CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

Electronic Service Record

(e-SR)

Clerk User Manual (1.0)

Table of Content

What is e-SR?

ESR is electronic service record created for employee of central railway. It contains all service details provided by railway employee to system in his career till retirement. Making ESR digital is to avoid corruption and proper and honest maintenance of his/her service record.

Links:

Website: http://drmpsur-hrms.in

Website Home Page:

On visiting the site **drmpsur-hrms.in** the user will see the login page of HRMS.
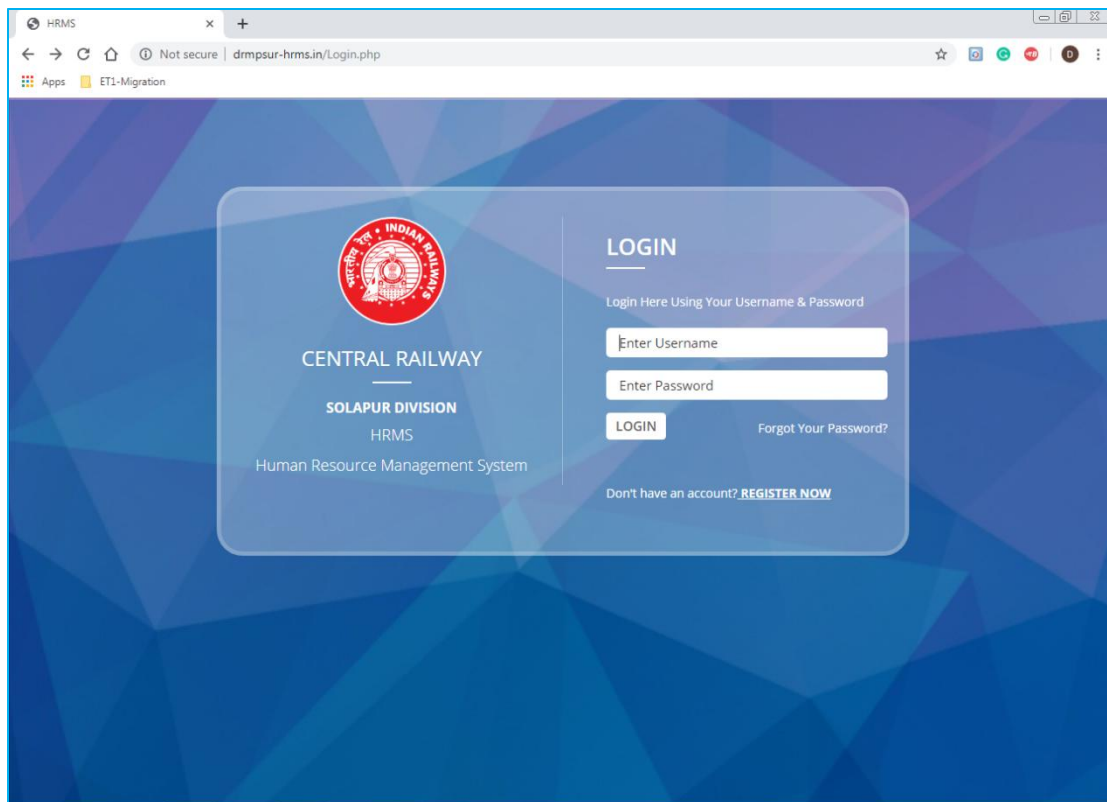
How to login to HRMS?

