

# **CENTRAL RAILWAY**

**SOLAPUR DIVISION**

## **RailSathi**



**HUMAN RESOURCE MANAGEMENT SYSTEM**

**(HRMS)**

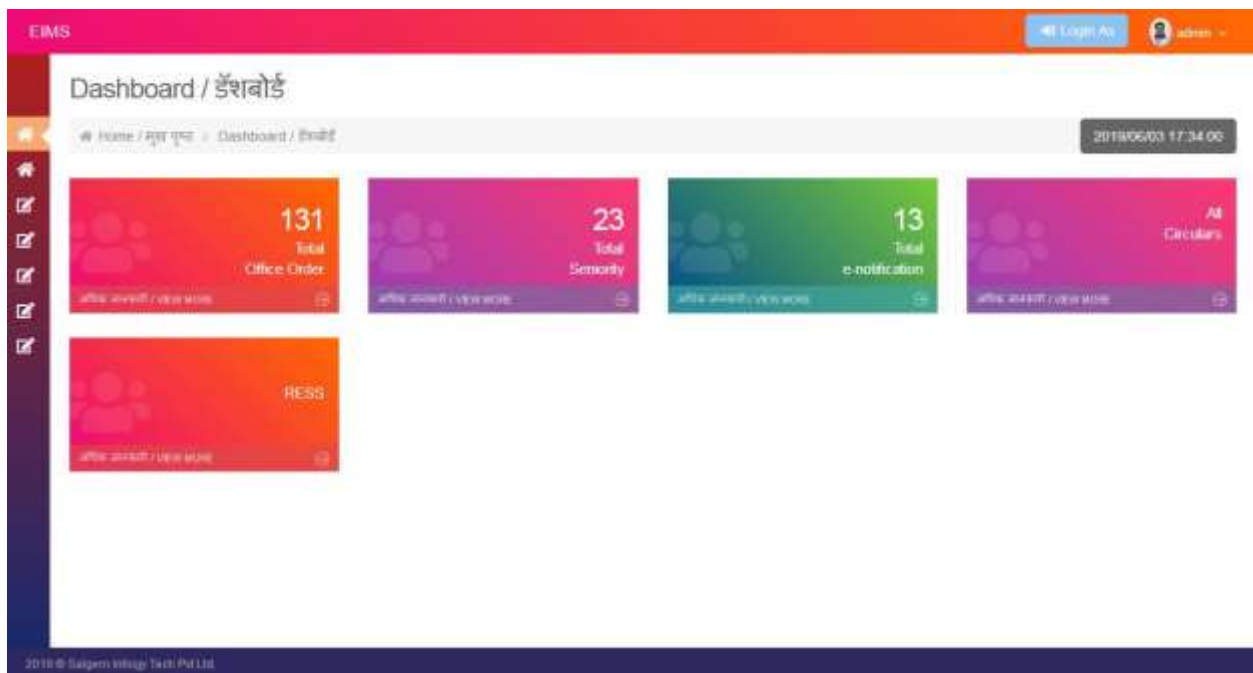
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# Dashboard

**STEP – 1:** After successful login, you will see the dashboard that contains all modules (Fig- 1).

**(Fig- 1)**



## Add Sectional Incharge

**STEP – 2:** Admin can add sectional incharge, select add sectional incharge from sidebar and see the added users(Fig- 2 & Fig- 2.1).

(Fig- 2)

