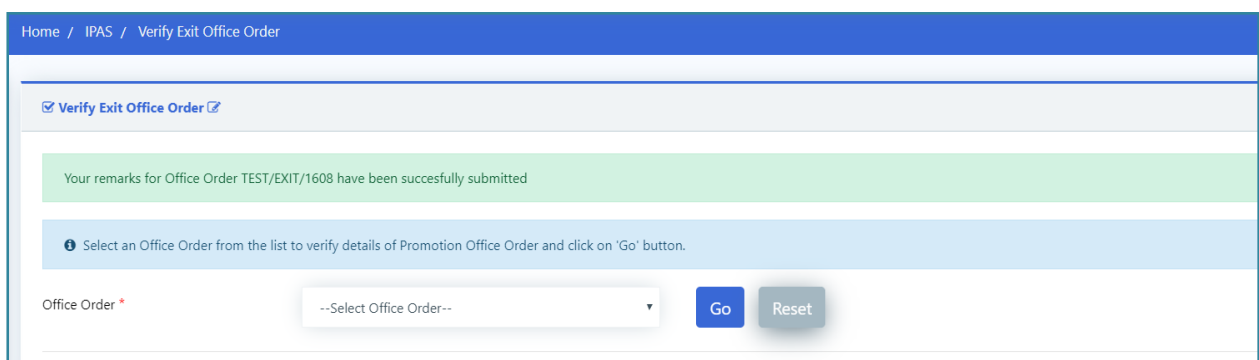
- m) After clicking Verify button, a confirmation dialogue box will appear.



- n) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

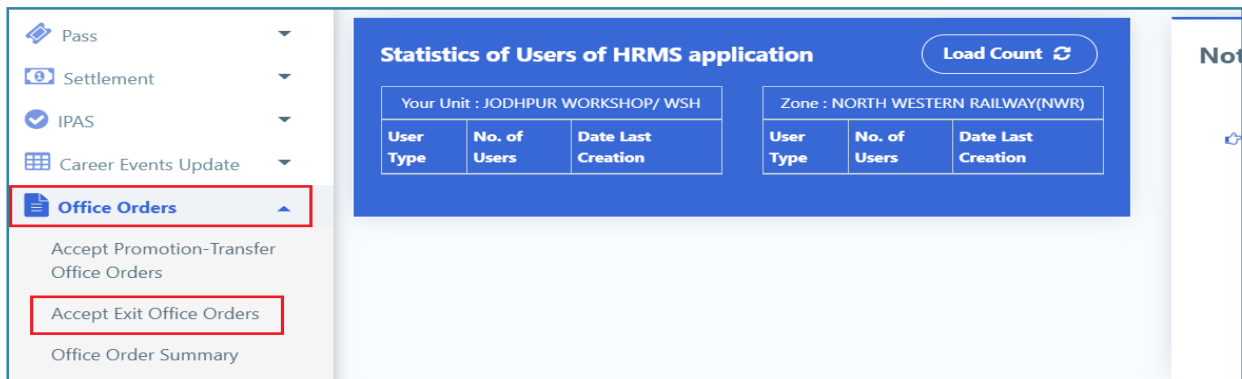


- o) After entering the correct OTP and clicking on Submit button the details of the employee will be forwarded to the Acceptance Authority for acceptance and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status get change from **Submitted for verification >> Verified**.

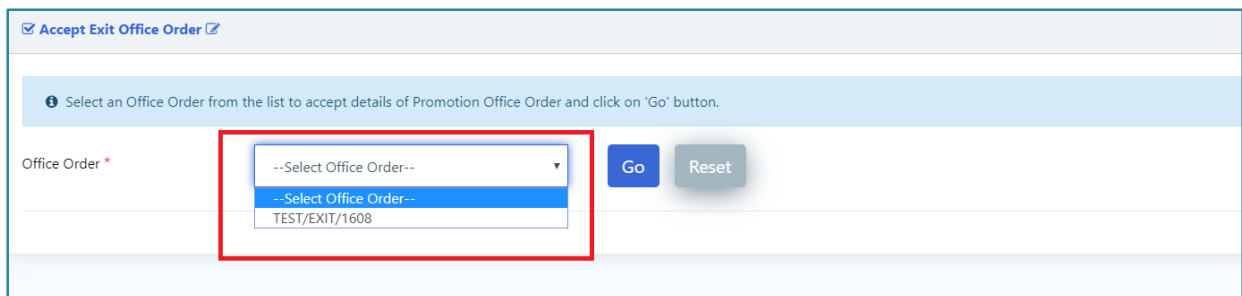


#### 4.1.3. Approval of Office Order for Exit Reporting by AA

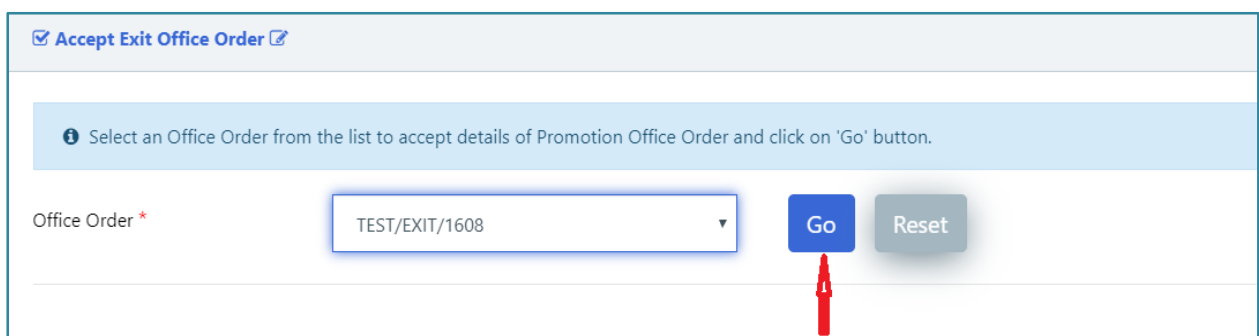
- a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name Accept Exit office orders.



- b) After that a new screen is opened where user have to select the Office order from the dropdown whose details is to be accepted.



- c) After selecting the Office Order click on the GO button to get the details of the selected Office Order.



- d) After that a new screen is opened where user can view all the Office order details entered by the DC and the status at this time is **Verified**.

## USER MANUAL ENTRY TO EXIT

**Accept Exit Office Order**

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \* TEST/EXIT/1608 Go Reset

Status: Verified

Office Order Type SUPER ANNUATION

Office Order TEST/EXIT/1608 Office Order Date 15/06/2020

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJI 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01	<a href="#">Edit</a>	
2	KNKISC 53302200160	SATISH KUMAR MANJHI	MECHANICAL	SENIOR SECTION ENGINEER	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-01	<a href="#">Edit</a>	

- e) AA can add the remarks in the field called Remarks and can either Reject or Accept the Office order.

Pre Note PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Post Note POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To COPY 2.1  
COPY 2.2  
COPY 2.3  
COPY 2.4

Remarks \*

Accept Reject

- f) Enter 'Remarks' and then click on 'Reject' button to return the details back to DC.