1. On visiting **drmpsur-hrms.in** the user will see the login page of HRMS. To login user have to enter his/her PF No. as a Username and password   will be Date of Birth of that employee by default (see fig-1.1).
    E.g. Username: 00505283024, Password: DDMMYYYY
2. Click on login button.
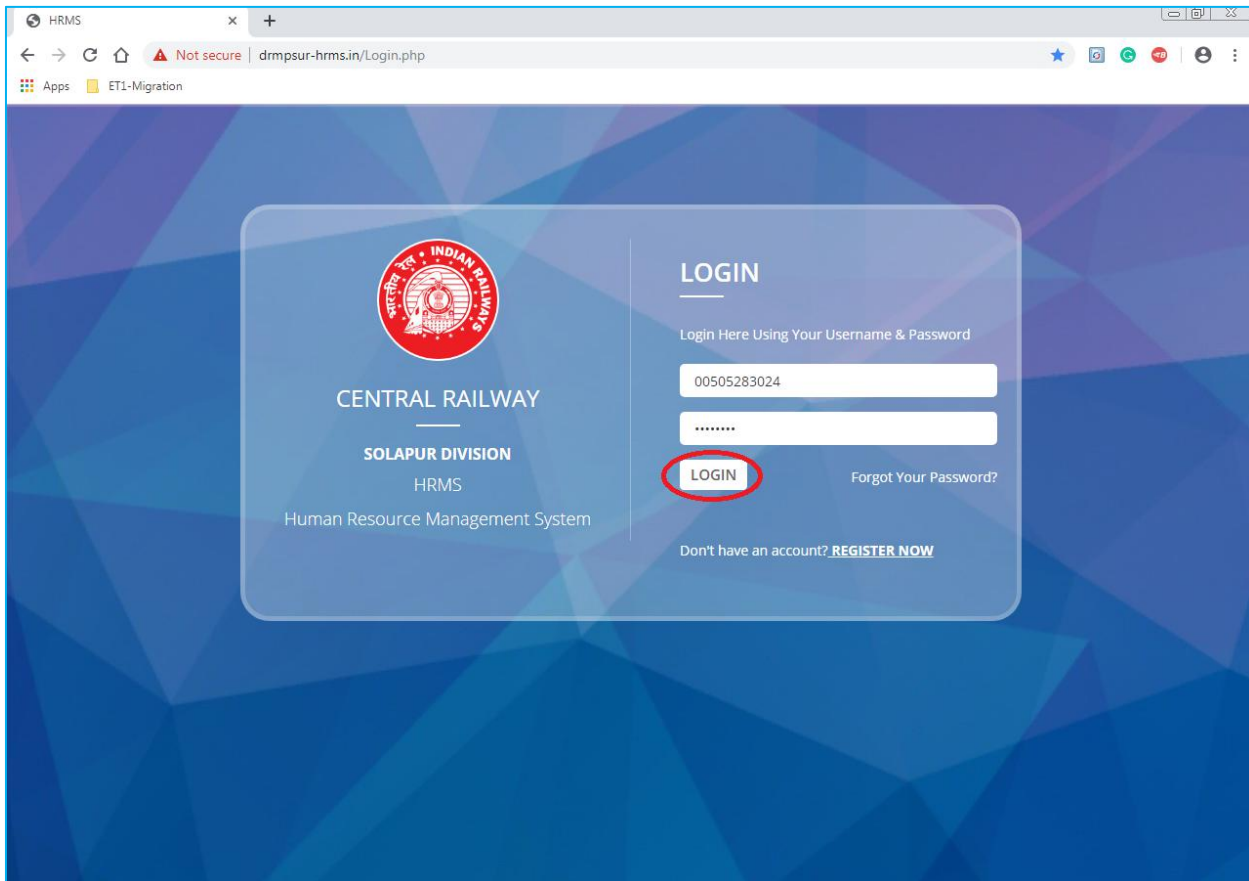
(Fig-1.1)

