Central Railway

SOLAPUR DIVISION

RailSathi

HUMAN RESOURCE MANAGEMENT SYSTEM

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User Manual

How to use HRMS Website?

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What is HRMS?

- Human resource management System is the App developed by Personnel Branch in Android & Web version to provide the establishment related services to the employees working in Solapur division.
- This App contains various modules which will improve the transparency, promptness and accuracy in various services provided by Personnel Branch and will act as stepping stone to achieve the ultimate goal of comprehensive digitization of Personnel Branch.

Benefits of HRMS:

- For employee single window access to all essential information.
- Employee can register and track the grievance report online.
- Employee will get notification about latest circulars. He can also give comment/feedback step towards m-governance.
- Instant messaging facility for notification.
- Employee can view his information at single window like, service records, grievance status, APAR.

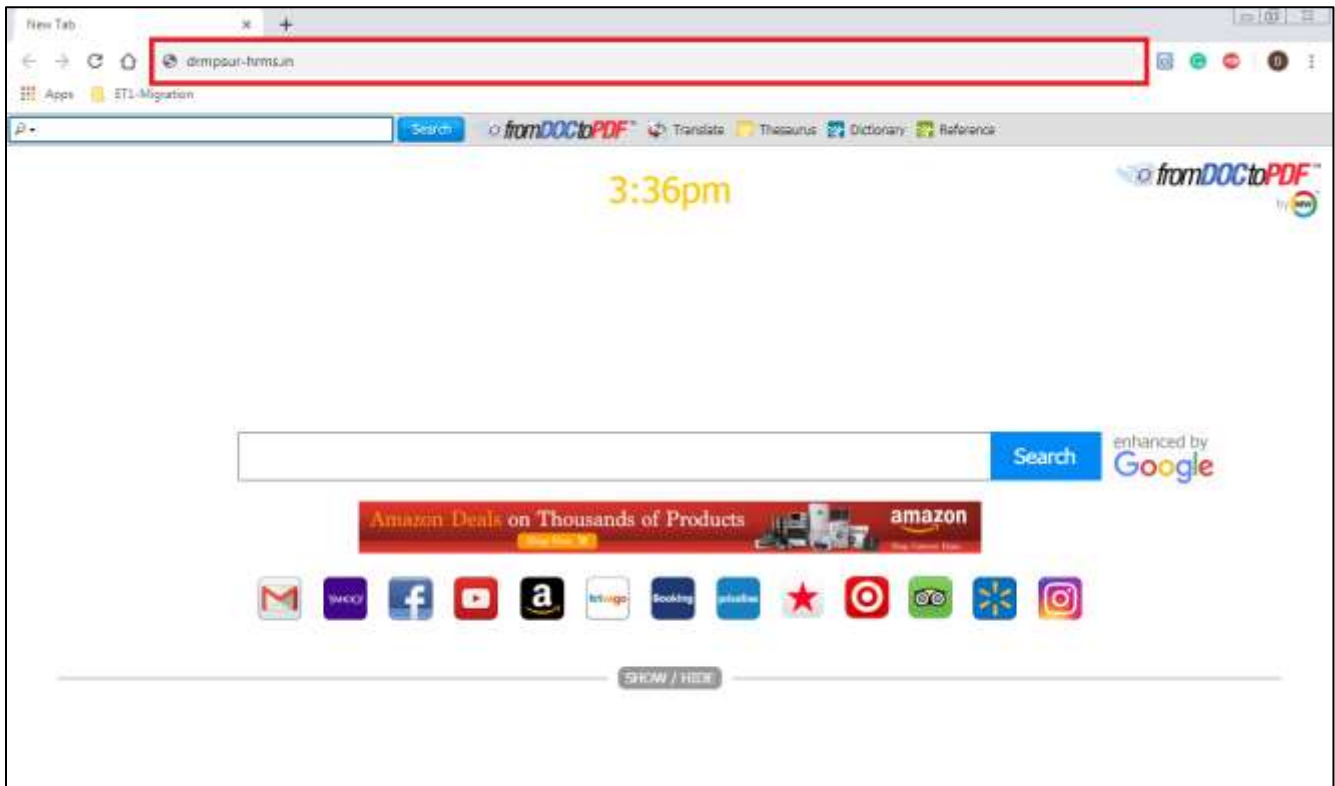# How to open HRMS Website?