Pre Note PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Post Note POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To COPY 2.1  
COPY 2.2  
COPY 2.3  
COPY 2.4

Remarks \* Reject to DC

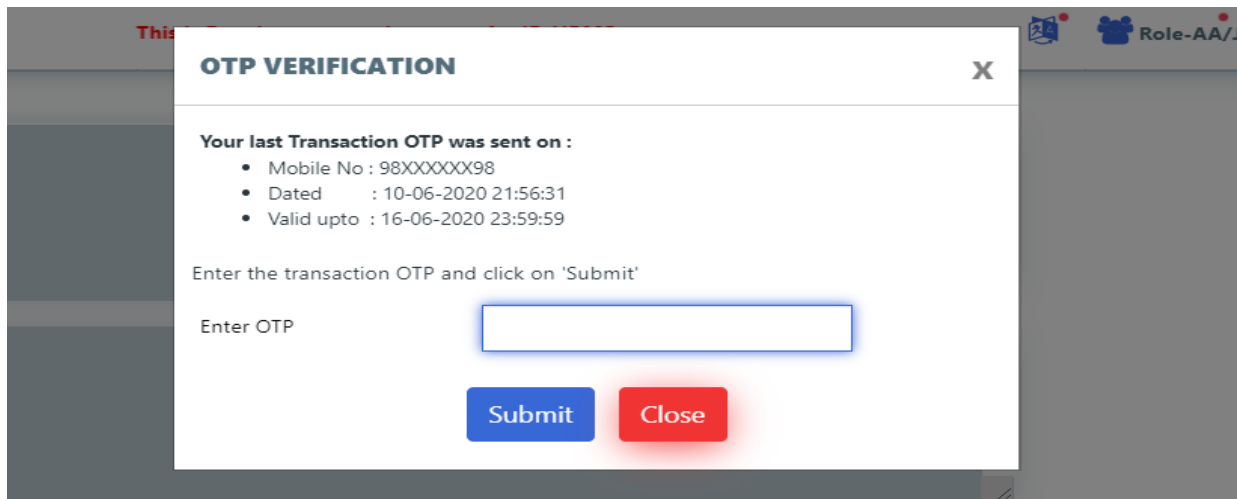
Accept Reject ←

- g) After clicking Return Button a confirmation dialog Box will appear.

Are you sure you want to reject the office order details? ✕

✕ No
✓ Yes

- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



**OTP VERIFICATION**

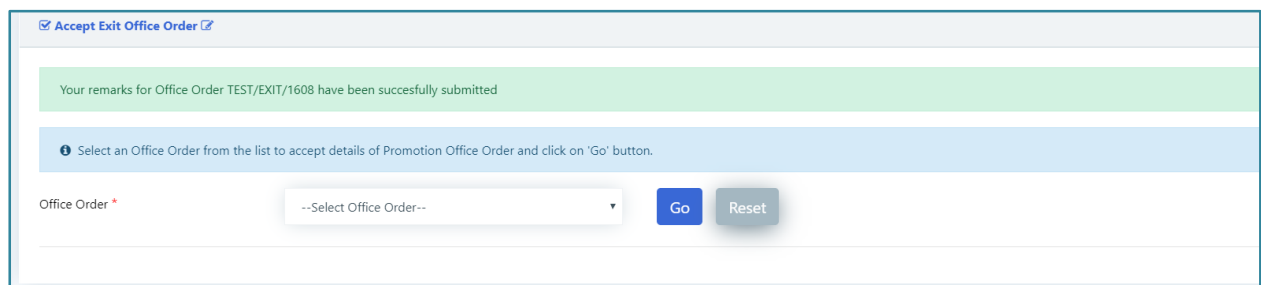
Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

- i) After entering the correct OTP and clicking on Submit button the details of the Office order will be sent back to the Dealing Clerk to do the correction and after that the Acceptance Authority will not be able to edit the remarks field of the particular office order.



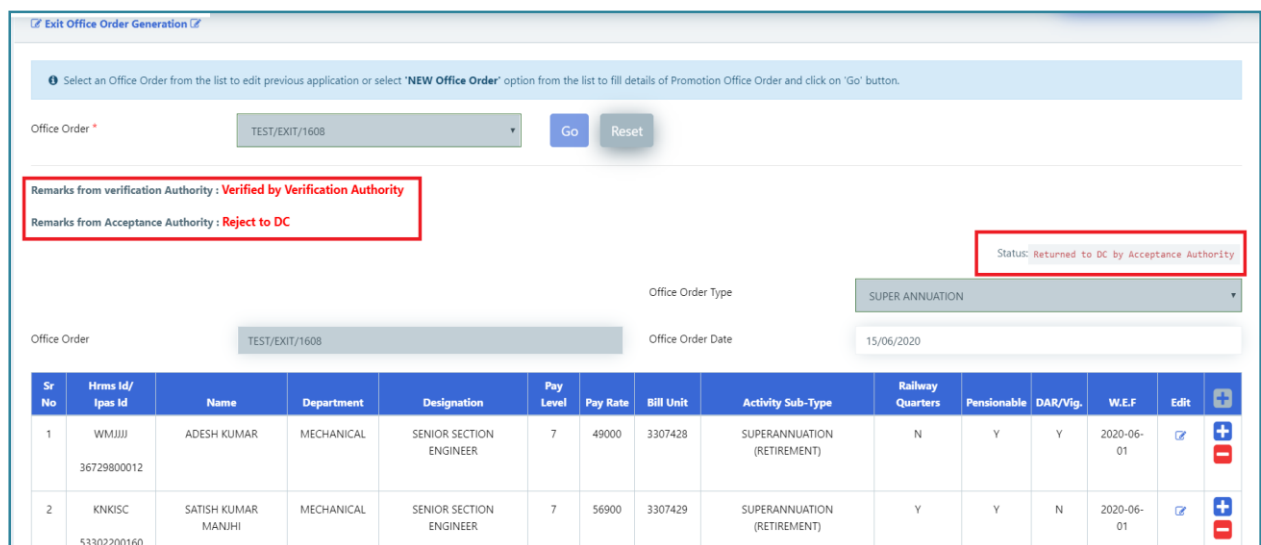
☒ Accept Exit Office Order

Your remarks for Office Order TEST/EXIT/1608 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

- j) Screen of Dealing clerk with returned status. Where DC can rectify the data and submit again for Verification.



☒ Exit Office Order Generation

Select an Office Order from the list to edit previous application or select 'NEW Office Order' option from the list to fill details of Promotion Office Order and click on 'Go' button.

Office Order \*

Remarks from verification Authority : **Verified by Verification Authority**

Remarks from Acceptance Authority : **Reject to DC**

Status: **Returned to DC by Acceptance Authority**

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id/ Ipas Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJJJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	KNKISC 53302200160	SATISH KUMAR MANUHI	MECHANICAL	SENIOR SECTION ENGINEER	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-01	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>



k) Enter the relevant remarks and then click on Accept Button to Accept the details.

Post Note

POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By

ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To

COPY 2.1  
COPY 2.2  
COPY 2.3  
COPY 2.4

Remarks \*

Accepted

Accept Reject

l) After clicking Accept button, a confirmation dialogue box will appear.

Are you sure you want to accept office order details?

No Yes

m) On clicking Yes, OTP is sent to the registered number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 98XXXXXX98
- Dated : 10-06-2020 21:56:31
- Valid upto : 16-06-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit Close

n) After entering OTP and clicking on Submit button the details of the office order will be accepted and after that the Acceptance Authority will not be able to edit the Remarks of the particular Office order. The status get change from Verified->Accepted. After accepting the Office order, the office order is sent to DC for print, upload and submission of Printed order.