3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)
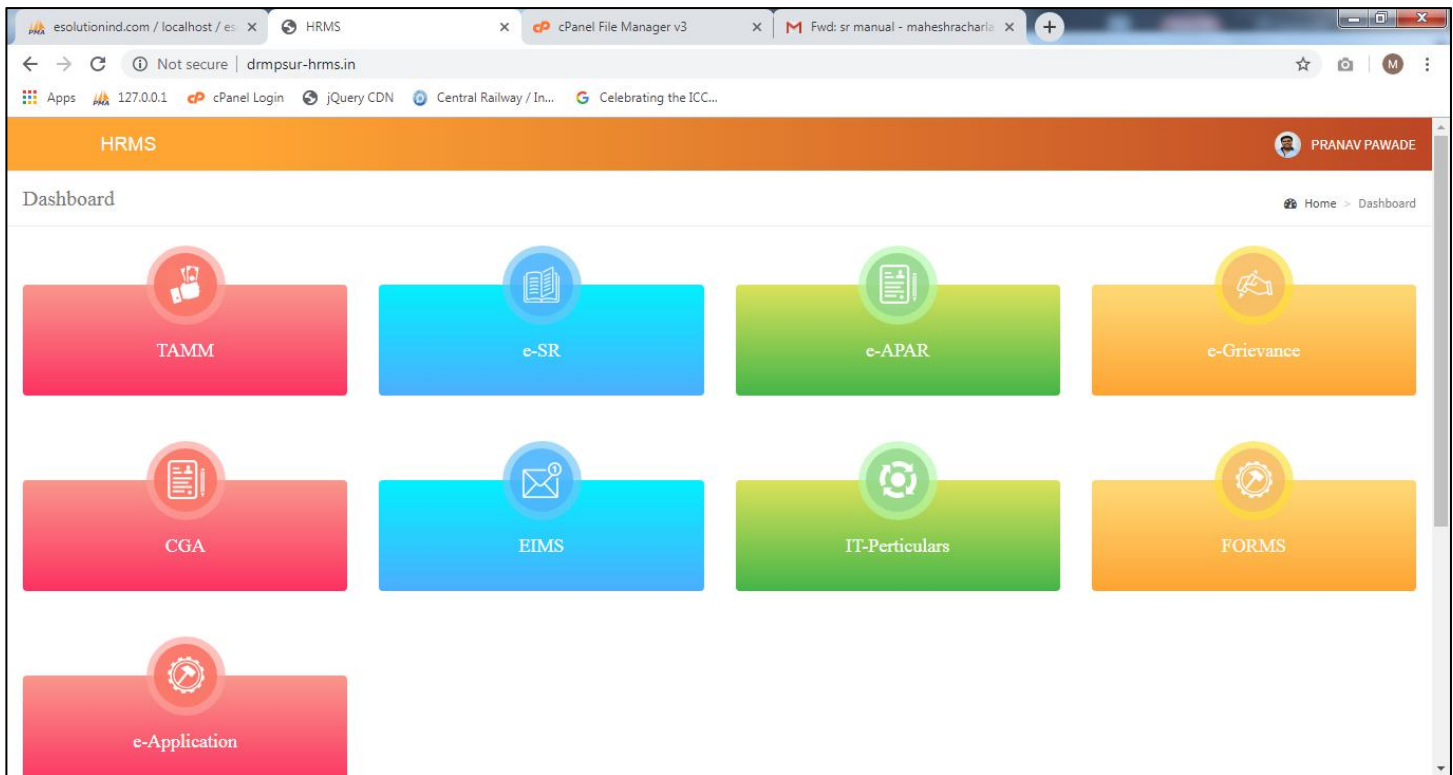

(Fig-1.2)

HRMS Dashboard:

1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Two popup will get displayed on screen. Click on 'Profile'.(fig-1.3)
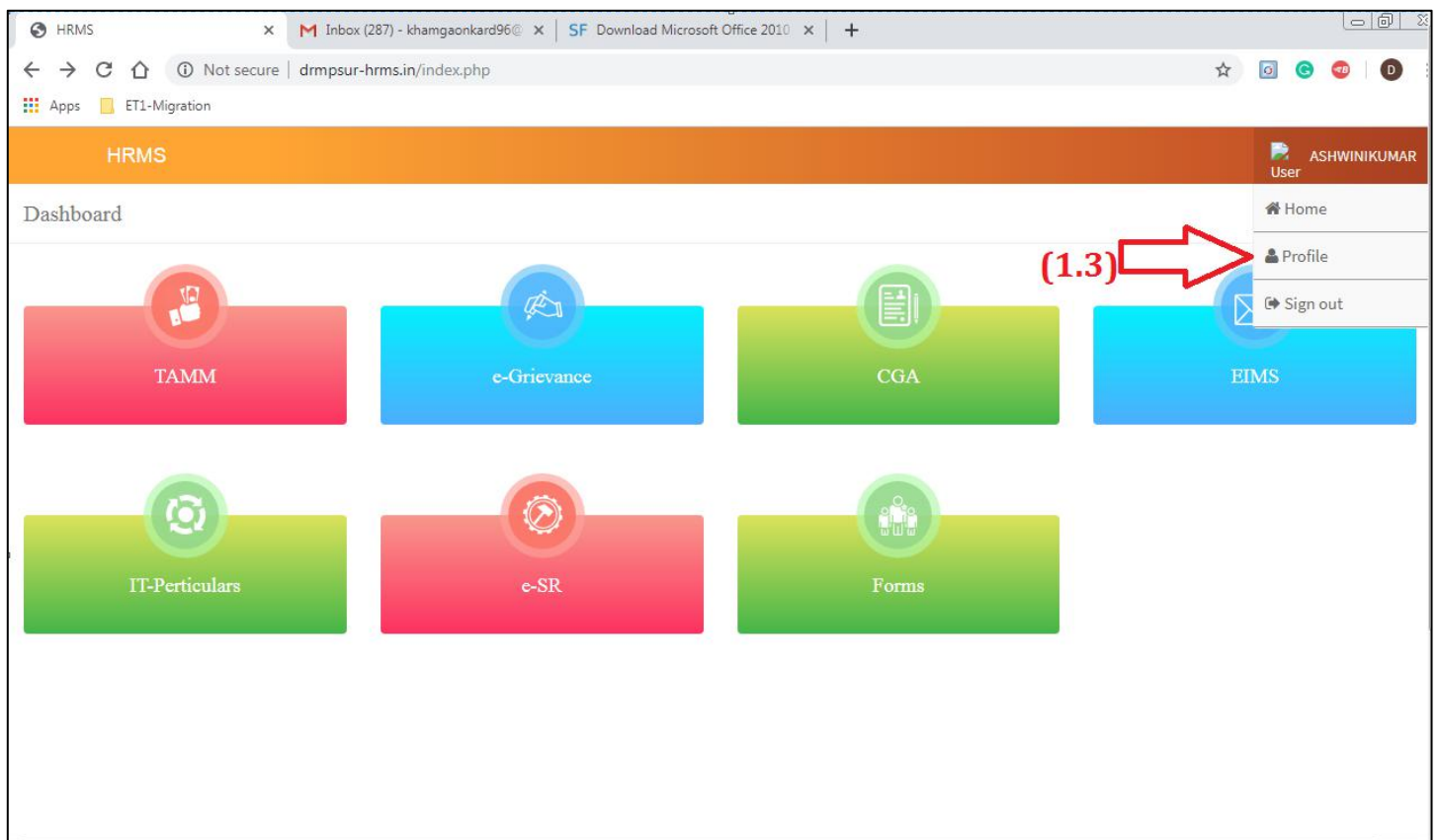

(Fig-1.3)

