CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

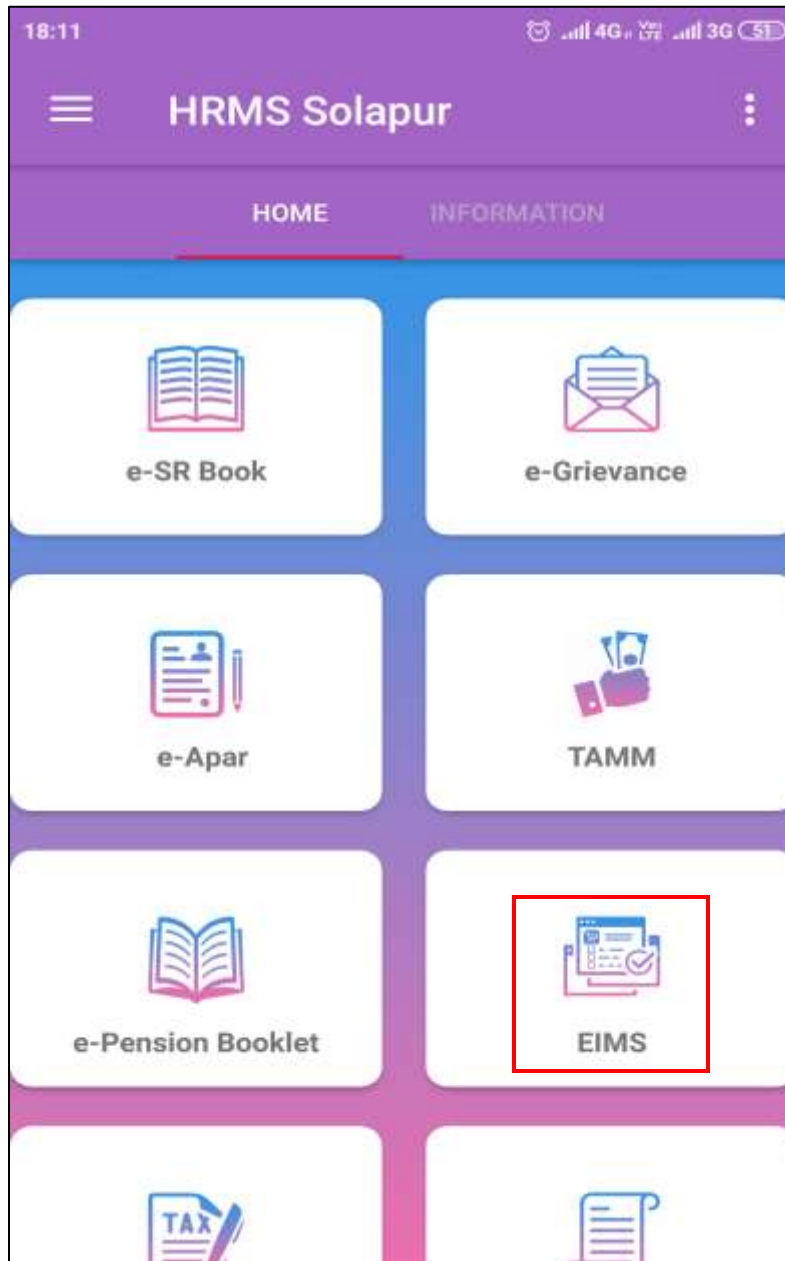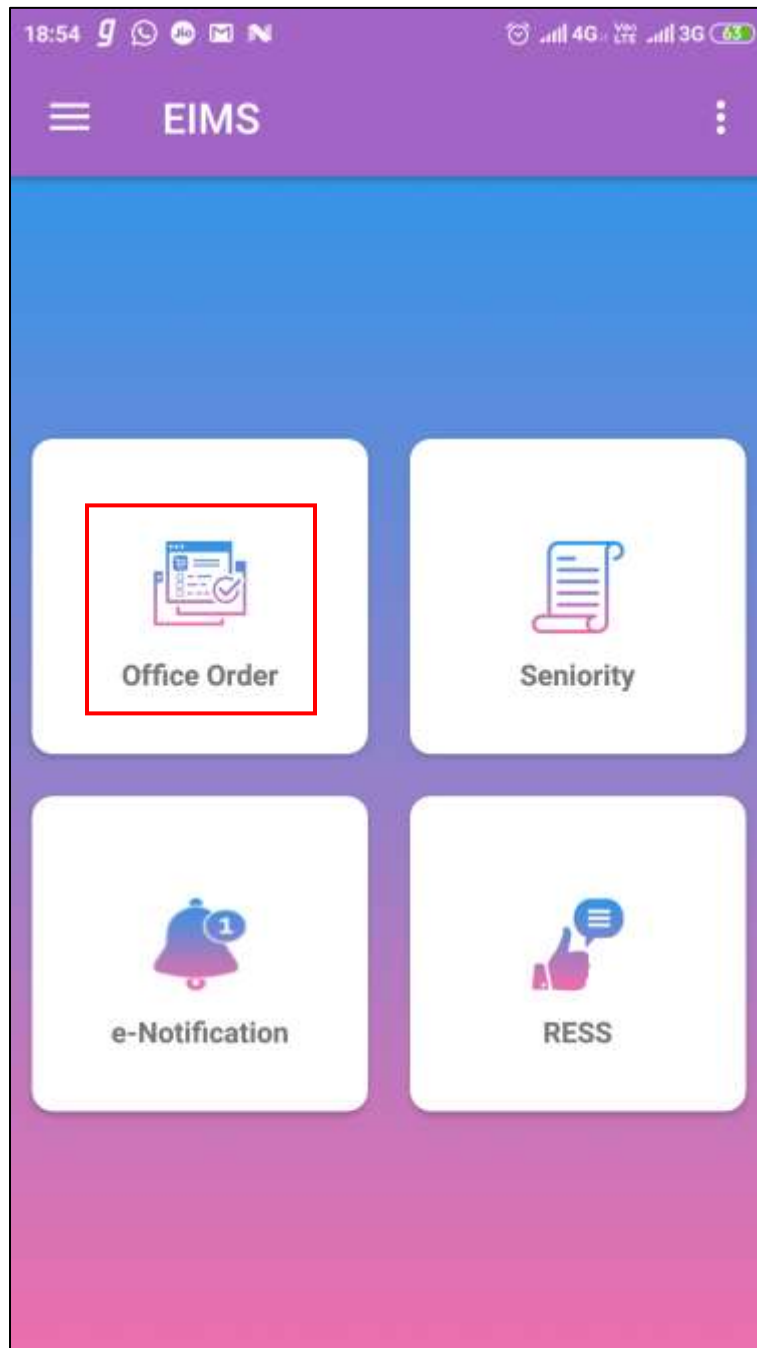## HUMAN RESOURCE MANAGEMENT SYSTEM

