

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



Electronic Service Record
(e-SR)

Clerk User Manual (1.0)

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What is e-SR?

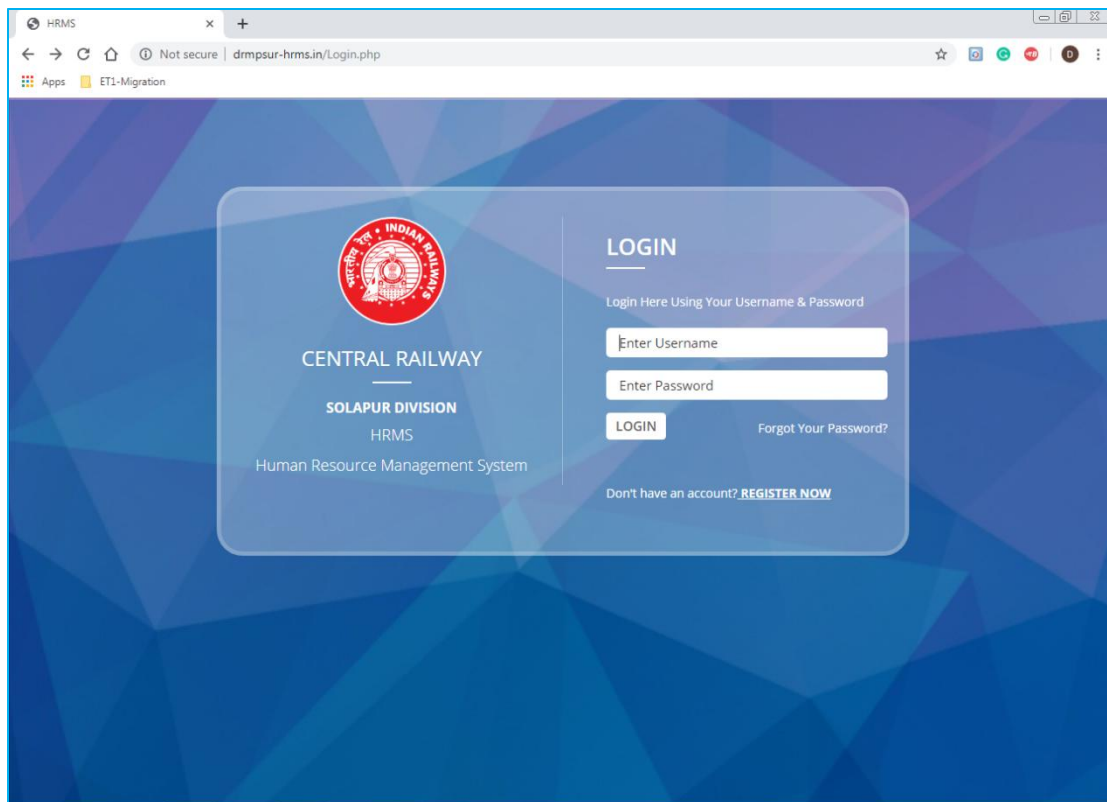
ESR is electronic service record created for employee of central railway. It contains all service details provided by railway employee to system in his career till retirement. Making ESR digital is to avoid corruption and proper and honest maintenance of his/her service record.

Links:

Website: <http://drmps-sur-hrms.in>

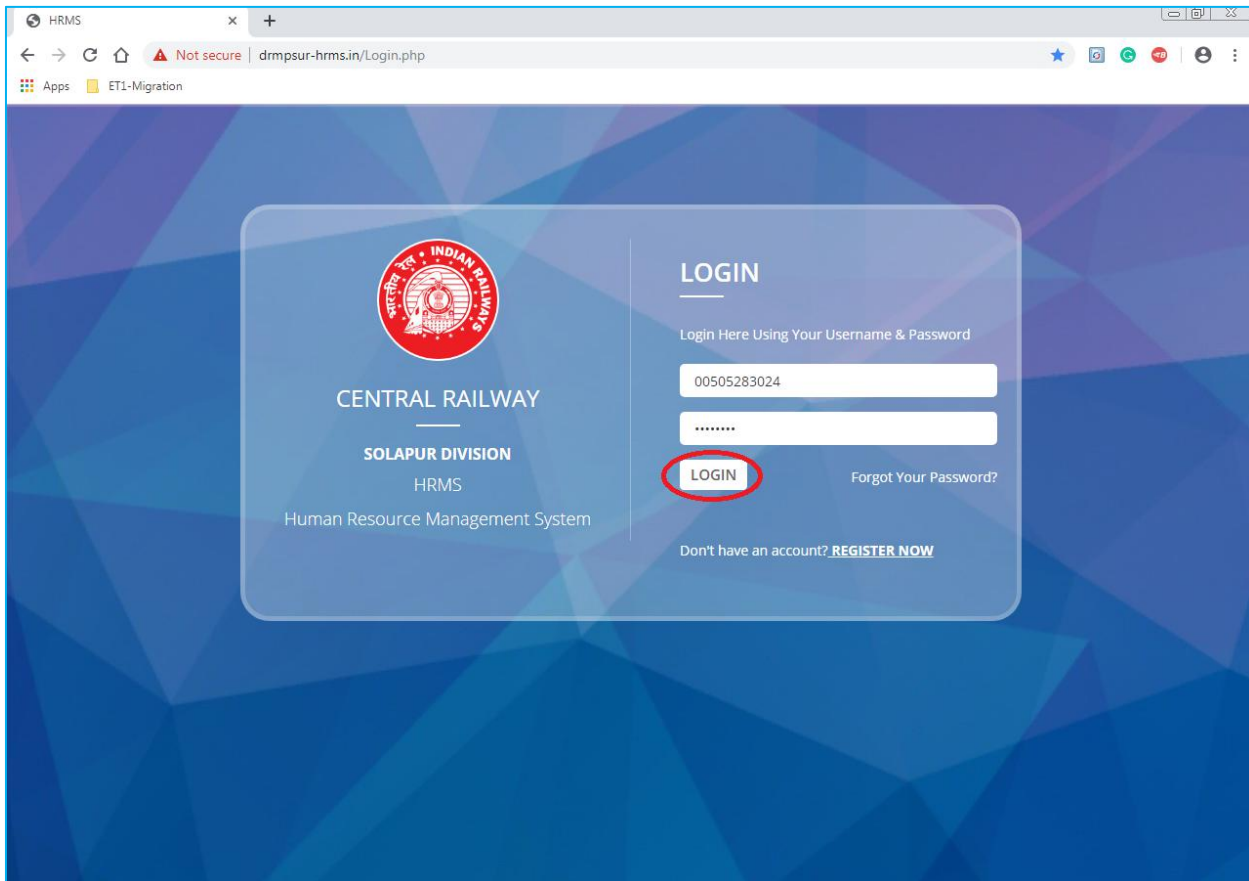
Website Home Page:

On visiting the site **drmps-sur-hrms.in** the user will see the login page of HRMS. ↓



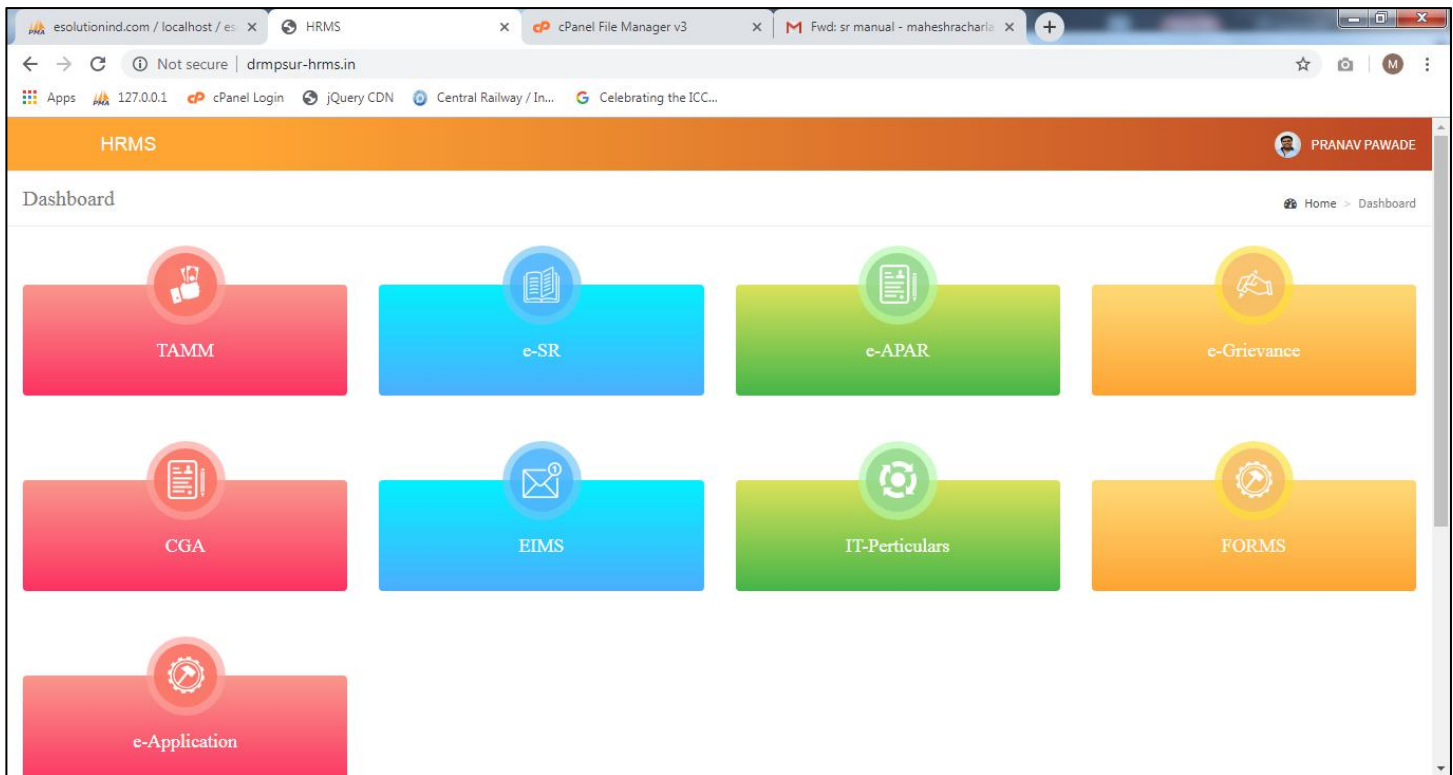
How to login to HRMS?