5. New page will get opened. On that page enter your new password and confirm password (same as new password). (Fig-1.4)

6. Click on **Change Password (a)** to change the password.

7. To update your profile picture click on choose file (b), upload the file and click on **update** button (c).
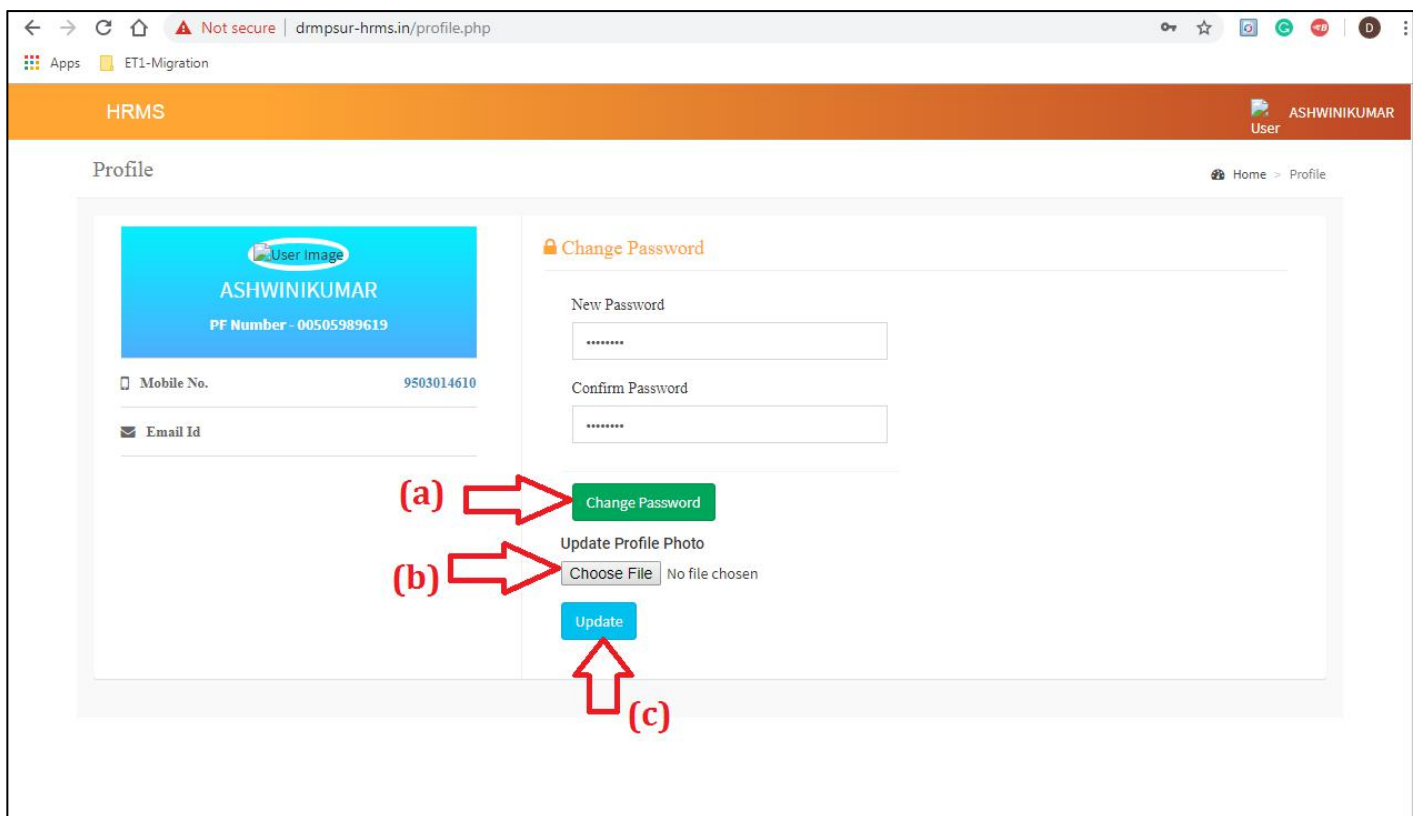
(Fig-1.4)

How to login to e-SR?