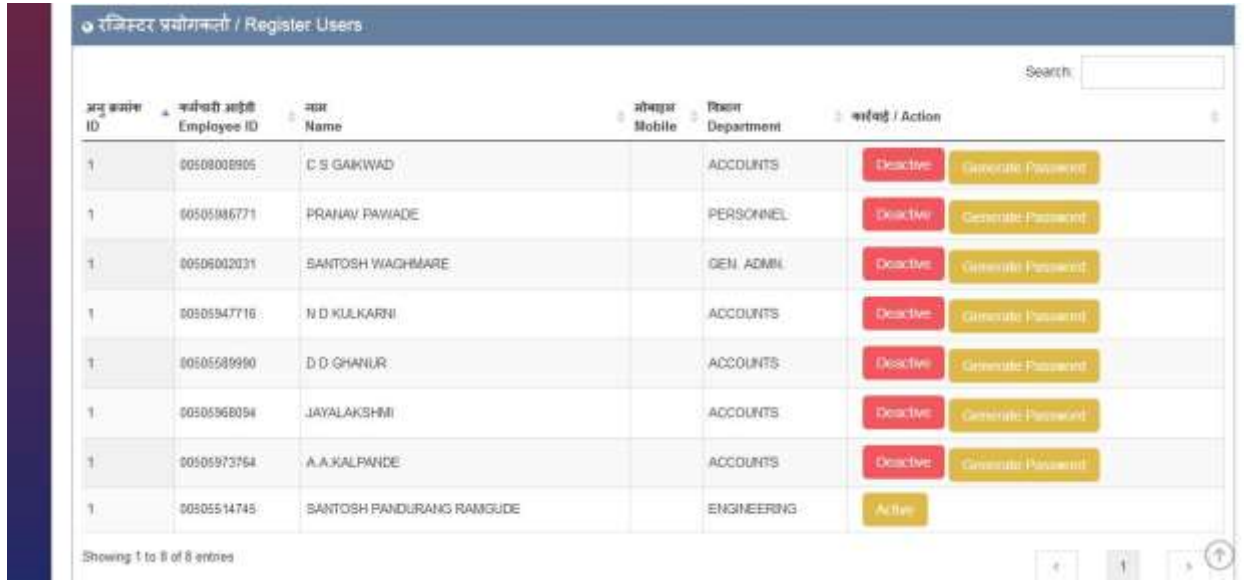
The screenshot shows the 'Add User' form in the EIMS application. The form is titled 'Add User / प्रयोगकर्ता पंजीकरण' and is located under the 'Home / मुख पृष्ठ > Add User / प्रयोगकर्ता पंजीकरण' breadcrumb. The form contains several input fields for user registration:

- कर्मचारी आईडी / PFNO:** Enter PF Number
- मोबाइल / Mobile:** Enter Mobile number
- पदनाम / Designation:** Employee Designation
- प्रयोगकर्ता नाम / Username:** Set Username
- विभाग / Department:** Employee Department
- नाम / Name:** Employee Name
- ई-मेल / E-Mail:** Employee Email Id
- पे लेवल / Pay Level:** Employee Pay Level
- पासवर्ड / Password:** Set Password

At the bottom right of the form, there are two buttons: 'Cancel' and '✓ प्रस्ताव करें / Submit'.

(Fig- 2.1)

Admin can active and deactivate user and generate password.



रजिस्टर प्रयोगकर्ता / Register Users

Search:

अनु क्रमिक ID	कर्मचारी आईडी Employee ID	नाम Name	मोबाइल Mobile	विभाग Department	कार्यवाही / Action
1	00508008905	C S GAIKWAD		ACCOUNTS	Deactive Generate Password
1	00505986771	PRAHAR PAVADE		PERSONNEL	Deactive Generate Password
1	00509002031	SANTOSH WAGHMARE		GEN. ADMIN.	Deactive Generate Password
1	00505947716	H D KULKARNI		ACCOUNTS	Deactive Generate Password
1	00505589980	D D GHANUR		ACCOUNTS	Deactive Generate Password
1	00505968094	JAYALAKSHMI		ACCOUNTS	Deactive Generate Password
1	00505973754	A.A.KALPANDE		ACCOUNTS	Deactive Generate Password
1	00505514745	SANTOSH PANDURANG RAMGUIDE		ENGINEERING	Active

Showing 1 to 8 of 8 entries

Navigation: Previous, Next, First, Last

# Office Order

**Step 3:** Select Office Order from sidebar and view office order document and admin can add office order documents by click on the add office order and also view and delete document. (See the image given below).

(Fig- 3)

The screenshot displays the 'e-Office Order' interface. At the top, there's a header with 'EIMS' and a login area. The main content area is titled 'e-Office Order' and includes a breadcrumb trail 'Home / मूला वृत्त > e-Office Order'. A date stamp '2019/06/03 17:42:37' is visible. Below the title, there's a section for 'OFFICE ORDER DETAILS 2019' with an 'Add Office Order' button and a search bar. The core of the interface is a table listing office orders for 2019.