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)

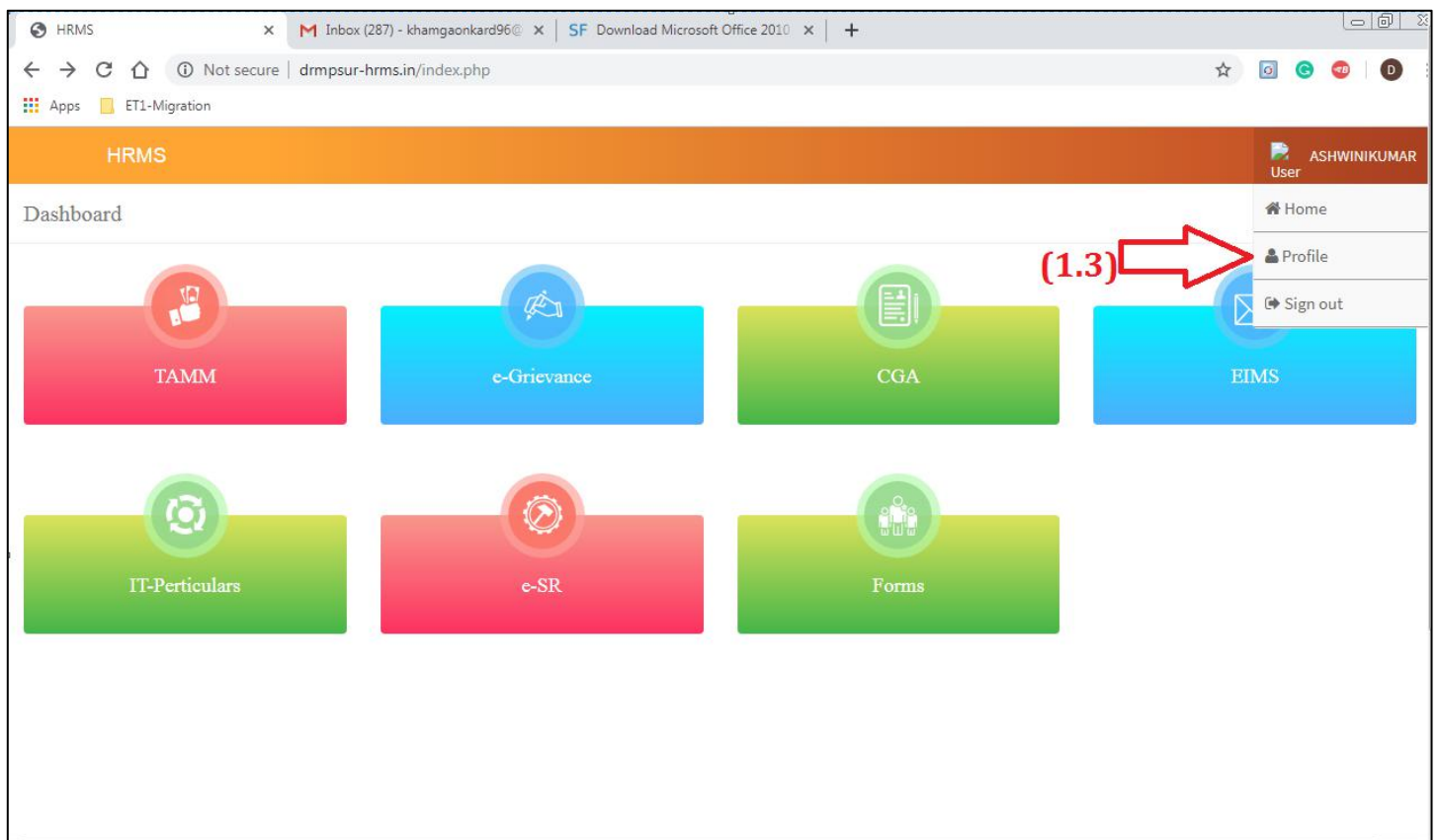
3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)