1. After logging in to HRMS website, from the dashboard click on e-SR.
2. Popup will appear on screen. On that popup select your role (Clerk) to login to e-SR.
3. Click on 'Go'. (Fig-1.5)
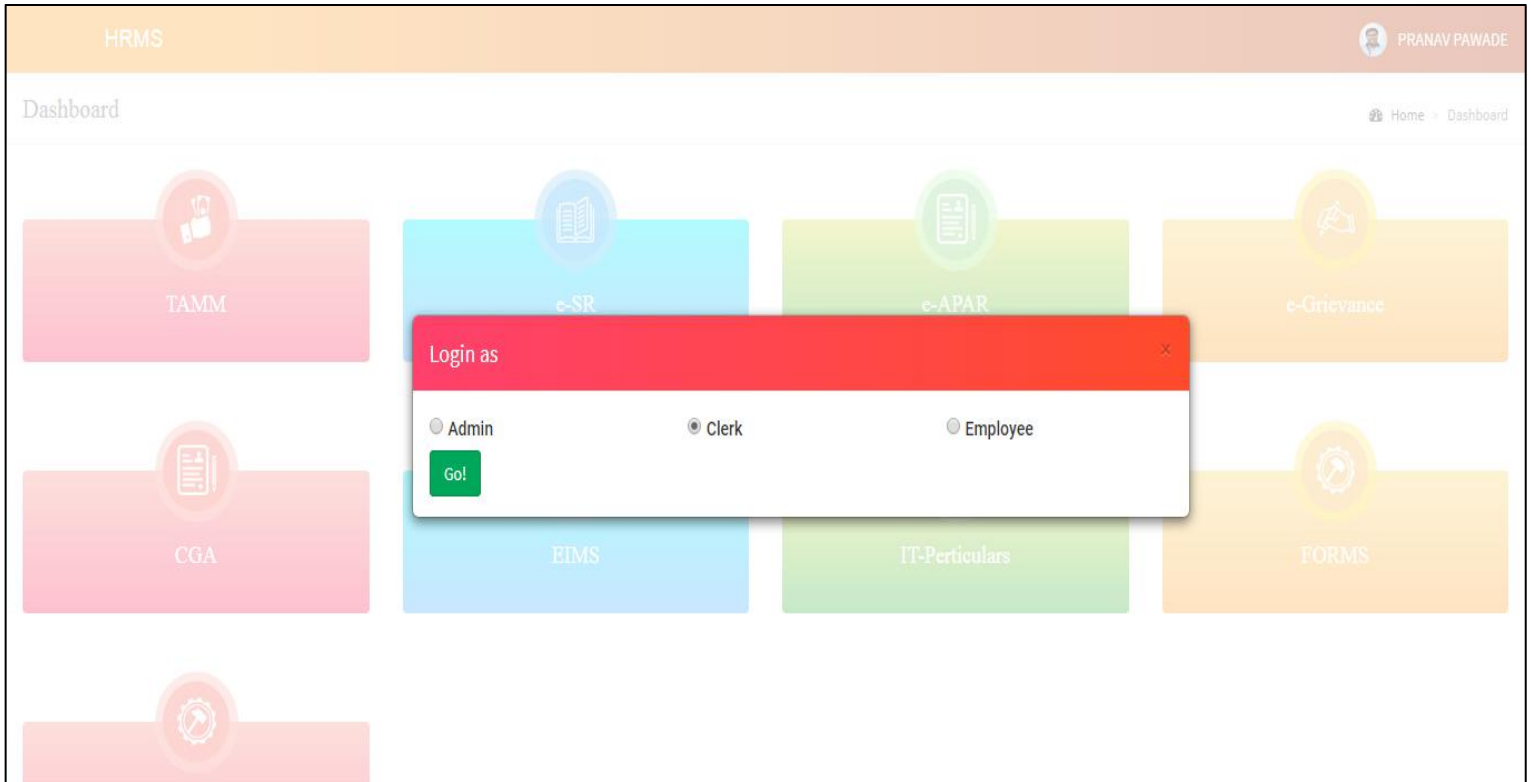
(Fig-1.5)

e-SR Dashboard:

| SR MODULE | REPORTS | NEW REPORTS | FIND EMP BILLUNIT | PRANAV PAWADE |

Employee Details

10 ▼ records per page   Search: [   ]

Sr No ▲	PF Number	Employee Name	Billunit No	Action
1	00529802325	DHEERAJ KUMAR	0107715	Update
2	00529802330	SONALI SANDIPAN SHINDE	0107715	Update
3	00529802331	VILAS MAHADEV KHANDEKAR	0107715	Update
4	00529803065	VARUNDTRA JEE	0107715	Update
5	00529803067	NITESH KUMAR	0107715	Update
6	00529803068	SHAHBAZ MOZAMMIL	0107715	Update
7	00529803070	SADDAM AHMAD	0107715	Update
8	00529803071	SANTOSH KUMAR MITRA	0107715	Update
9	00529803073	MANISH KUMAR	0107715	Update
10	00529803074	KARAN KUMAR	0107715	Update