1. Press windows button from the keyboard.

2. Search Google chrome in search bar and click on Google chrome to Open the browser.

3. When you open the chrome you will see a new window. Enter website URL (drmpsur-hrms.in) in Search Bar and press Enter button on keyboard.
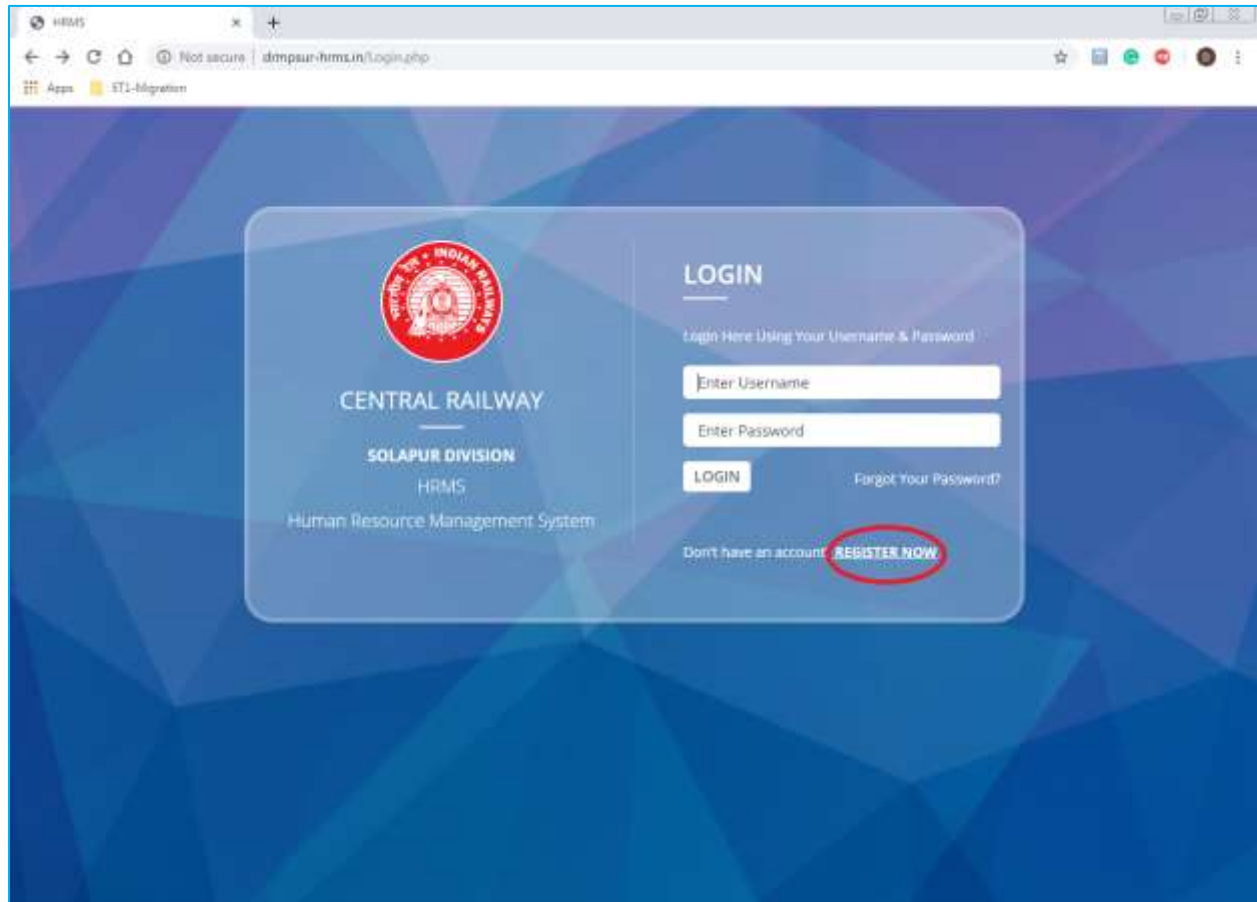