Sr No	Order No	Order Date	L No	Department	Action
1	01/19	1/1/2019	SUR/S&T/P/TFR/IGR-C	S&T	<a href="#">View</a> <a href="#">Delete</a>
2	02/19	1/1/2019	SUR/S&T/P/TFR/IRT/SPOUSE	S&T	<a href="#">View</a> <a href="#">Delete</a>
3	03/19	4/1/2019	SUR/S&T/P/TFR/HEL/GR D	S&T	<a href="#">View</a> <a href="#">Delete</a>
4	04/19	2/1/2019	SUR/P/OPTG/TFR/PRO/AFM	OPTG	<a href="#">View</a> <a href="#">Delete</a>
5	05/19	7/1/2019	SUR/P/C&W/FITTER 2	C&W	<a href="#">View</a> <a href="#">Delete</a>
6	06/19	7/1/2019	SUR/P/LOCO Rng/LP STG/Prs/2019	LOCO	<a href="#">View</a> <a href="#">Delete</a>
7	07/19	7/1/2019	SUR/P/OPTG/TFR/PRO/ISS	OPTG	<a href="#">View</a> <a href="#">Delete</a>

(Fig- 3.1)

Add office order.

The screenshot shows the 'e-Office Order' form in the EIMS system. The form is titled 'ADD OFFICE ORDER DETAILS'. It contains the following fields:

- Order No.**: A text input field with a placeholder 'Enter order no.'.
- Order Date**: A date input field with a placeholder 'DD-MM-YYYY'.
- L No.**: A text input field with a placeholder 'Enter L no.'.
- Department**: A dropdown menu with a placeholder 'Select Department'.
- Attach Document**: A section with a 'Browse...' button and a text area showing 'No file selected'.
- Buttons**: 'Submit' (blue) and 'Back' (red) buttons.

The top of the page shows the EIMS logo, a 'Login As' button, and a user profile icon. The bottom of the page shows the copyright notice: '2019 © Salgem Infoigy Tech Pvt Ltd'.

(Fig- 3.2)

Delete office order.

The screenshot shows the 'OFFICE ORDER DETAILS - 2019' table in the EIMS system. A confirmation dialog box is displayed over the table, asking 'Confirm!! Proceed for Office Order delete?'. The dialog has 'OK' and 'Cancel' buttons.

Sr No.	Order No.	Order Date	L No.	Department	Action
1	01/19	1/1/2019	SUR/S&T/PTFR/ROG	S&T	<a href="#">View</a> <a href="#">Delete</a>
2	02/19	1/1/2019	SUR/S&T/PTFR/ROG	S&T	<a href="#">View</a> <a href="#">Delete</a>
3	03/19	4/1/2019	SUR/S&T/PTFR/ROG	S&T	<a href="#">View</a> <a href="#">Delete</a>
4	04/19	2/1/2019	SUR/PHOTO/PTFR-PROMISS	OPTG	<a href="#">View</a> <a href="#">Delete</a>
5	05/19	7/1/2019	SUR/CAW/PTFR-2	CAW	<a href="#">View</a> <a href="#">Delete</a>
6	06/19	7/1/2019	SUR/PHOTO Reg LP STGWP/2019	LOCO	<a href="#">View</a> <a href="#">Delete</a>
7	07/19	7/1/2019	SUR/PHOTO/PTFR-PROMISS	OPTG	<a href="#">View</a> <a href="#">Delete</a>
8	08/19	7/1/2019	SUR/ADMIN/DECAT/MECH	ADMIN	<a href="#">View</a> <a href="#">Delete</a>
9	09/19	8/1/2019	SUR/S&T/PTFR-TECH/ESM	S&T	<a href="#">View</a> <a href="#">Delete</a>
10	10/19	8/1/2019	SUR/S&T/PTFR-DYNKH	S&T	<a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 10 of 131 entries

(Fig- 3.3)

View office order.

सत्य रेज

मोडल रेज प्रबंधक कार्यालय,  
कार्मिक शाखा / सोलापूर  
दिनांक:- 01/01/2019

संख्या: सोला/सिक्टु/का/ TFR/ Gr. C

कार्यालय आदेश संख्या: 2019/ 01 S&T

Sub: -Transfer and posting of Tech TCM Category in S&T Department on Solapur Division.

\*\*\*\*\*

The following Transfer and posting order of Tech TCM category is issued with immediate implementation.