Showing 1 to 10 of 153 entries   Previous 1 2 3 4 5 … 16 Next

(Fig-1.6)

In above figure the menus list are as follows
- **Reports**
- **New Reports**
- **FIND EMP BILLUNIT**

Dashboard :

1. In Dashboard shows the employee list .

2. You can update employee details by clicking update button.

3. Below figure-1.8 shows the updating employee details by clicking update button in dashboard.

(Fig-1.8)

In above figure there many tabs like biodata,initial appointment,medical details etc. by click on tab and update the that employee details.

Reports:

In reports select the date from and date to and also select the department and then click on the view button .Then output of reports will be display in employee list panel .

(Fig-1.9)

New Reports:

New Reports shows the reports in department wise first select the department then click on view button . Then reports will display in employee list panel. following fig.1.9 shows the reports .

SR MODULE   REPORTS   NEW REPORTS   FIND EMP BILLUNIT   PRANAV PAWADE

Reports

📖 Reports Details

Department and Billunit Wise

Department   Select Department   ▼   View

Employee List

10 ▼ records per page				

Search: [   ]

Sr No ▲	Billunit	Total Employee	Completed	Pending
1	0107005	4	0	④ (a)
2	0107004	0	0	0
3	0107003	4	0	4
4	0107002	72	0	72
5	0107001	4	0	4
6	0107988	0	0	0

Showing 1 to 6 of 6 entries   Previous 1 Next

(Fig-1.9)

In above figure clicked on details like (a) then a popup alert window opened

In that it shows the details of that list. Following fig.1.9.1 shows in below.

Registered PF Number   ×

10 ▼ records per page   Search: [   ]

Sr No ▲	PF Number ⇅	Employee Name ⇅	Biodata ⇅	Medical Details ⇅	Initial Appointment ⇅	Present Working Details ⇅	Family Composition ⇅	Nominee ⇅
1	00505274886	POPAT SHRIDHAR	✖	Not Available	Not Available	✖	✔	Not Available
2	00505101487	D B BAGAL	✖	Not Available	Not Available	✖	✔	Not Available
3	00513653155	Y B KSHIRSAGAR	✖	Not Available	Not Available	✖	✔	Not Available
4	00529802961	GANESH SANDIPAN THOMBRE	✖	Not Available	Not Available	✖	Not Available	Not Available

Showing 1 to 4 of 4 entries   Previous **1** Next

                                                                    Close

Employee List

10 ▼ records per page   Search: [   ]

Sr No ▲	Billunit ⇅	Total Employee ⇅	Completed ⇅	Pending ⇅
1	0107005	4	0	4
2	0107004	0	0	0
3	0107003	4	0	4
4	0107002	72	0	72
5	0107001	4	0	4
6	0107988	0	0	0