Accept Exit Office Order

Your remarks for Office Order TEST/EXIT/1608 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

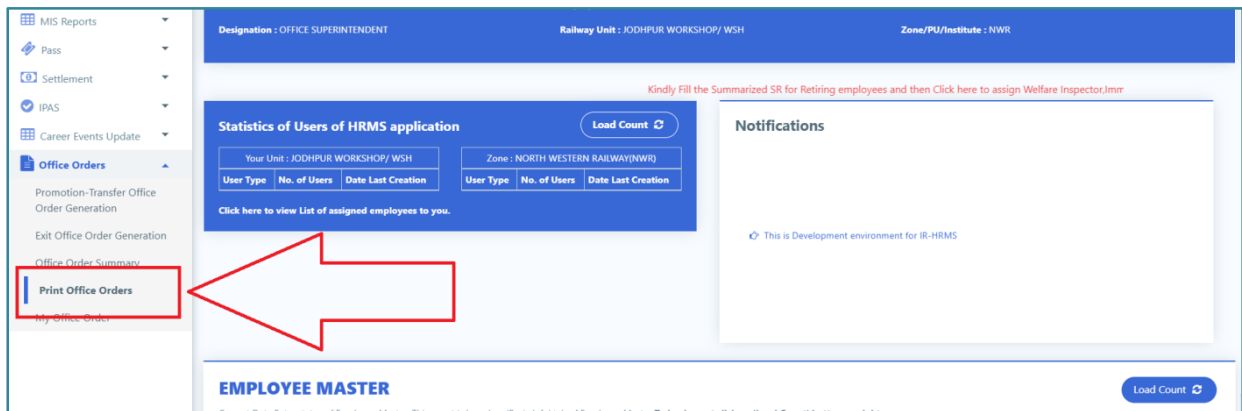
Office Order \*

--Select Office Order--

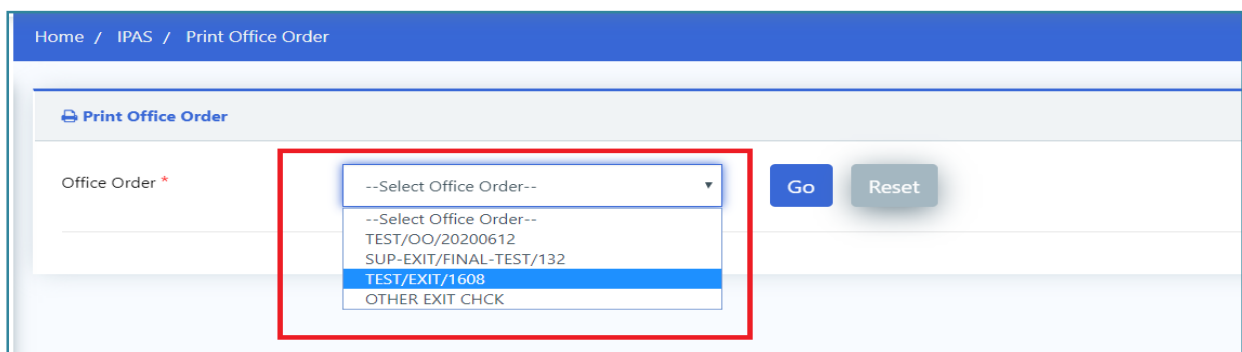
Go Reset

#### 4.1.4. Printing of Office Order for Exit Reporting by DC

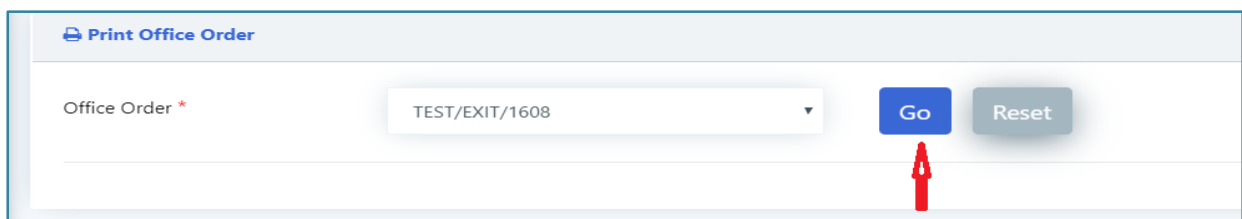
- a) After successful login, the User right click on the left side panel on the **Office Orders** menu and then click on the sub-menu with name **Print office orders**.



- b) After that a new screen is opened where user have to select the Office order from the dropdown whose details has to be Printed.



- c) After selecting the office order click on the GO button to get the details of the selected office order.



- d) After that a new screen is opened where user can view the Office order details entered by the DC and the status at this time is Accepted.

**Print Office Order**

Office Order \*

Office Order  Office Order Type  Status: Accepted

officeOrderUpload \*  No file chosen  Office Order Date

e) DC has two options 'Print Office Order' and 'Submit Office Order'.

On clicking 'Print Office Order' button the new window will open with pdf of an Office Order for Printing. The pdf has QR code embedded with basic details of the office order.

Print 2 sheets of paper

Destination

Pages

Copies

Color

More settings

**NWR**  
**JODHPUR WORKSHOP/ WSH**

Office of Name :  
Date : 2020-06-15

No : TEST/EXIT/1608

PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Sr No.	Name Emp No Designation Unit/T-No	Pay Level(RSRP-2016) Pay Rate Date of increment	Date of Birth Date of Appointment	Date of Completion of 60 Yrs. PENSION TYPE	Retirement Date AN of Years Month Service
1	ADESH KUMAR 100000 SENIOR SECTION ENGINEER 3307428	49000	1989-02-02 2016-11-30	Y	2049-02-28
2	SATISH KUMAR MANIHI KNKISC SENIOR SECTION ENGINEER 3307429	56900	1981-01-19 2005-09-06	Y	2041-01-31

POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5

**POST NOTE 1**

f) After taking print, DC get Office Order signed from the competent authority, scan the signed copy and upload the file for further action. For uploading click on the choose file.

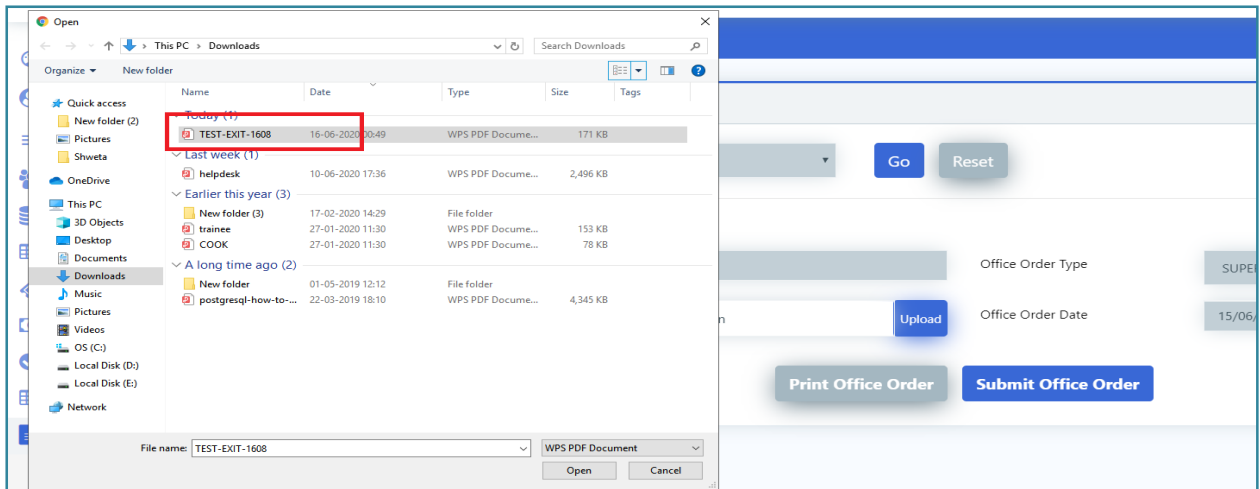
**Print Office Order**

Office Order \*

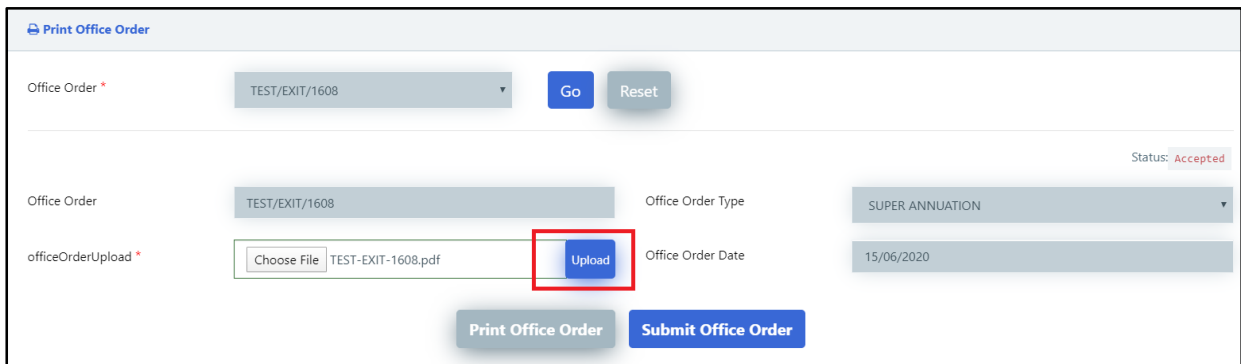
Office Order  Office Order Type  Status: Accepted