Sr. No	Name (S/Shri)	Present Design Stn. & Pay Level	Future Design Stn. & Pay Level	Remarks
1	SANJAYAKUMAR KATTI 005060750	Tech TCM III/ UMD Under SSE(TELE) SUR Level 2 (GP 1900)	Tech TCM III/ DUD Under SSE(TELE) SUR Level 2 (GP 1900)	Vice vacancy on own request.
2	MILIND SAKHARAM 005060760	Tech TCM III/ DUD Under SSE(TELE) SUR Level 2 (GP 1900)	Tech TCM III/ PK Under SSE(TELE) SUR Level 2 (GP 1900)	Vice vacancy on own request.
3	MAYUR TANAJI NAVGIRE 0050607545	Tech TCM II/ ANG Under SSE(TELE) DD Level 4 (GP 2400)	Tech TCM III/ SUR Under SSE(TELE) SUR Level 4 (GP 2400)	Vice vacancy on own request.
4	DATTATRAYA TUKARAM 00506076064	Tech TCM II/ PK Under SSE(TELE) SUR Level 5 (GP 2800)	Tech TCM II/ SUR Under SSE(TELE) SUR Level 5 (GP 2800)	Vice vacancy on own request.



# Seniority

**Step 4:** Select seniority from sidebar and view seniority document and admin can add seniority documents by click on the add seniority and also view and delete document. (See the image given below Fig).

(Fig- 4)

The screenshot displays the 'e-Seniority' web application. The interface includes a sidebar with navigation icons, a top header with 'EIMS' and a 'Login As' button, and a main content area. The main area features an 'Add Seniority' button, a search bar, and a table titled 'SENIORITY LIST 2018-19'. The table lists seven categories with their respective years and delete actions.

Sr No	Subject	Year	Action
1	Misceleneal (PERSONNEL)	2019	Delete
2	Misceleneal (NON PERSONNEL)	2019	Delete
3	S&T	2019	Delete
4	Commercial	2019	Delete
5	Commercial (Merged Seniority of CC, EDRG AND COMMERCIAL INSPECTOR)	2019	Delete
6	Line	2019	Delete
7	Operating (Running)	2019	Delete

(Fig- 4.1)

## Add Seniority Document

The screenshot displays the 'e-Seniority' web application interface. At the top, a pink header bar contains the 'EIMS' logo on the left and a 'Login As' button with a user profile icon on the right. Below the header, a breadcrumb trail shows 'Home / Add Seniority > e-Seniority'. A timestamp '2019/06/03 17:47:57' is visible in the top right corner. The main content area is titled 'ADD SENIORITY DETAILS' and features three input fields: 'Subject' (with placeholder text 'Enter Subject'), 'Year' (with placeholder text 'Enter Year'), and 'Attach Document' (with a 'Browse...' button and the text 'No file selected.'). Below the 'Subject' field are two buttons: a blue 'Submit' button and a red 'Back' button. A vertical sidebar on the left contains several icons. The footer at the bottom of the page reads '© 2019 Salgem Infoigy Tech Pvt Ltd'.

(Fig- 4.2)

