*I*ndustrial *R*elations

https://hrms.indianrail.gov.in/HRMS/

1.0 INTRODUCTION

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Industrial Relations Module broadly encompasses the following components.

- To have a comprehensive database of Unions/Associations.
- The P N M Process.
- Representations, Letters received from Unions/Representatives.
- Inspection notes of Senior Officers (GM, DRM, HOD – Rank Officers)
- Non-Payment Meeting.
- PREM
- SC / ST Meeting
- OBC Meeting.
- Staff Council Meetings in Production Units.
- J C M.
- Joint-Meetings.
- Staff Council Meetings
- Miscellaneous Meetings (meetings with other associations)
- Provision for database of policies relating to IR including relevant Acts / rules & also links to important Judgements
- Gate Meetings

2.0 OVERVIEW :

- o To digitize & monitor the Industrial-Relations as an IT-Enabled system.
- o To provide a system for managing the Industrial-Relations effectively.
- o To provide for identifying the Unions/Associations.
- o To create a repository of Unions / Associations, their affiliations etc.,
- o To provide a system for managing P N M .
- o To provide a system for managing all other types-of-meetings between Unions and management.
- o To provide a system for monitoring the assets, benefits etc. of Unions .

A Schematic-Over-view of the Industrial Relations Monitoring System.
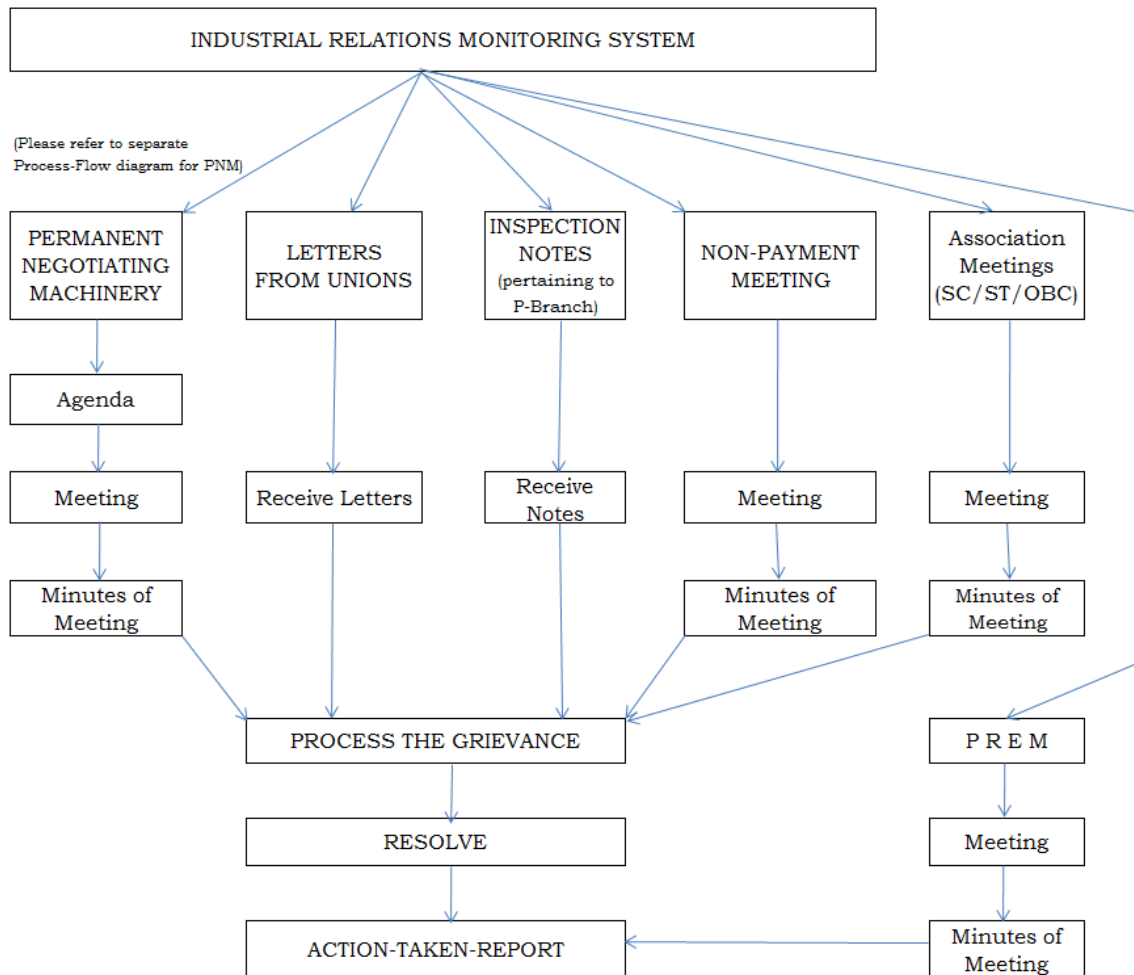
3.0 PRE-REQUISITIES :