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4. User will get following window. That will be "Login" screen. From here user can "Register", "Login" account and "Reset Password".
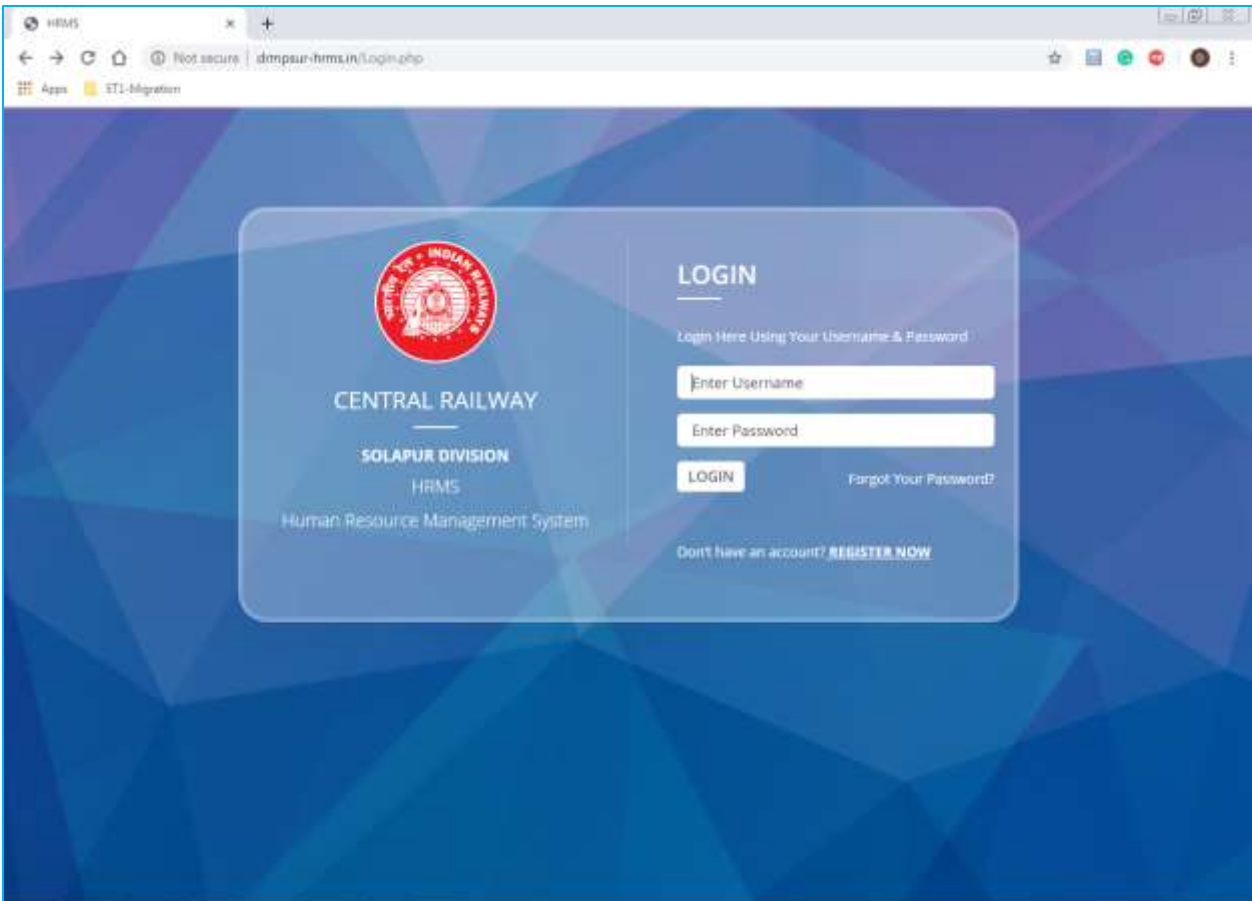
How to Register?