officeOrderUpload \*  No file chosen  Office Order Date

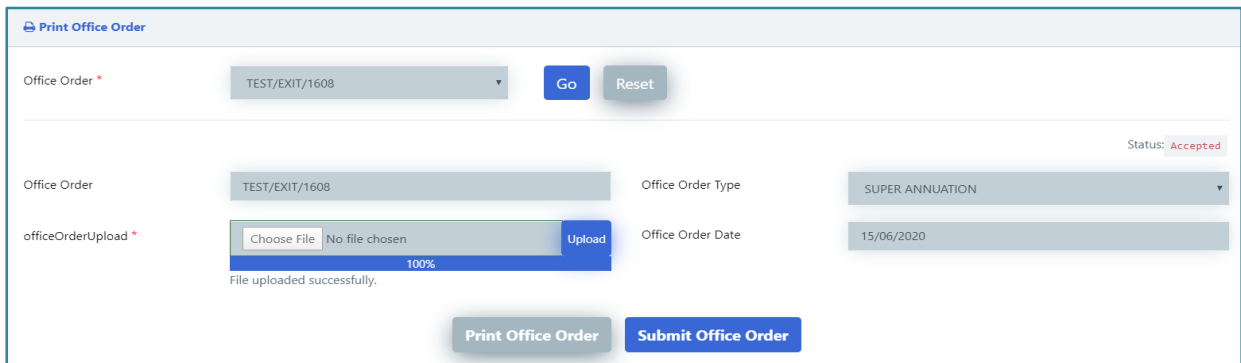
g) Choose the file from the computer and click on 'Open' button.



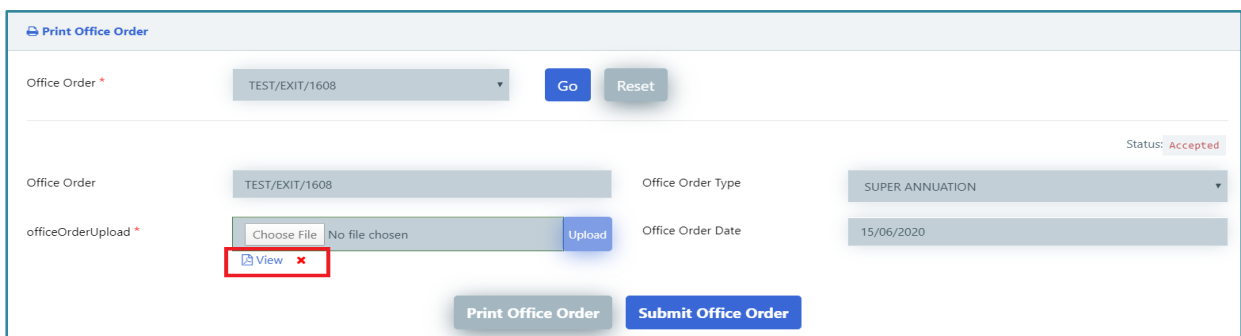
h) Then click on the 'Upload' button to upload the file.



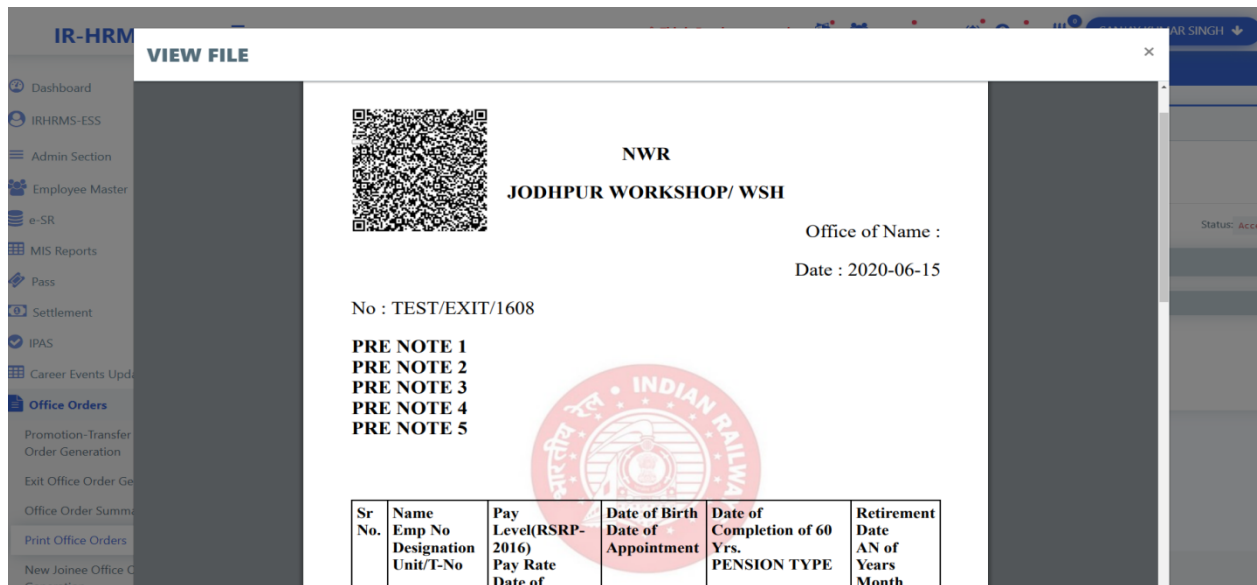
i) The button will upload the file with loading.



j) After successfully upload of document it will start showing view link with x button.



- k) On click on view button a pop pup will be open with pdf.



- l) User can remove the PDF by clicking 'X' button after view.
- m) Click on 'Submit Office Order' button to forward the office order to Acceptance Authority to check. Then the status will change from **Accepted** to **Printed**

**Print Office Order**

Office Order \*

---

Office Order  Office Order Type  Status: **Accepted**

officeOrderUpload \*  No file chosen

Office Order Date

**Print Office Order**

Office Order Updated successfully saved for employee with OfficeOrderId: TEST/EXIT/1608

Office Order \*

#### 4.1.5. Confirmation of Uploading of Office Order for Exit Reporting

- a) Now, Acceptance Authority can view Office Order file that was signed, scanned and uploaded by using same **Accept Office Order** menu, **View PDF**. At this time the status is **Printed**.

- If he doesn't find any issue in the office order uploaded, then he will click on **Accept and Close** button. (Status changed to **Closed[C]**).
- If he finds some issue in the uploaded office order, then he will click on **Return to Print** button to send it back to DC for Re-print. (Status changed to **Returned to Print[PR]**).

b) Enter the Remarks and click on 'Return to Print' button to return back to DC.