- o To identify Unions/Associations
- o Agenda for the Meetings.
- o Minutes of the Meetings.
- o Action-Taken Report (on agenda points) of the PNM Meetings.
- o Management-Representatives.
- o Recognised-Unions' Representatives.
- o Labour-Welfare-Cell (IR-Cell) – Undertakes all work-related to Meetings
- o Welfare Inspectors/Welfare Officer – Co-ordinators for Meetings
- o Any specific departmental Meetings also to be co-ordinated by Welfare Inspectors. (like accounts, security,stores etc.)

4.0 PROCESS DETAIL :

a) Agenda points are received by the Welfare Cell of Personnel Branch and sent to the respective Departmental Nominated Officer for remarks. (for being prepared to handle the agenda-points)

b) To store the Opening speech meeting

c) Discussion of the Agenda Points and also non-agenda points (if permitted) are discussed.

d) To store the Closing Speech meeting.

e) To provide for Informal Meetings – to discuss the left-over items from PNM.

f) The Discussions are documented and sent to respective Departmental-Nominated Officers for remarks and feasibility of compliance.

g) The remarks received are consolidated and circulated to all concerned.

h) To provide for Implementation Meetings.

i) The entire process flow will be co-ordinated by a Personnel Officer handled by Welfare Cell & Welfare Inspectors assigned for Negotiating Machineries.

j) Union-Officer Bearer details are to be elaborately mapped.

k) Benefits that flow from the administration, to these Union-Office Bearers are to be captured. (eg. Benefits like .. SCL, Pass, Permission, OD, Railway-Premises-usage, Electricity-provided, net-access etc)

l) To provide for screens to send customized SMS / email to Official Union-Office bearers as decided by Personnel Officers.

A GENERALISED PROCESS-FLOW-DETAIL FOR MEETINGS' .