1. When you open HRMS website click on "Register Now" label.

2. Select whether user is serving or a pensioner. Enter your PF number and press Enter button on the keyboard. Users all information
   will get filled automatically. Only user have to enter their mobile number manually. Click on **Register**.

3. If user record not exists in Database user need to enter information manually.

   NOTE: All fields in below table are mandatory.

| Sr. No	Field Name	If record exists (Auto Fetch)	If record not exists in Database
1	Name	Yes	Manually
2	Designation	Yes	Manually
3	Department	Yes	Manually
4	Bill Unit	Yes	Manually
5	Station	Yes	Manually
6	Date of Birth	Yes	Manually
7	Date of Appointment	Yes	Manually
8	Basic Pay	Yes	Manually
9	7th CPC Pay Level	Yes	Manually
10	Mobile Number	Manually	Manually

How to Login?

1. Enter the HRMS URL http://drmpsur-hrms.in in the search bar of Google chrome. User will see the following window on screen. Enter your PF number as username and Date of Birth as
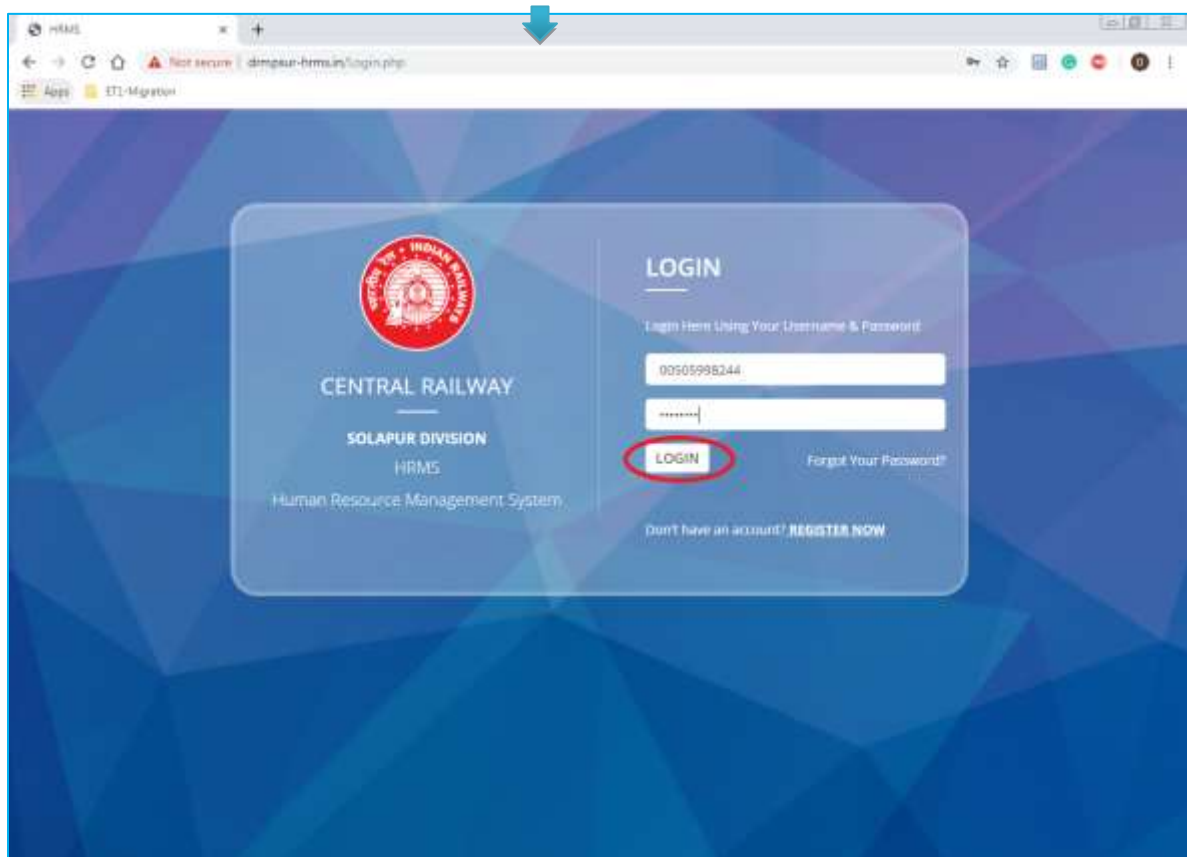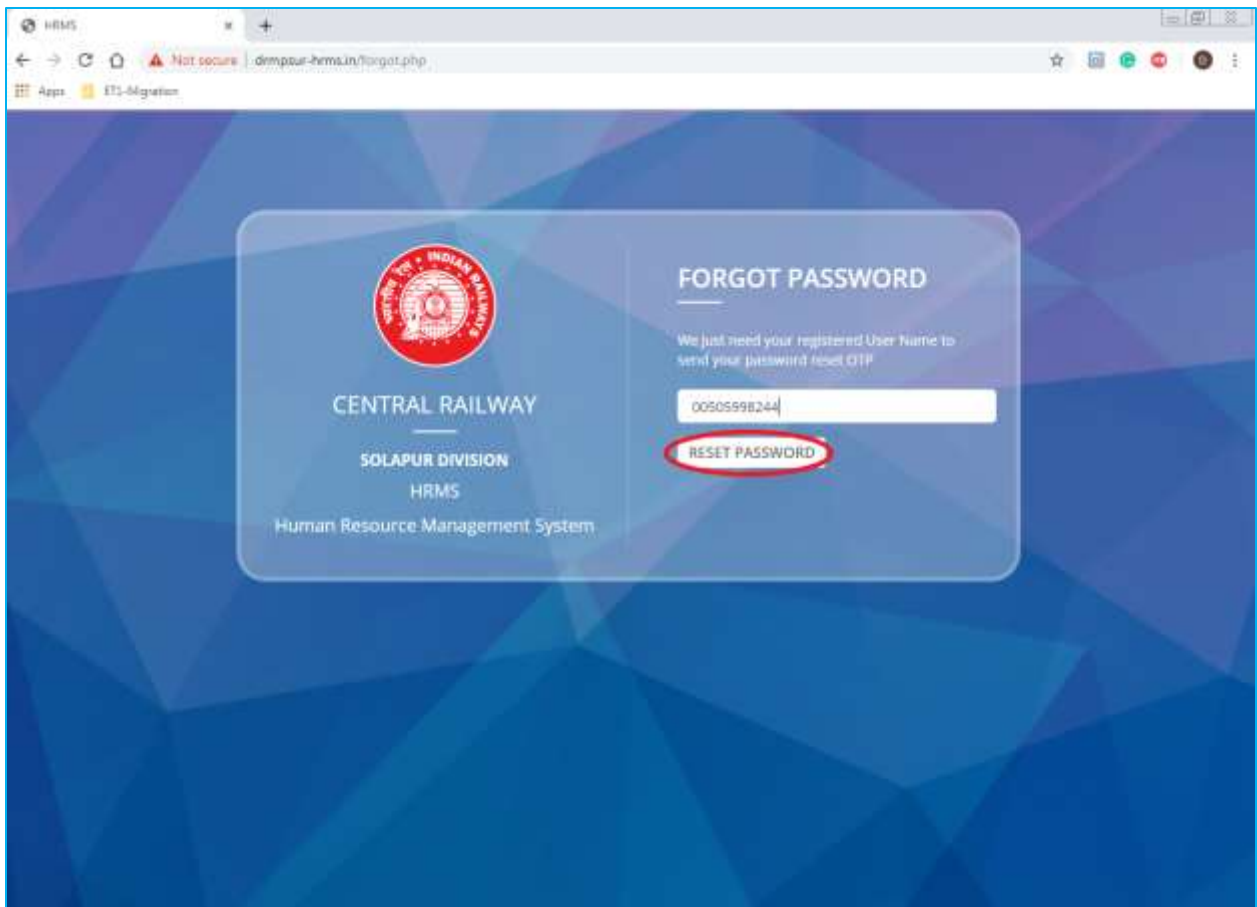