(HRMS)

EIMS

Office Orders

Step 1: After you login to HRMS app, you will see home page containing all the modules. Click on **EIMS->Office Order** tabs to see all officer order records (Fig- 1 & Fig 1.1)

(Fig-1)

(Fig-1.1)

Step 2:

1. When you click on office order tab you will see a list of office order. You can search **(a)** particular office order by order no. or date or dept. wise (Fig- 2.1).
2. Click on the symbol **(b)** given at the down right corner of the office order to see the order documents. (Fig-2.1)
3. At the right down corner of the order document there is a symbol given to download the document **(c)**. Click on that symbol to download the order document (Fig- 2.2)
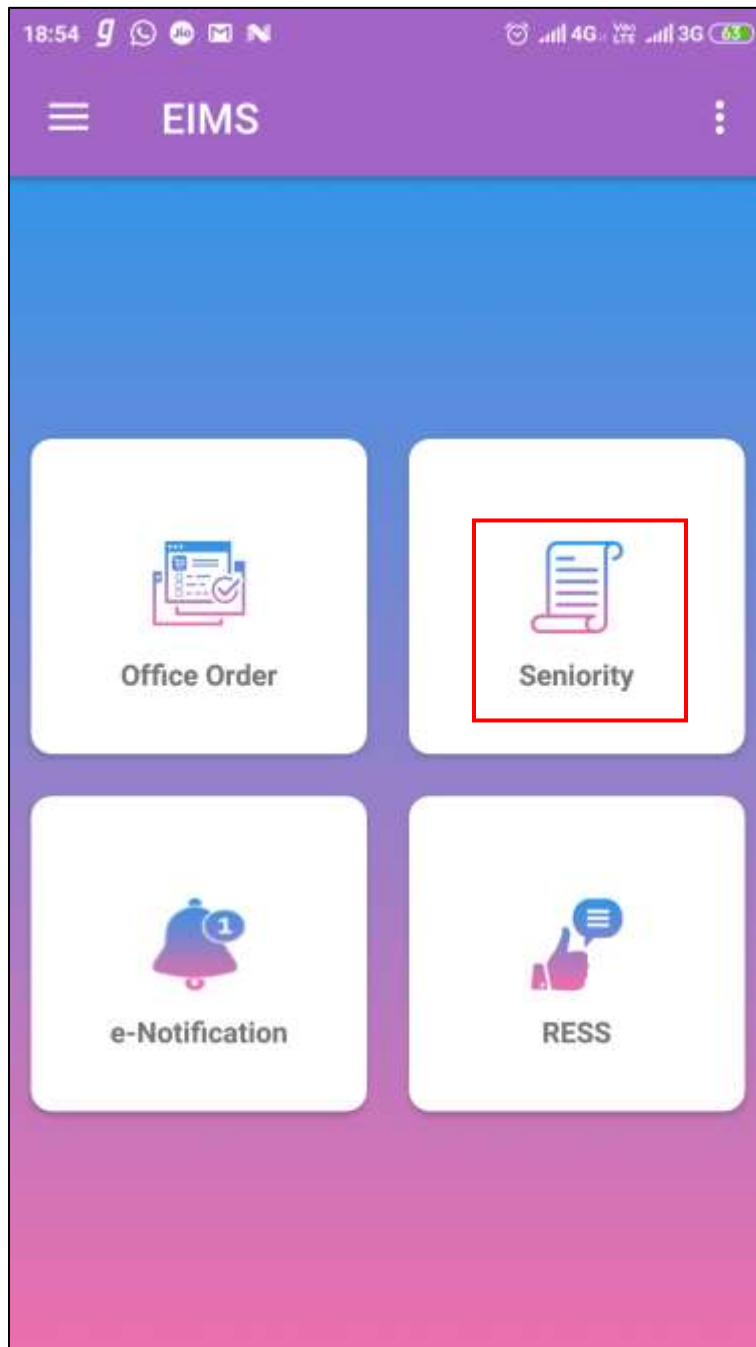
(Fig- 2.1)

(Fig- 2.2)

Seniority List