**IR-HRMS**

Home / IPAS / Accept Exit Office Order

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \*

Office Order Type

Office Order  Office Order Date

Sr No	Hrms Id/ Ipass Id	Name	Department	Designation	Pay Level	Pay Rate	Bill Unit	Activity Sub-Type	Railway Quarters	Pensionable	DAR/Vig.	W.E.F	Edit	
1	WMJJIJ 36729800012	ADESH KUMAR	MECHANICAL	SENIOR SECTION ENGINEER	7	49000	3307428	SUPERANNUATION (RETIREMENT)	N	Y	Y	2020-06-01	<input type="checkbox"/>	
2	KNKISC 53302200160	SATISH KUMAR MANIHI	MECHANICAL	SENIOR SECTION ENGINEER	7	56900	3307429	SUPERANNUATION (RETIREMENT)	Y	Y	N	2020-06-01	<input type="checkbox"/>	

Pre Note  
PRE NOTE 1  
PRE NOTE 2  
PRE NOTE 3  
PRE NOTE 4  
PRE NOTE 5

Post Note  
POST NOTE 1  
POST NOTE 2  
POST NOTE 3  
POST NOTE 4  
POST NOTE 5  
POST NOTE 6

Issue By  
ISSUE BY 1  
ISSUE BY 2  
ISSUE BY 3

Copy To  
COPY 2 1  
COPY 2 2  
COPY 2 3  
COPY 2 4

Office Order Upload

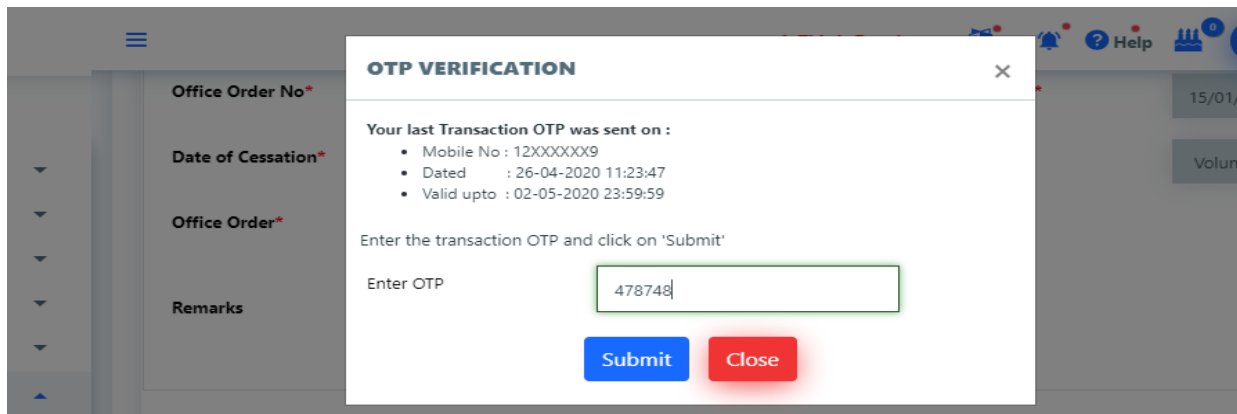
Remarks \*

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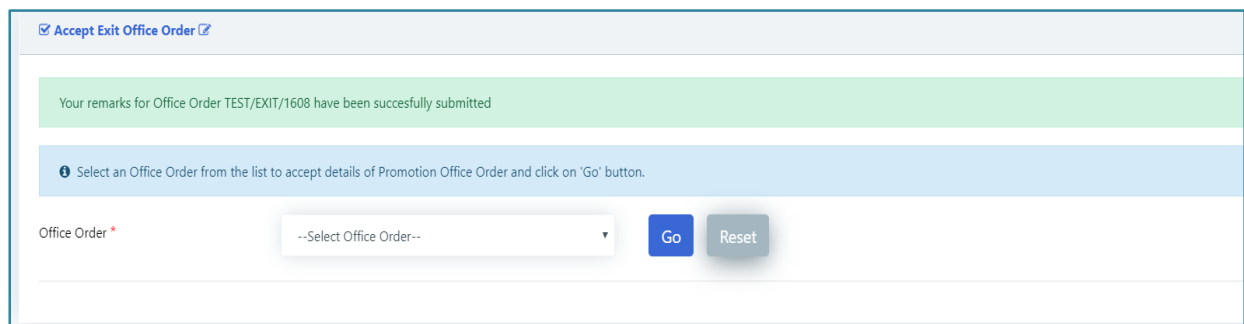
c) After clicking Return Button a confirmation dialog Box will appear.

Are you sure you want to Return the office order to print again?

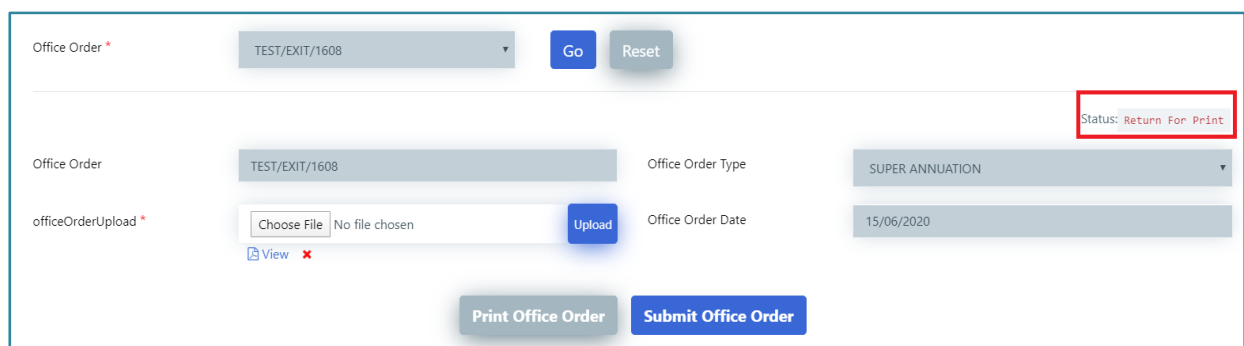
- d) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be displayed.



- e) After entering the correct OTP and clicking on Submit button office order will be sent back to the Dealing Clerk for re-print and after that the Acceptance Authority will not be able to edit the remarks field of the particular order, also the status get change from Printed-> Return to Print.



- f) Screen of DC with status Return to Print. Now Dc will upload new office order and click on Submit office order to send to Acceptance authority for the check.



- g) Acceptance Authority will check the office order pdf and enter the relevant remarks and click on Accept and Close Button to Close the Office Order.

Copy To

COPY 2.1  
COPY 2.2  
COPY 2.3  
COPY 2.4

Office Order Upload [View Pdf](#)

Remarks \*  
Office order is accepted

**Acceptance And Close** Return to Print Reject

h) After clicking Return Button a confirmation dialog Box will appear.

Are you sure you want to Close the office order details?

No Yes

i) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 26-04-2020 11:23:47
- Valid upto : 02-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Submit Close

j) After entering the correct OTP and clicking on Submit button the Office Order will be Closed, also the status get change from Printed-> Closed.

☒ Accept Exit Office Order

Your remarks for Office Order TEST/EXIT/1608 have been successfully submitted

Select an Office Order from the list to accept details of Promotion Office Order and click on 'Go' button.