password (DDMMYYYY). Click on LOGIN.
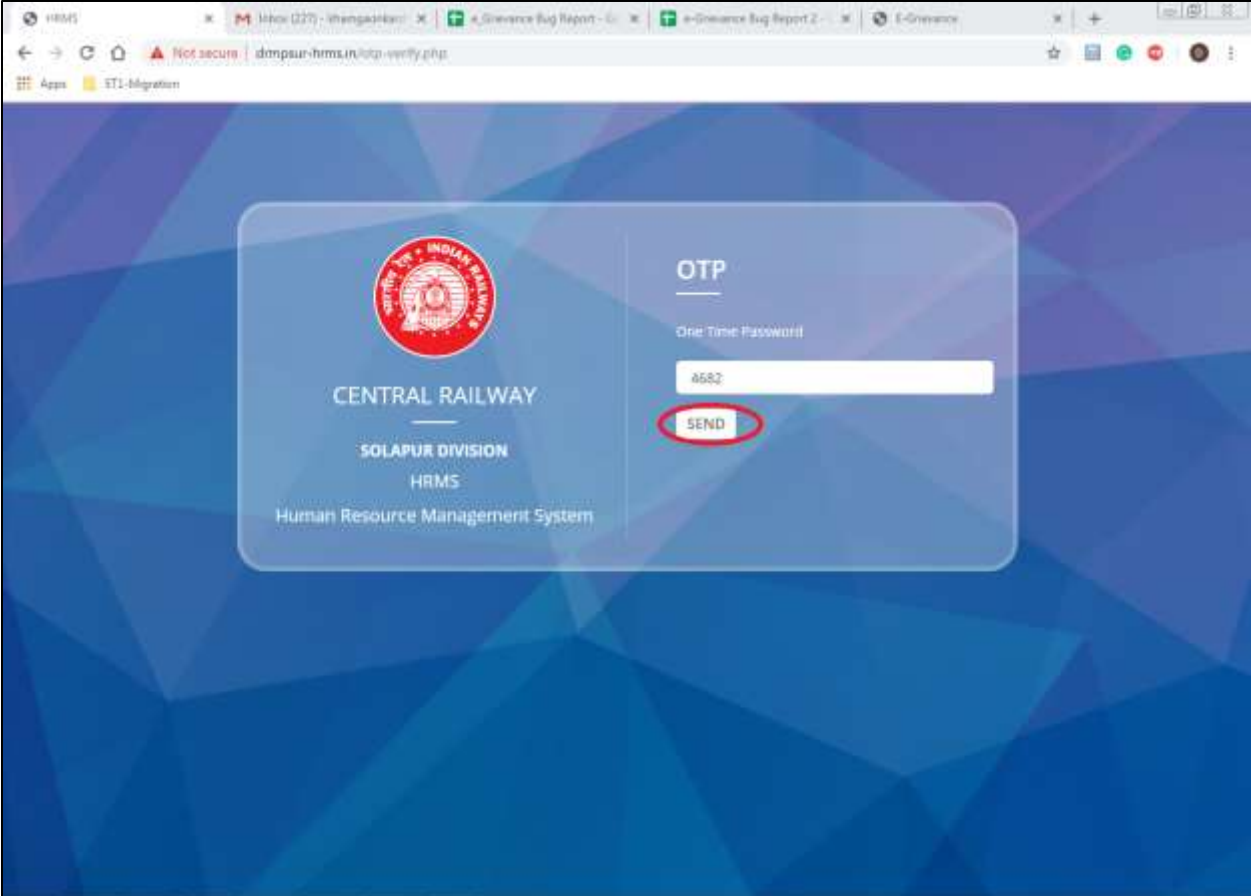
How to Reset Password?