Step 1: After you login to HRMS app, you will see home page containing all the modules. Click on **EIMS->Seniority** tab to see all seniority order records (Fig-3)

(Fig-3)

Step 2:

1. When you click on seniority you will see a list (Fig- 3.1).
2. Click on the symbol **(a)** given at the right down corner of the seniority list to see the seniority documents.
3. At the right down corner of the order document there is a symbol given to download the document **(b)**. Click on that symbol to download the order document (Fig- 3.2)

(Fig- 3.1)

(Fig- 3.2)

e-Notification

Step 1: After you login to HRMS app, you will see home page containing all the modules. Click on **EIMS->e-Notification** tab to see all notification records (Fig-4)

(Fig- 4)
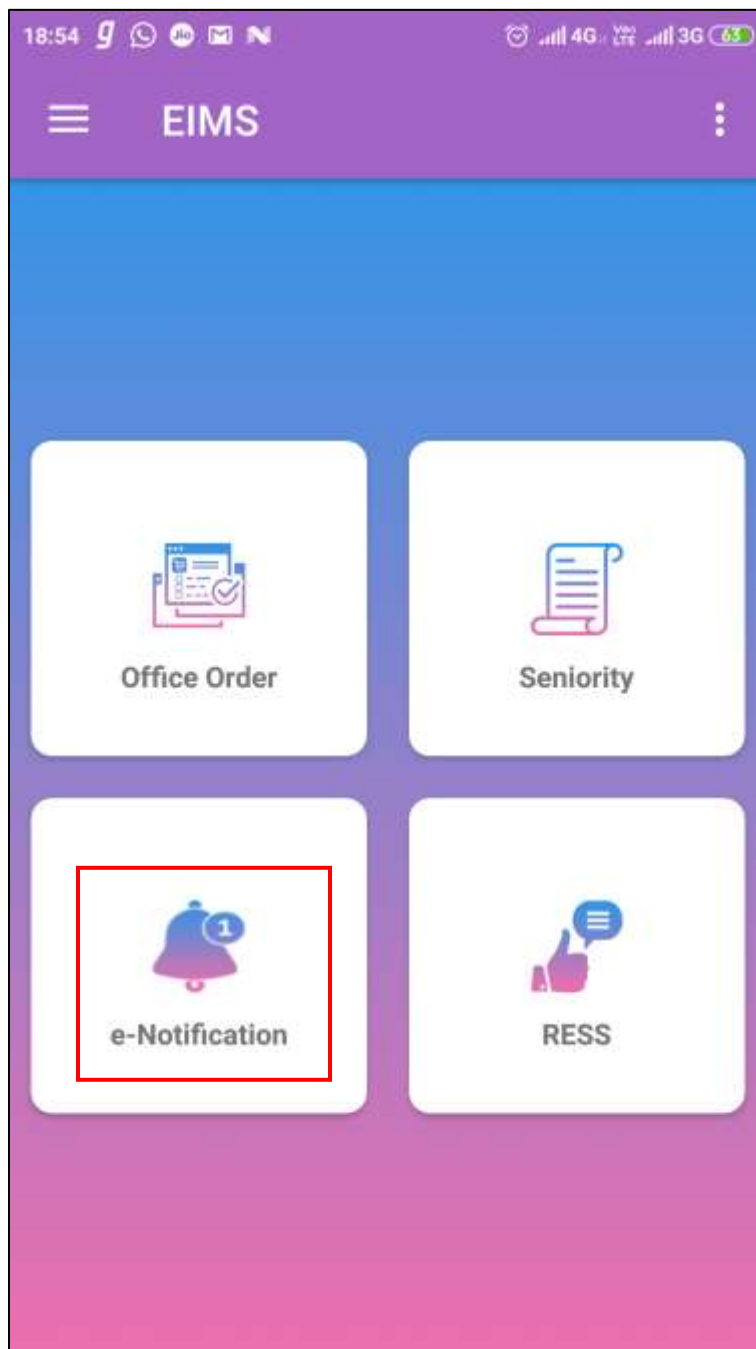
Step 2:

1. When you click on e-Notification you will see a list (Fig- 4.1).
2. Click on the symbol **(a)** given at the right down corner of the e-notification list to see the notification documents.
3. At the right down corner of the order document there is a symbol given to download the document **(b)**. Click on that symbol to download the order document (Fig- 4.2)

(Fig- 4.1)

(Fig- 4.2)

RESS

Step 1: To view the RESS, click on **EIMS->RESS** tab it will redirect to RESS site. (Fig-5 & Fig-5.1)

(Fig-5)
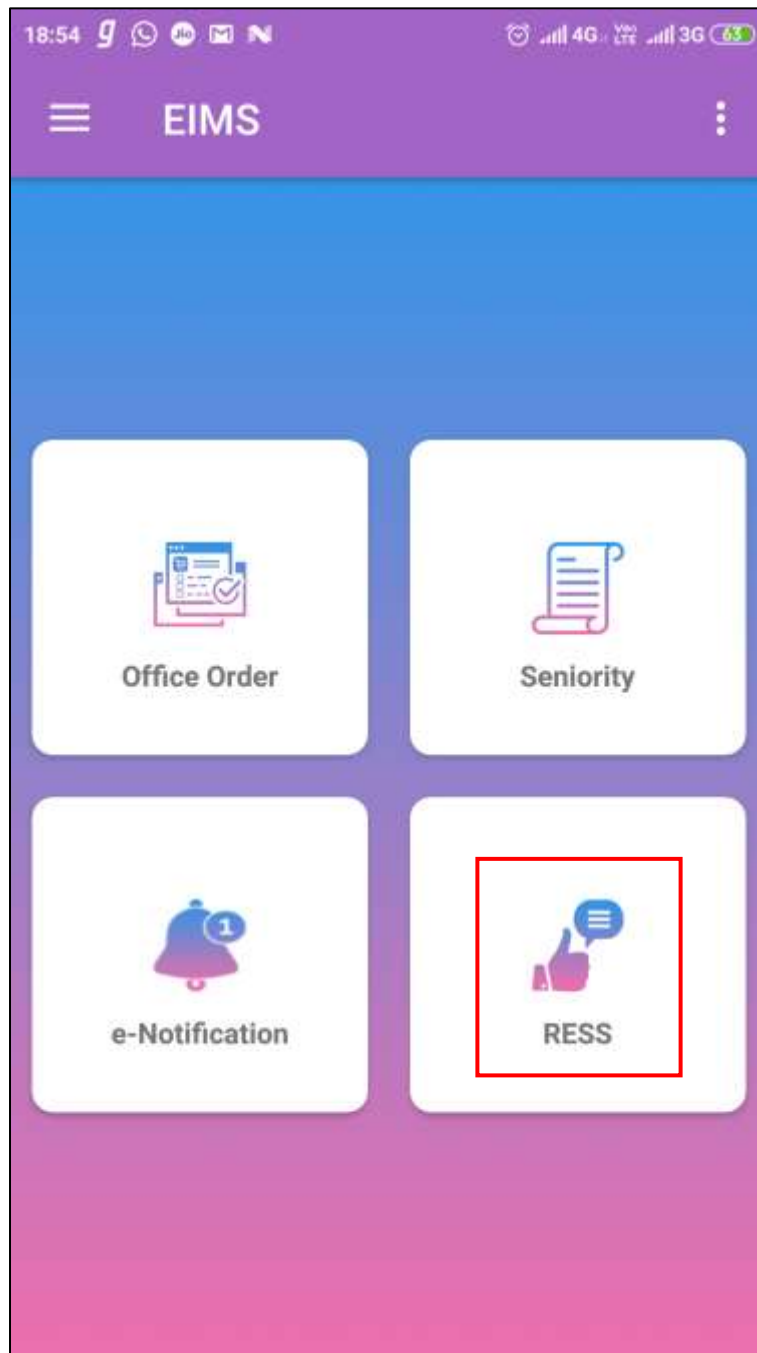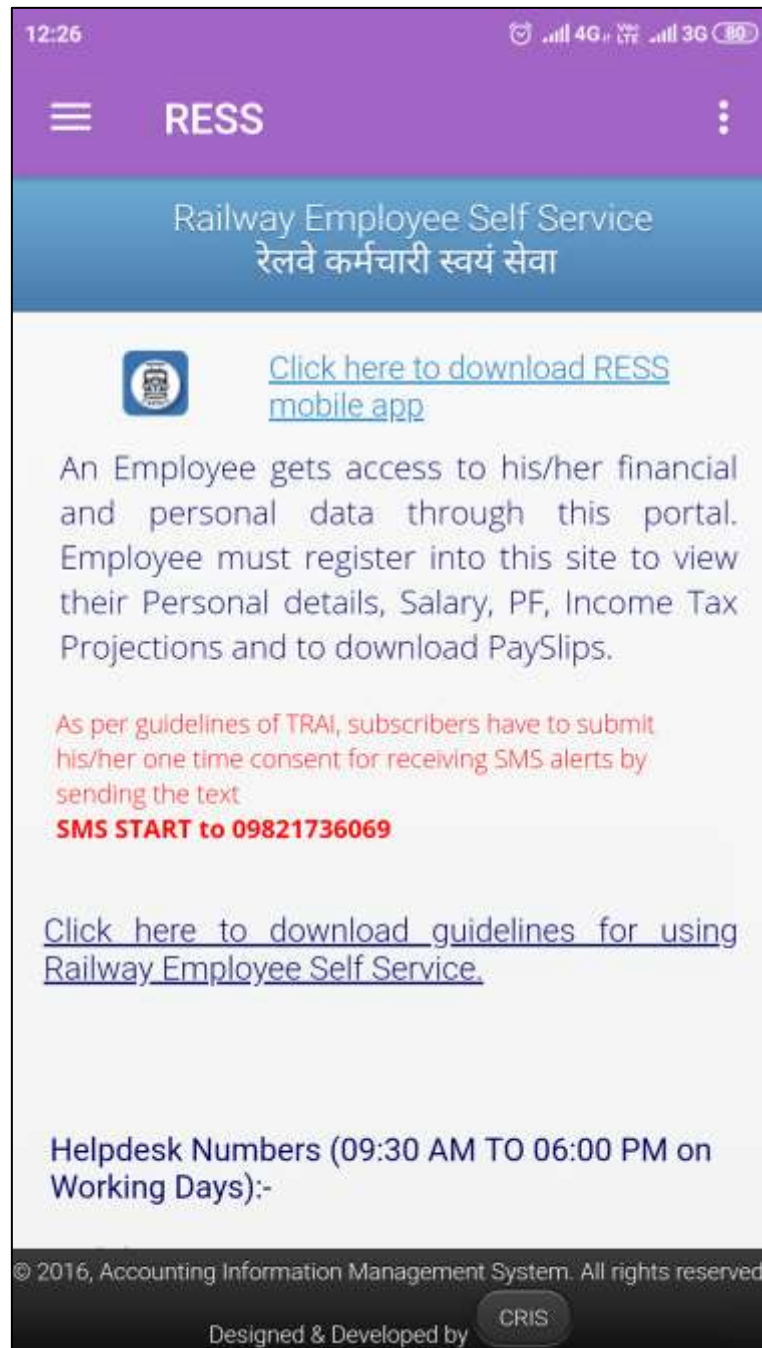
(Fig-5.1)

Logout: To logout from the app click on the 3 dots given at the top of the right corner of the page. And then click on **Logout**.