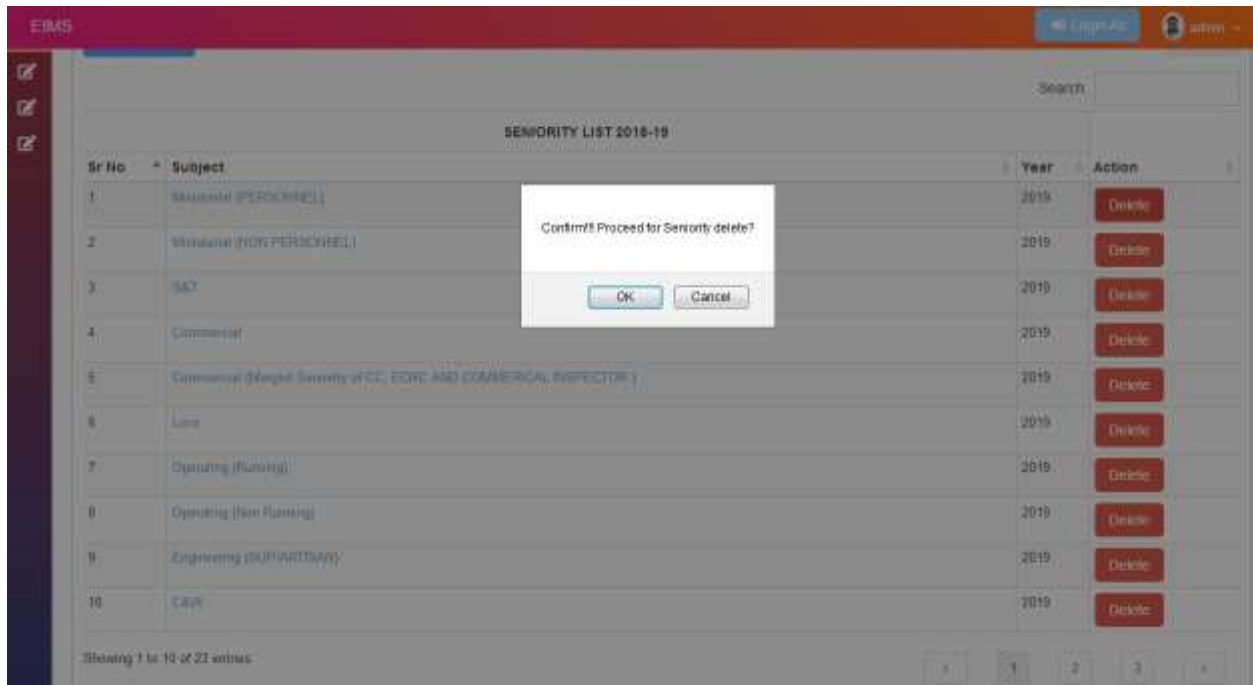
## View Seniority Document

Seniority List of Ministerial Staff of Personnel Department, Position as on 01.01.2019

Chief O.S. Level-2 (Personnel) SS-24								
Sr	P.F.No.	Name of the Employee	Grade	Design	Stn	DOB	DOA	DOP in present Cadre
1	00230118	N.Y.PATANGE	ST	COS	SR.DPO/SUR	01.06.1961	06.08.1983	01.08.2008
2	00261606	Mr.S.V.MULLUR	UR	COS	SR.DPO/SUR	25.12.1959	31.05.1979	25.10.2008
3	09287371	G.S.V. Padma Rao	UR	COS	SRM SECRETARY	26.10.1964	15.09.1991 07.07.1992	28.11.2010
4	08916742	M S Kamble	SC	COS	SR.DPO/SUR	29.05.1987	23.05.1992	28.10.2010
5	09271223	S.B.WAGHMARE	SC	COS	CCO/SUR	01.06.1964	12.11.1992	05.07.2011
6	09104374	S.S.BORAIKAR	UR	COS	SR.DPO/SUR	24.05.1959	15.12.1974 (01 FIVE) 1983	24.06.2013
7	08971214	T.SURESH RAO	UR	COS	SR.DPO/SUR	23.02.1971	28.03.1997	28.06.2013
8	05284668	S.H.KATAGIALE	ST	COS	SM/SUR	01.06.1966	17.12.1988	31.10.2013
9	06009748	SRIPATI DEONAL	ST	COS	SR.DPO/SUR	01.06.1966	10.08.1989	31.10.2013
10	09307287	Mr.S.S.VAIDYA	UR	COS	SR.DPO/SUR	21.07.1960	21.05.1987	01.11.2013
11	08279768	A.M.DESHIPANDE	UR	COS	SR.DPO/SUR	09.10.1964	30.08.1992	01.11.2013
12	08017482	R.L.TUPSAMINDAR	SC	COS	SR.DPO/SUR	12.06.1956	10.08.1986 11.10.1989	01.11.2013
13	09239268	S.L. Kamble	SC	COS	SR.DPO/SUR	01.08.1989	13.09.1991 (RPF) 16/09/1997 (ASM)	01.11.2013 24.04.2015
14	08928300	R.D.Bhosale	SC	COS	SR.DPO/SUR	06.06.1962	11.06.1981	01.11.2013 26.04.2016
15	05473118	Rashinath Nivarti	UR	COS	SR.DPO/SUR	01.06.1961	02.07.1985	01.11.2013 01.08.2016
16	08272786	Mr.S.D.TENHALLI	SC	COS	SR.DPO/SUR	22.02.1964	30.06.1983	31.12.2014
17	08283802	SANJAY P.GAWALI	UR	COS	CCO/SUR	05.10.1962	25.06.1984	03.03.2015
18	05059767	Mr.D.D.NARAGALE	UR	COS	SR.DPO/SUR	12.08.1961	27.02.1982	19.06.2015