Office Order \* --Select Office Order-- Go Reset

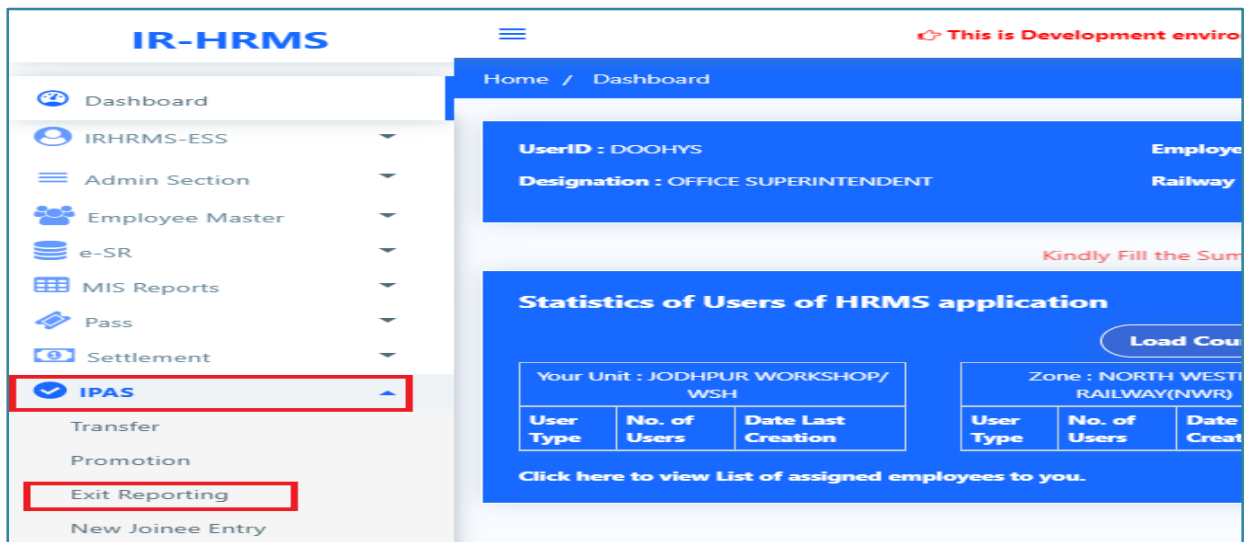


## 4.2. Exit Reporting

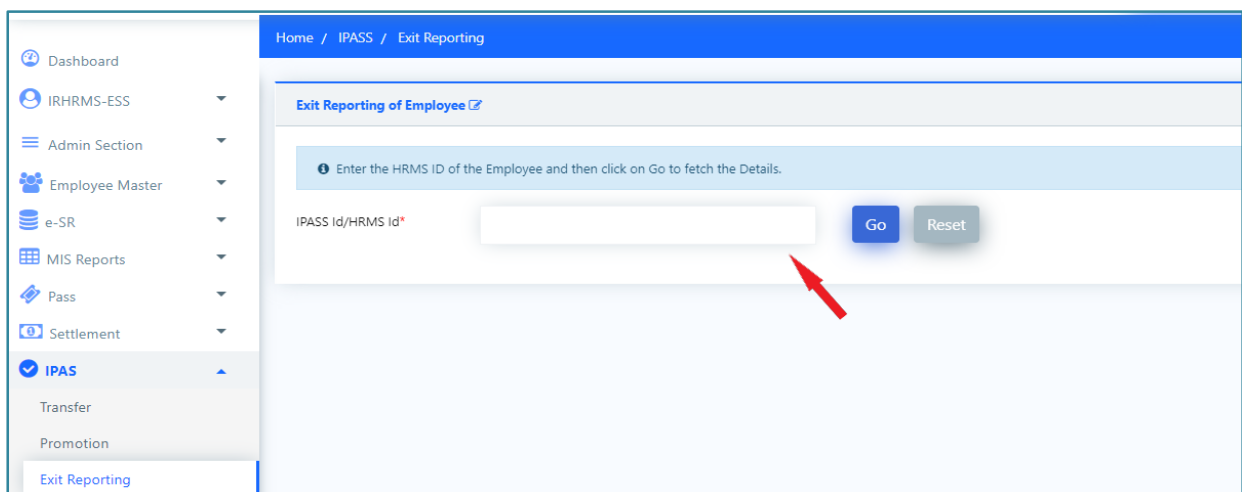
After the Office Order of the Employees is Generated and closed DC can Report the Exit of only those employees using this UI .

### 4.2.1. Recording of Exit Reporting by Dealing Clerk

- a) In the left side panel Right click on the **IPAS** menu and then click on the sub-menu with name **Exit reporting**.



- b) After that a new screen is opened where user have to enter the HRMS Id of the employee whose exit reporting is to be done and whose office order is generated and closed.



- c) User enters HRMS ID. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user or if the office order is not generated for that user then System flashes an error message.

The screenshot shows the 'Exit Reporting of Employee' form. At the top, there is a header 'Exit Reporting of Employee' with a pencil icon. Below it, a light blue box contains the instruction: 'Enter the HRMS ID of the Employee and then click on Go to fetch the Details.' The form has a text input field labeled 'IPASS Id/HRMS Id\*' containing the value 'NUUXQY'. To the right of this field is a 'Reset' button. A white modal dialog box is centered on the screen with the text 'No Office Order Exist for this Employee' and an 'OK' button.

- d) After entering the HRMS Id, click on the 'GO' button or if user want to reset the new HRMS Id user can click on the Reset button.

This screenshot shows the same 'Exit Reporting of Employee' form. The text input field 'IPASS Id/HRMS Id\*' now contains 'WMJJJJ'. The 'Go' button, which is blue with white text, is highlighted with a red rectangular box. The 'Reset' button is also visible to its right.

- e) After that a new screen is opened where some basic info of the employee will be shown. At this time the status of the employee is NEW or if the employee details are saved previously then status is Draft.

The screenshot displays the 'Exit Reporting of Employee' form with the 'Employee Details' section expanded. The 'IPASS Id/HRMS Id\*' field contains 'WMJJJJ' and the 'Reset' button is visible. In the top right corner, a 'Status: New' label is highlighted with a red box. The 'Employee Details' section contains several fields: 'Ipass Id \*' (36729800012), 'HRMS ID \*' (WMJJJJ), 'Employee Name' (ADESH KUMAR), 'User Role \*' (a dropdown menu showing '--Please Select--'), 'Department' (MECHANICAL), 'Designation' (Sr. SEC. ENGINEER(WORKSHOP-CIVIL)), 'Basic pay' (5), and 'Pay Rate' (47600).

- f) On the same page on scrolling down, user will have to enter the office order and other details for the exit of employee like remarks etc. Most of the fields are pre-filled from the office order info generated.

Office Order and Other Details

Office Order No\*

TEST/EXIT/1608

Office Order Date\*

15/06/2020

Date of Cessation\*

01/06/2020

Type of Exit\*

SUPERANNUATION(RETIEMENT)

Office Order\*

Choose File No file chosen Upload

View

Remarks

Remarks

Submit

Save as Draft

g) Dealing Clerk can view the Pdf of the office order and can also enter his remarks.

IR-HRMS

Home / IPASS / Exit Reporting

Exit Reporting of Employee

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

IPASS Id/HRMS Id\*

WMJJJI

Reset

Status: New

Employee Details

Ipss Id \*

36729800012

HRMS ID \*

WMJJJI

Employee Name

ADESH KUMAR

User Role \*

--Please Select--

Department

MECHANICAL

Designation

Sr. SEC. ENGINEER(WORKSHOP-CIVIL)

Pay/Level

2

Pay/Rate

47600

Bill Unit

3307428

User Unit

JODHPUR WORKSHOP/WSH

Date of Retirement

28/02/2049

Office Order and Other Details

Office Order No\*

TEST/EXIT/1608

Office Order Date\*

15/06/2020

Date of Cessation\*

01/06/2020

Type of Exit\*

SUPERANNUATION(RETIEMENT)

Office Order\*

Choose File No file chosen Upload

View

Remarks

Remarks

Submit

Save as Draft

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h) 7. After filling all the relevant fields, there are two buttons, Submit and Save as Draft. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk, and also the status changed from **New->Draft**.

Exit Reporting of Employee [?](#)

Exit Reporting details have been successfully saved for employee WMJJJJ

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

IPASS Id/HRMS Id\*

Status: Draft

Employee Details

- i) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.

Are you sure you want to submit the data for verification? You will not able to make changes after submission

- j) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 04-05-2020 16:53:21
- Valid upto : 10-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

- k) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change from Draft->Submitted for verification.

Exit Reporting of Employee [?](#)

Exit Reporting details have been successfully saved for employee WMJJJJ

Enter the HRMS ID of the Employee and then click on Go to fetch the Details.