1. To reset the password, on the login page click on **Forgot Your Password?**

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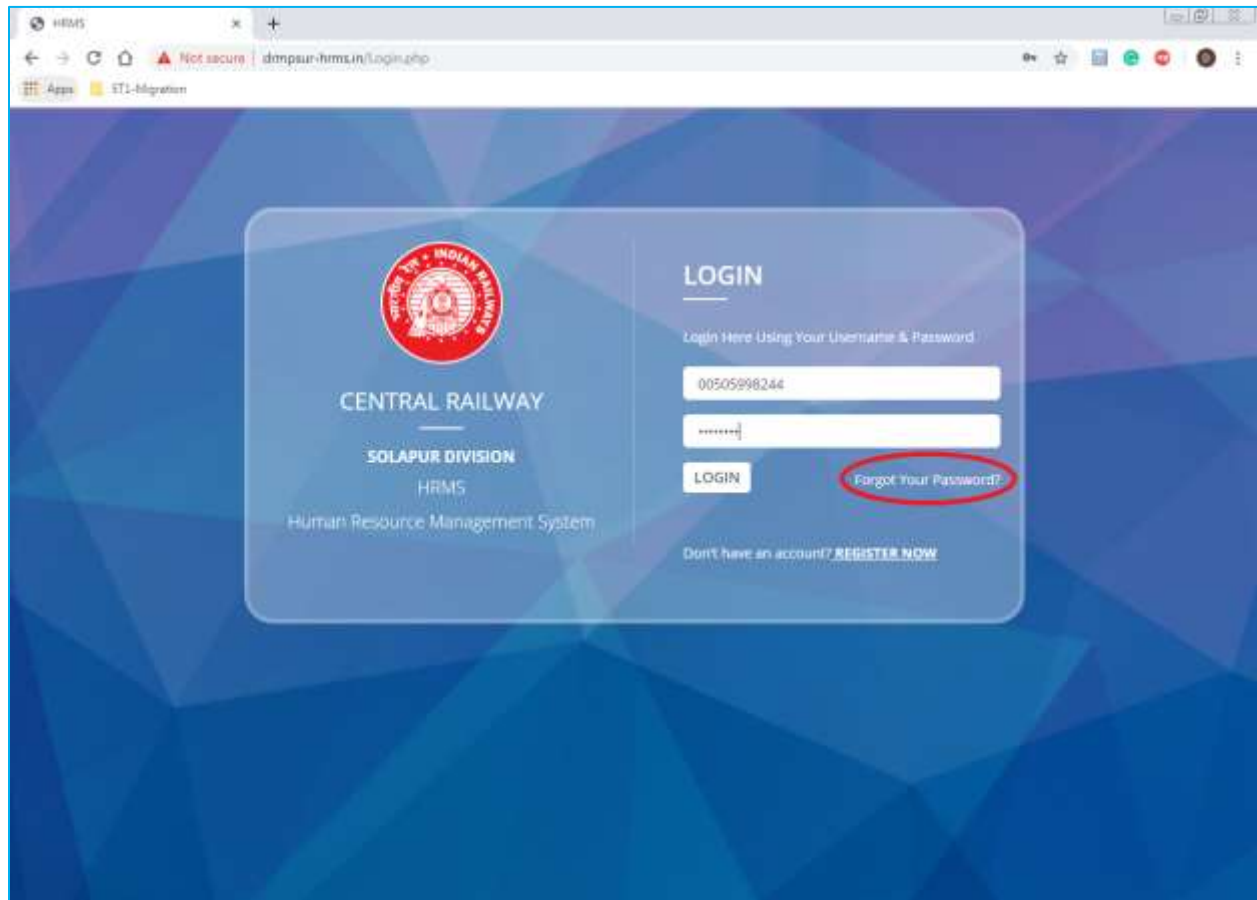
2. After this you will get a new page on your screen. Enter your PF number and click on Reset Password. ⬇
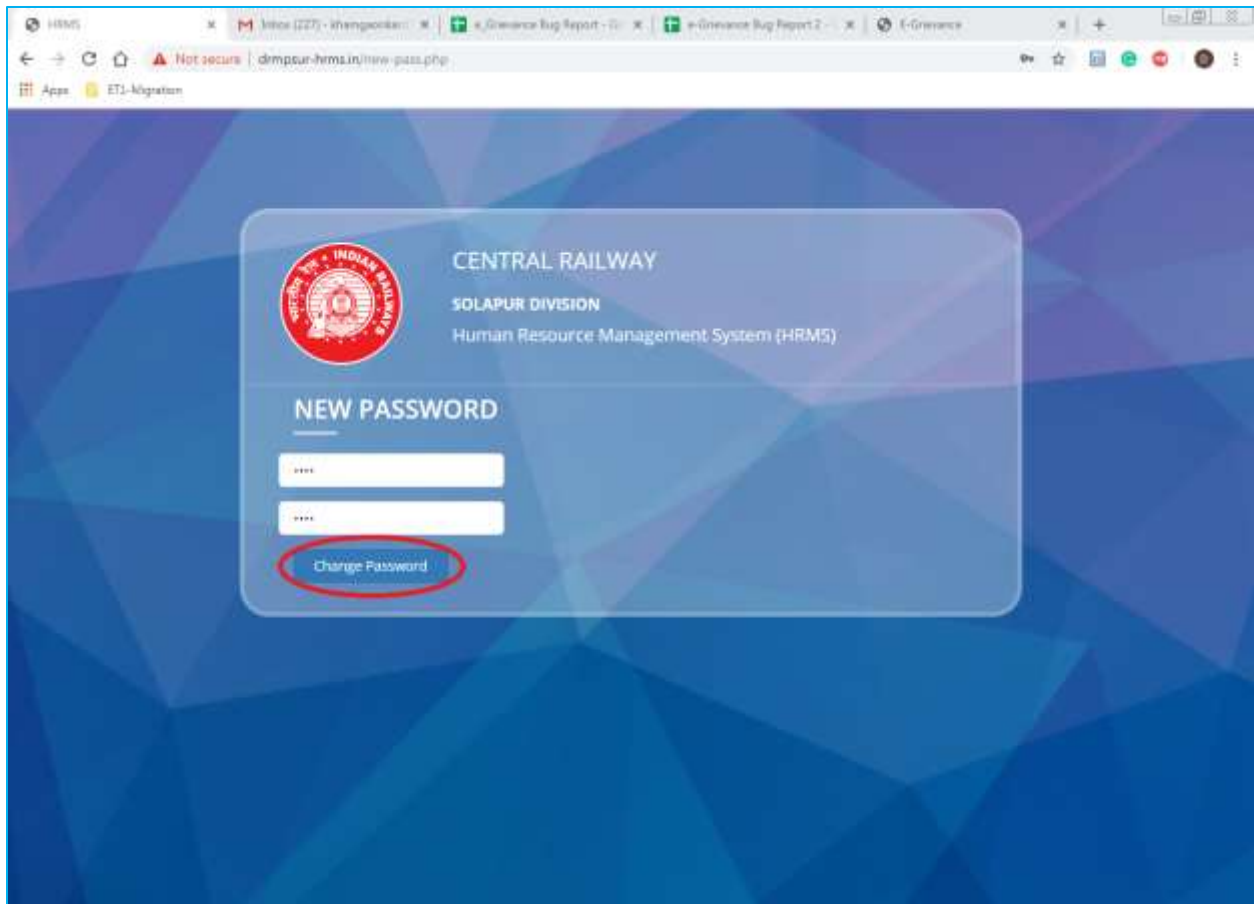
3. User will get a OTP on registered mobile number. Enter the OTP and Click on **send** button. ⬇

4. On the new page Enter your new password and re-enter confirm password (same as new password). Click on Change Password.

How to LOGOUT?

1. To logout the HRMS click on your name given at the top right corner of the page. You will see a popup as profile and logout. Click on logout to logout from HRMS.

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