(Fig- 4.3)

## Delete Seniority Document



## e-seniority suggestion

**Step 5:** Select seniority suggestion from sidebar and view employee suggestion.  
(See the image given below Fig).

(Fig- 5)

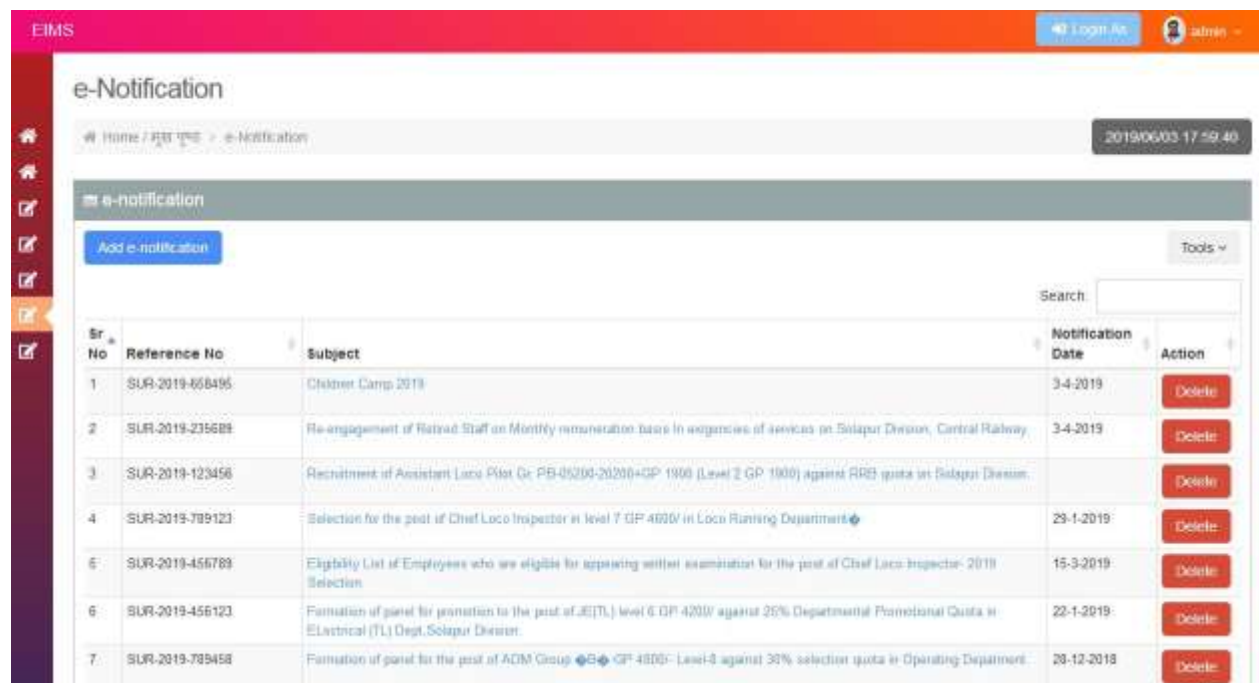
The screenshot displays the 'e-Seniority Suggestion' interface. The header includes 'EIMS' and a 'Login As' button. The sidebar contains navigation icons. The main content area shows a table of suggestions. The table has columns: Sr No, PF No., Name, Suggestion, Created Date, Remark, and Action. There are four rows of data, each with a 'Closed' button in the Action column.

Sr No	PF No.	Name	Suggestion	Created Date	Remark	Action
1	00506002508	BABITA ARADLE	date missing	08/05/2019 02:21:44	corrected	Closed
2	00506002508	BABITA ARADLE	casd	08/05/2019 02:22:41	changed	Closed
3	00506013818	P.V. CHALWADI	incorrect	08/05/2019 03:02:48	ok	Closed
4	00505995243	PRADIP DUPARGUDE	incorrect	21/05/2019 12:39:46	corrected	Closed

## e-notification

**Step 6:** Select e-notification from sidebar and view e-notification document and admin can add e-notification documents by click on the add e-notification and also view and delete document. (See the image given below Fig).