PROCESS FLOW FOR MEETING
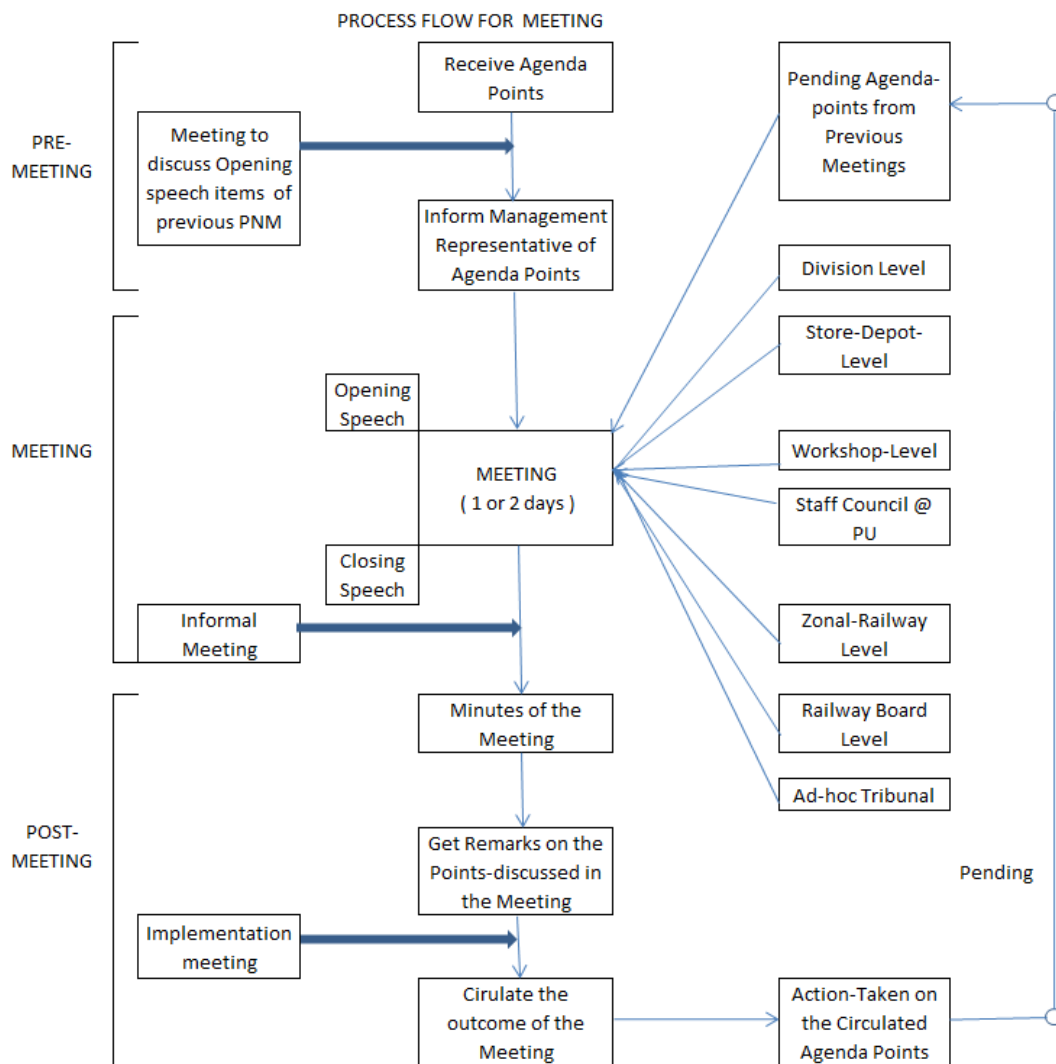
5.0 STEP-BY-STEP FLOW:

1.   Create IR Cell

2.   Create Union & Union Members

3.   Create Mgmt Officials

4.   Schedule a Meeting

5.   Enter Agenda Points

6.   Assign officers to agenda points

7.   Remarks to agenda points

8.   Meeting Officials.

9.   Meeting – Welcome / Opening / Closing speech / Attendance

10.   Noting minutes of meeting

11.   Action taken entry

12.   Action taken report

13.   IR Representation – receive

14.   Action taken & Reply .

15.   Meeting Requests

16.   Action taken & Reply.

    Reports:

17.   Meeting Minutes.pdf

18.   Meeting action taken report.pdf

19.   Reply to IR representation.pdf

20.   Meeting Request.pdf

6.0 SCREEN SHOTS :

Inserting screen shots , reduces the visibility of the images.

Hence provided as an attachement, as a pdf file (IR-Screen-shots.pdf)

7. CONTACT US

CRIS – HRMS TEAM   @

irhrms@cris.org.in

hrms-helpdesk

service-request

POST-SCRIPT:

Planned for in Next-Release:

- Assets with Unions.
- Union Dues.
- Inspection notes of Senior Officers (GM, DRM, HOD – Rank Officers)
- Provision for database of policies relating to IR including relevant Acts / rules & also links to important Judgements
- Provision to enter Vigilance / Intelligence / WI-discrete Reports

Reports

- List of Unions & its Officials
- Permission to grant SCL
- Permission to issue Pass
- Letter for Gate Meetings
- Letter for Other Union-Requests
- Minutes of Meeting with Agenda points → Juxtaposed.
- Dashboard to monitor Unions , Agenda Points.