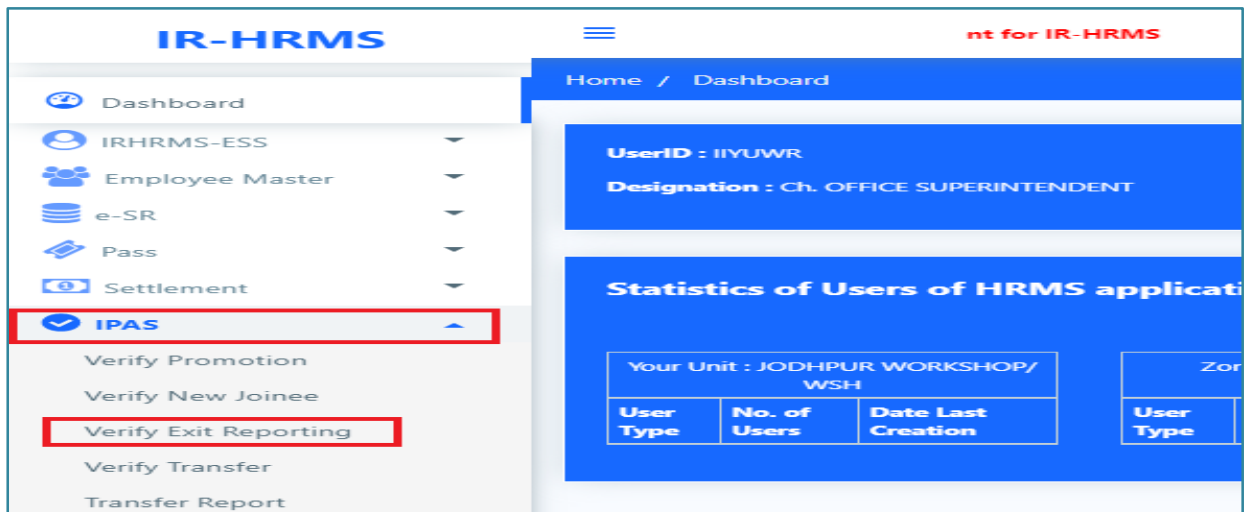
IPASS Id/HRMS Id\*

Status: Submitted for Verification

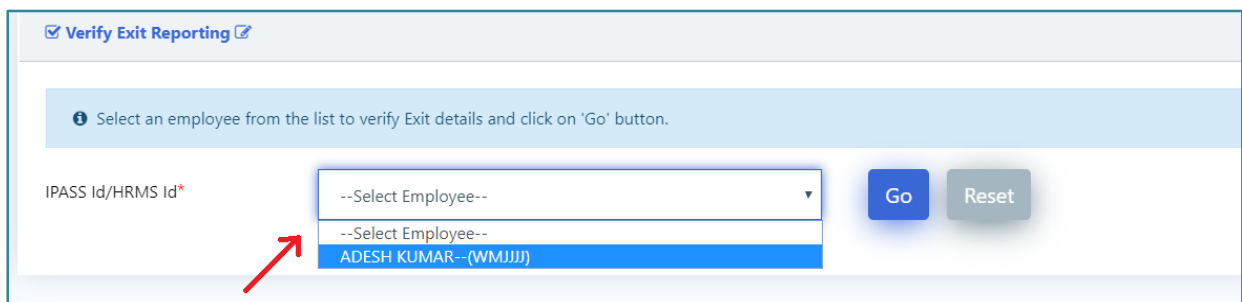
Employee Details

#### 4.2.2. Verification of Exit Reporting by Verifying Authority

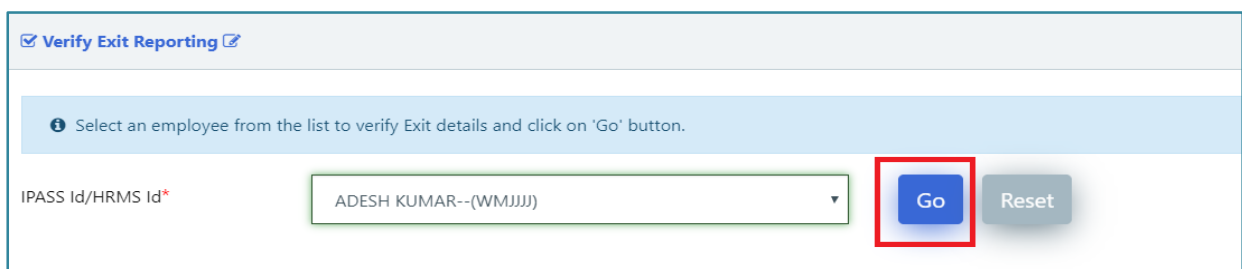
- a) After successful login, in the left side panel Right click on the **IPAS** menu and then click on the sub-menu with name **Verify Exit reporting**.



- b) After that a new screen is opened where user have to select the employee from the dropdown whose exit reporting is to be verify.



- c) After selecting the employee click on the 'GO' button to get the details of the selected employee.



- d) After that a new screen is opened where user can view all the exit details of the employee entered by the DC and the status at this time is Submitted for Verification.

☒ Verify Exit Reporting

Select an employee from the list to verify Exit details and click on 'Go' button.

IPASS Id/HRMS Id\*

Status: Submitted for Verification

**Employee Details**

IPass Id *	<input type="text" value="36729800012"/>	HRMS ID *	<input type="text" value="WMJJJJ"/>
Employee Name	<input type="text" value="ADESH KUMAR"/>	User Role *	<input type="text" value="--Please Select--"/>
Department	<input type="text" value="MECHANICAL"/>	Designation	<input type="text" value="Sr. SEC. ENGINEER(WORKSHOP-CIVIL)"/>
PayLevel	<input type="text" value="2"/>	PayRate	<input type="text" value="47600"/>

e) VA can add the remarks in the field called Remarks and can either Return or Verify the employee.

**Office Order and Other Details**

Office Order No\*  Office Order Date\*

Date of Cessation\*  Type of Exit\*

Office Order\*  No file chosen

View

Remarks

Remarks\*

f) Fill-in 'Remarks' and then click on 'Return' button to return the details back to DC.

**IPAS**

- Verify Promotion
- Verify New Joinee
- Verify Exit Reporting**
- Verify Transfer
- Transfer Report
- status report

Remarks\*

g) After clicking Return Button a confirmation dialog Box will appear.

Are you sure you want to return Exit Reporting Details?