(Fig- 6)



The screenshot displays the EIMS (Employee Information Management System) interface for e-Notifications. The top header is orange with 'EIMS' on the left and 'Login As: admin' on the right. A sidebar on the left contains icons for various functions. The main content area is titled 'e-Notification' and includes a breadcrumb trail 'Home / सूचना प्रणाली > e-Notification'. A date stamp '2019/06/03 17:59:40' is visible in the top right. Below the title, there is a blue 'Add e-notification' button and a 'Tools' dropdown menu. A search bar is located above the table. The table lists seven notifications with the following data:

Sr No	Reference No	Subject	Notification Date	Action
1	SUR-2019-658495	Children Camp 2019	3-4-2019	Delete
2	SUR-2019-235689	Re-engagement of Retired Staff on Monthly remuneration basis in exigencies of services on Solapur Division, Central Railway.	3-4-2019	Delete
3	SUR-2019-123456	Recruitment of Assistant Loco Pilot Gr. PB-05/200-20200+GP 1900 (Level 2 GP 1900) against RRS quota in Solapur Division.		Delete
4	SUR-2019-789123	Selection for the post of Chief Loco Inspector in level 7 GP 4600 in Loco Running Department.	29-1-2019	Delete
5	SUR-2019-456789	Eligibility List of Employees who are eligible for appearing written examination for the post of Chief Loco Inspector- 2019 Selection.	15-3-2019	Delete
6	SUR-2019-456123	Formation of panel for promotion to the post of JE(TL) level 6 GP 4200 against 25% Departmental Promotional Quota in Electrical (TL) Dept. Solapur Division.	22-1-2019	Delete
7	SUR-2019-785456	Formation of panel for the post of ADM Group GP 4800- Level-3 against 30% selection quota in Operating Department.	28-12-2018	Delete

(Fig- 6.1)

Add e-notification.

The screenshot shows the 'ADD e-notification DETAILS' form in the EIMS application. The form has four main input fields: 'Reference No.' with a placeholder 'Enter Reference No.', 'Notification Date' with a placeholder 'DD/MM/YYYY', 'Subject' with a placeholder 'Enter Line', and 'Attach Document' with a 'Browse...' button and the text 'No file selected'. Below these fields are two buttons: 'Submit' and 'Back'. The top navigation bar is orange with 'EIMS' on the left and 'Login As' and a user profile icon on the right. The left sidebar is dark red with several icons. The top right corner shows the date and time '2019/06/03 18:00:13'. The bottom of the page has a dark blue footer with the text '2019 © Salgem Infoigy Tech PVT.LTD'.

(Fig- 6.2)

View, delete e-notification.