Showing 1 to 6 of 6 entries   Previous **1** Next
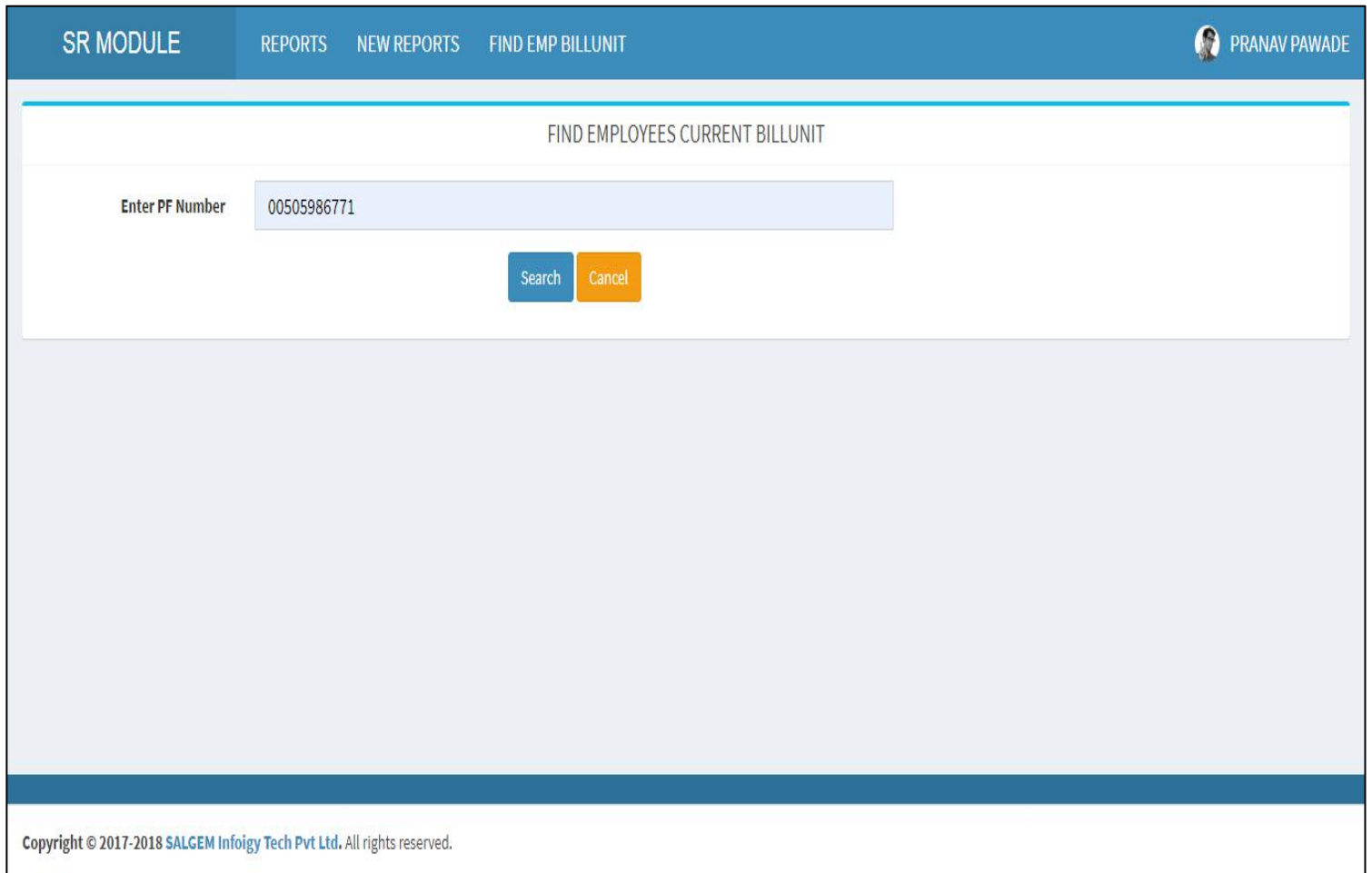
(Fig-1.9.1)

Find Employee Bill Unit :

In that the clerk can first enter the employee pf number. Then click on search button then displays the employee billunit .following figure 1.10 shows as below

(Fig-1.10)

In above figure entering employee pf number then click on search button then displays the employee billunit below shows the fig1.10.1 are as follows.

SR MODULE   REPORTS   NEW REPORTS   FIND EMP BILLUNIT   PRANAV PAWADE

FIND EMPLOYEES CURRENT BILLUNIT

Enter PF Number   Enter PF Number

Search   Cancel

Employee PF Number	**00505986771**	Employee Name	**PRANAV PAWADE**
Department	**PERSONNEL**	Employee Current Billunit	**0107030 DRM SUR NON GAZETTED STAFF OF DPOS OFFICE, SOLAPUR**

(Fig-1.10.1)

LOGOUT:

1. To logout click on your name given at the top right corner of the page.
2. From that popup click on Sign Out.