Office Order No\*

Date of Cessation\*

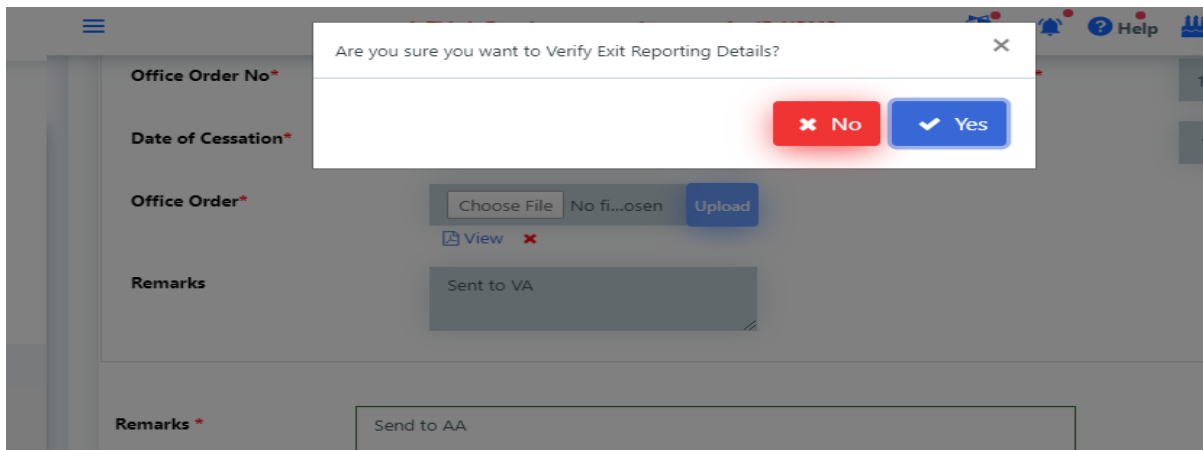
Office Order\*  No file chosen

- h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

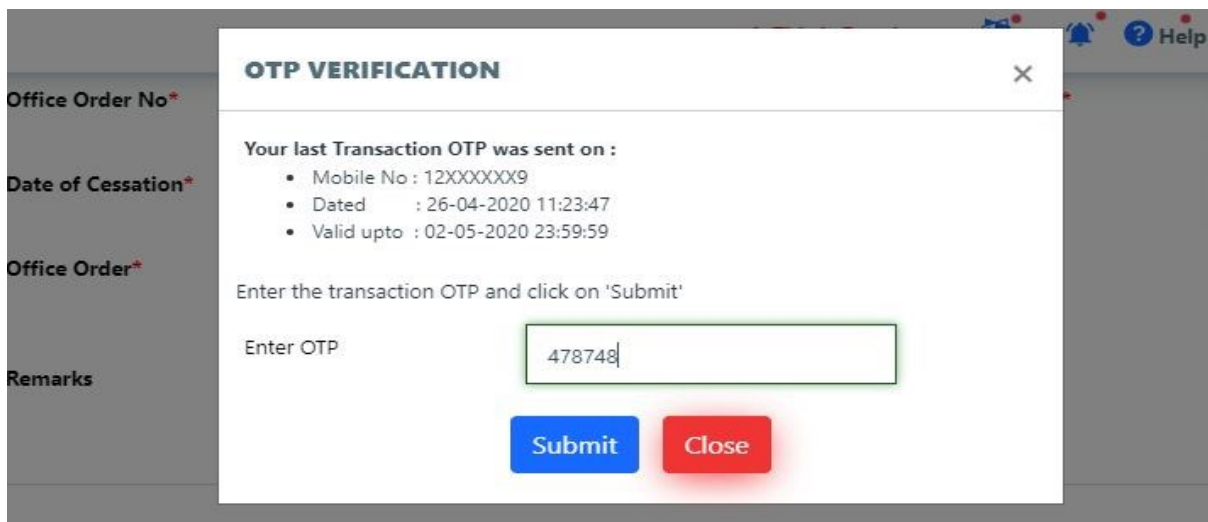
- i) After entering the correct OTP and clicking on Submit button the details of the employee will be sent back to the Dealing Clerk to do the correction and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status get change from Submitted for verification-> Return to DC by Verification Authority.

- j) Enter the relevant remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.

k) After clicking Verify button, a confirmation dialogue box will appear.



l) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.



m) After filling in the correct OTP and clicking on '**Submit**' button the details of the employee will be forwarded to the Acceptance Authority for acceptance and after that the Verification Authority will not be able to edit the remarks field of the particular employee, also the status get change from Submitted for verification-> Verified.



☒ Verify Exit Reporting [?](#)

Your remarks for Exit Reporting for the employee WMJJJJ have been succesfully submitted

Select an employee from the list to verify Exit details and click on 'Go' button.

IPASS Id/HRMS Id\*

Status: Verified

**Employee Details**

Ipas Id \*  HRMS ID \*

Employee Name  User Role \*

#### 4.2.3. Approval of Exit Report by Accepting Authority

- a) After successful login, in the left side panel Right click on the **IPAS** menu and then click on the sub-menu with name **Accept Exit reporting**.

**IR-HRMS** This is Development

Home / Dashboard

UserID : OOLUZR  
Designation : Sr. PERSONNEL OFFICER-B

**Statistics of Users of HRMS application**

Your Unit : JODHPUR WORKSHOP/ WSH  
Zone : NORTH RAILWAY(I

**IPAS**

Transfer  
Promotion  
Accept Promotion  
Accept New Joinee  
**Accept Exit Reporting**  
Accept Transfer  
Transfer Report

User Type	No. of Users	Date Last Creation

User Type	No. of Users

- b) After that a new screen is opened where user have to select the employee from the dropdown whose exit reporting is to be accept.

☒ Accept Exit Reporting [?](#)

Select an employee from the list to accept Exit details and click on 'Go' button.

IPASS Id/HRMS Id\*

--Select Employee--  
ADESH KUMAR--(WMJJJJ)  
MANOHARLAL MEENA--(AAAAIN)

- c) After selecting the employee click on the GO button to get the details of the selected employee.

**Accept Exit Reporting**

Select an employee from the list to accept Exit details and click on 'Go' button.

IPASS Id/HRMS Id\* ADESH KUMAR--(WMJJJJ) Go Reset

- d) After that a new screen is opened where user can view all the exit details of the employee entered by the DC and the status at this time is Verified.

**Accept Exit Reporting**

Select an employee from the list to accept Exit details and click on 'Go' button.

IPASS Id/HRMS Id\* ADESH KUMAR--(WMJJJJ) Reset

**Employee Details**

IPASS Id\* 36729800012 HRMS ID\* WMJJJJ

Employee Name ADESH KUMAR User Role\* --Please Select--

Status: Verified

- e) AA can add the remarks in the field called Remarks and can either Return or Accept the employee.

**Office Order and Other Details**

Office Order No\* 85348957397 Office Order Date\* 15/01/2020

Date of Cessation\* 23/03/2020 Type of Exit\* Volunteer Retirement

Office Order\* Choose File No file open Upload

Remarks Sent to VA

Remarks\* Remarks for Exit Reporting

Accept Return

- f) Enter 'Remarks' and then click on 'Return' button to return the details back to Dealing Clerk.

Remarks

Sent to VA

Remarks \*

Return to DC

Accept Return

g) After clicking Return Button a confirmation dialog Box will appear.

Are you sure you want to return Exit Reporting Details?

No Yes

Office Order and O

Office Order No\*

Date of Cessation\* 23/03/2020

Type of Exit\* Volunteer Re

h) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

OTP VERIFICATION

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 25-04-2020 17:57:20
- Valid upto : 01-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP 362874

Submit Close

Office Order and O

Office Order No\*

Date of Cessation\*

Office Order\*

Remarks

i) After entering the correct OTP and clicking on Submit button the details of the employee will be sent back to the Dealing Clerk to do the correction and after that the Acceptance Authority will not be able to edit the remarks field of the particular employee, also the status get change from **Verified-> Return to DC by Acceptance Authority**.

☒ Accept Exit Reporting

Your remarks for Exit Reporting for the employee WMJJJJ have been successfully submitted

Select an employee from the list to accept Exit details and click on 'Go' button.

IPASS Id/HRMS Id\*

Status: Returned to DC by Acceptance Authority

**Employee Details**

Ipas Id *	<input type="text" value="36729800012"/>	HRMS ID *	<input type="text" value="WMJJJJ"/>
Employee Name	<input type="text" value="ADESH KUMAR"/>	User Role *	--Please Select--
Department	<input type="text" value="MECHANICAL"/>	Designation	<input type="text" value="Sr. SEC. ENGINEER(WORKSHOP-CIVIL)"/>

j) Enter the relevant remarks and then click on Accept Button to Accept the details.

ster

Remarks

Remarks \*

k) After clicking Accept button, a confirmation dialogue box will appear.

Are you sure you want to Accept Exit Reporting Details?

Office Order No\*

Date of Cessation\*

Office Order\*

Choose File No file chosen Upload

l) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

**OTP VERIFICATION**

Your last Transaction OTP was sent on :

- Mobile No : 12XXXXXX9
- Dated : 26-04-2020 11:23:47
- Valid upto : 02-05-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

Enter OTP

Office Order No\*

Date of Cessation\*

Office Order\*

Remarks

Remarks \*

- m) After entering the correct OTP and clicking on Submit button the details of the employee will be Accepted and after that the Acceptance Authority will not be able to edit the remarks field of the particular employee, also the status get change from **Verified-> Accepted**.

Accept Exit Reporting

Your remarks for Exit Reporting for the employee WMJJJJ have been succesfully submitted

Select an employee from the list to accept Exit details and click on 'Go' button.

IPASS Id/HRMS Id\*
ADESH KUMAR--(WMJJJJ)
Reset

Status: Accepted

Employee Details

Ipss Id *	36729800012	HRMS ID *	WMJJJJ
Employee Name	ADESH KUMAR	User Role *	--Please Select--

- End of Document -