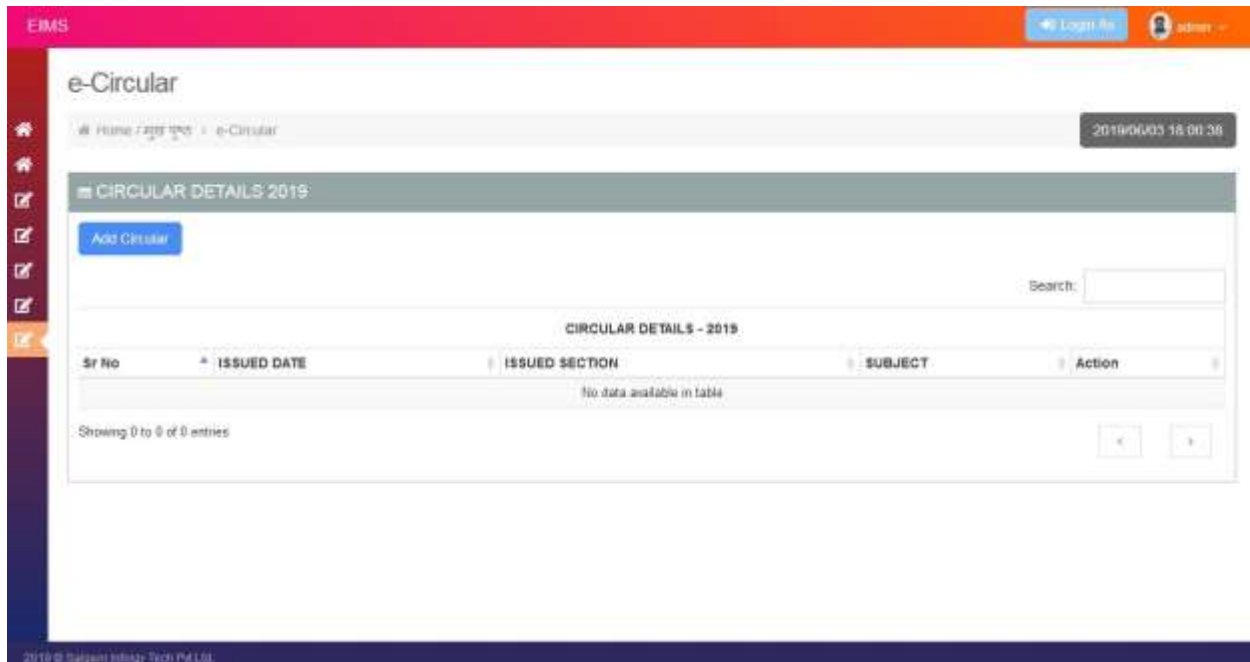
The screenshot shows the 'e-Notification' list view in the EIMS application. At the top, there is a search bar and a 'Tools' dropdown. Below this is a table with the following columns: 'Sr No', 'Reference No', 'Subject', 'Notification Date', and 'Action'. The table contains 7 rows of data. Each row has a 'Delete' button in the 'Action' column. The top navigation bar is orange with 'EIMS' on the left and 'Login As' and a user profile icon on the right. The left sidebar is dark red with several icons. The top right corner shows the date and time '2019/06/03 17:59:40'. The bottom of the page has a dark blue footer with the text '2019 © Salgem Infoigy Tech PVT.LTD'.

Sr No	Reference No	Subject	Notification Date	Action
1	SUR-2019-668495	Children Camp 2019	3-4-2019	Delete
2	SUR-2019-235689	Re-engagement of Raiload Staff on Monthly remuneration basis in exigencies of services in Solapur Division, Central Railway.	3-4-2019	Delete
3	SUR-2019-123456	Recruitment of Assistant Loco Pilot Gr. PB-05200-20200+GP-1900 (Level 2 GP-1900) against RRS quota in Solapur Division.		Delete
4	SUR-2019-789123	Selection for the post of Chief Loco Inspector at level 7 GP 4020/ in Loco Running Department	29-1-2019	Delete
5	SUR-2019-456789	Eligibility List of Employees who are eligible for appearing written examination for the post of Chief Loco Inspector: 2019 Selection	15-3-2019	Delete
6	SUR-2019-456123	Formation of panel for promotion to the post of JE(TL) level 6 GP 4200/ against 25% Departmental Promotional Quota in Electrical (TL) Dept.Solapur Division.	22-1-2019	Delete
7	SUR-2019-789456	Formation of panel for the post of ADM Group GP 4800/- Level-8 against 30% selection quota in Operating Department.	20-12-2019	Delete

## e-circular

**Step 6:** Select circular from sidebar and view circular document and admin can add circular documents by click on the add e-circular and also view document. (See the image given below Fig).

(Fig- 6)





(Fig- 6.1)

The screenshot displays the 'e-Circular' form within the EIMS application. The interface includes a top navigation bar with 'EIMS' and a user profile 'adnan'. A sidebar on the left contains icons for various functions. The main content area is titled 'e-Circular' and shows a breadcrumb trail 'Home / 7701092 / e-Circular' along with a timestamp '2019/06/03 18:00:59'. The form itself is titled 'ADD CIRCULAR DETAILS' and contains the following fields:

- Issued Date:** A text input field with a date format mask 'DD.MM.YYYY'.
- Issued Section:** A dropdown menu currently showing 'Select Department'.
- Subject:** A text input field with a placeholder 'Enter Subject'.
- Attach Document:** A section with a 'Browse...' button and the text 'No file selected.'.

At the bottom of the form are two buttons: a blue 'Submit' button and a red 'Back' button. The footer of the application indicates '© 2019 E Salgem Infoigy Tech Pvt Ltd'.