(Fig-1.2)

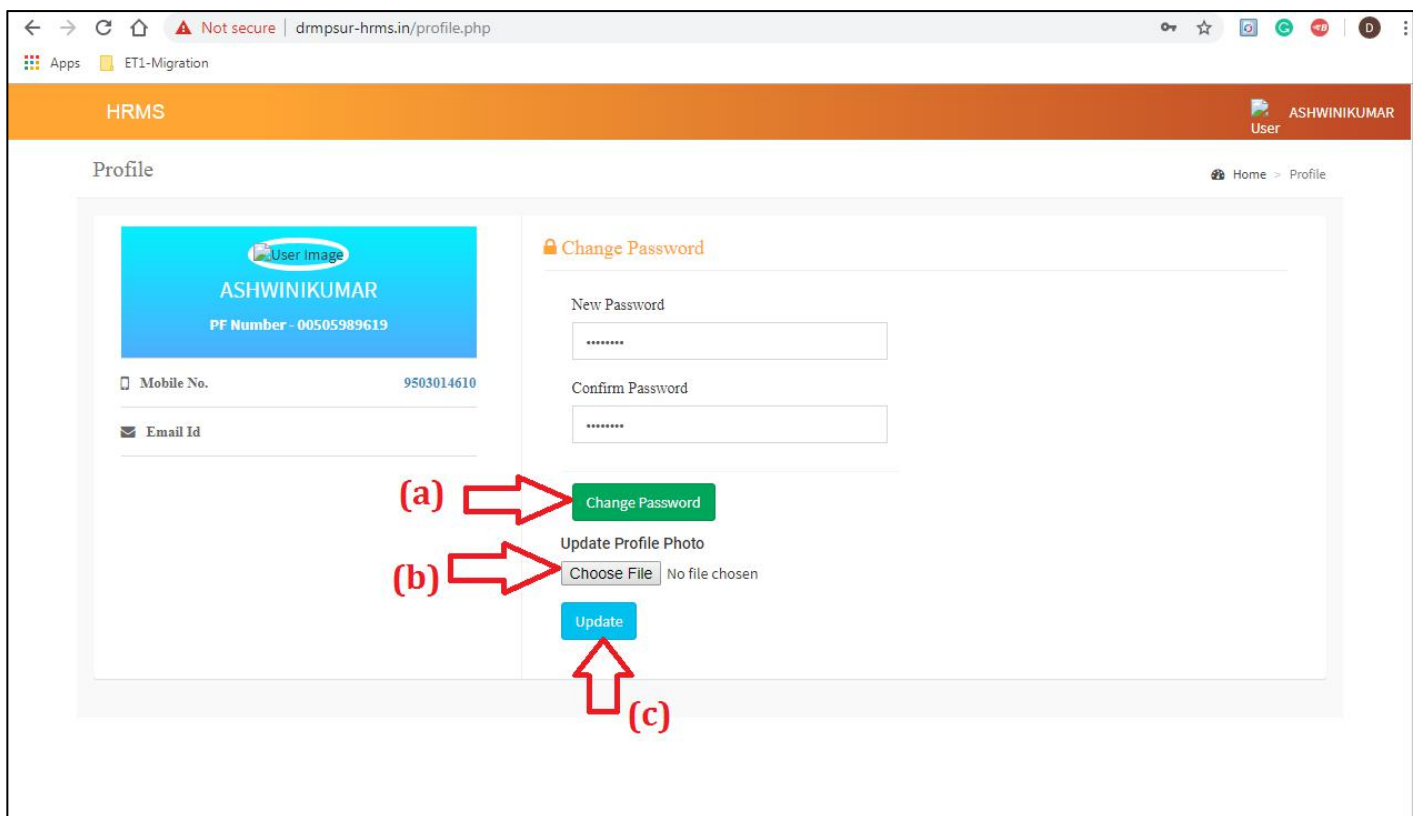
HRMS Dashboard:

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)

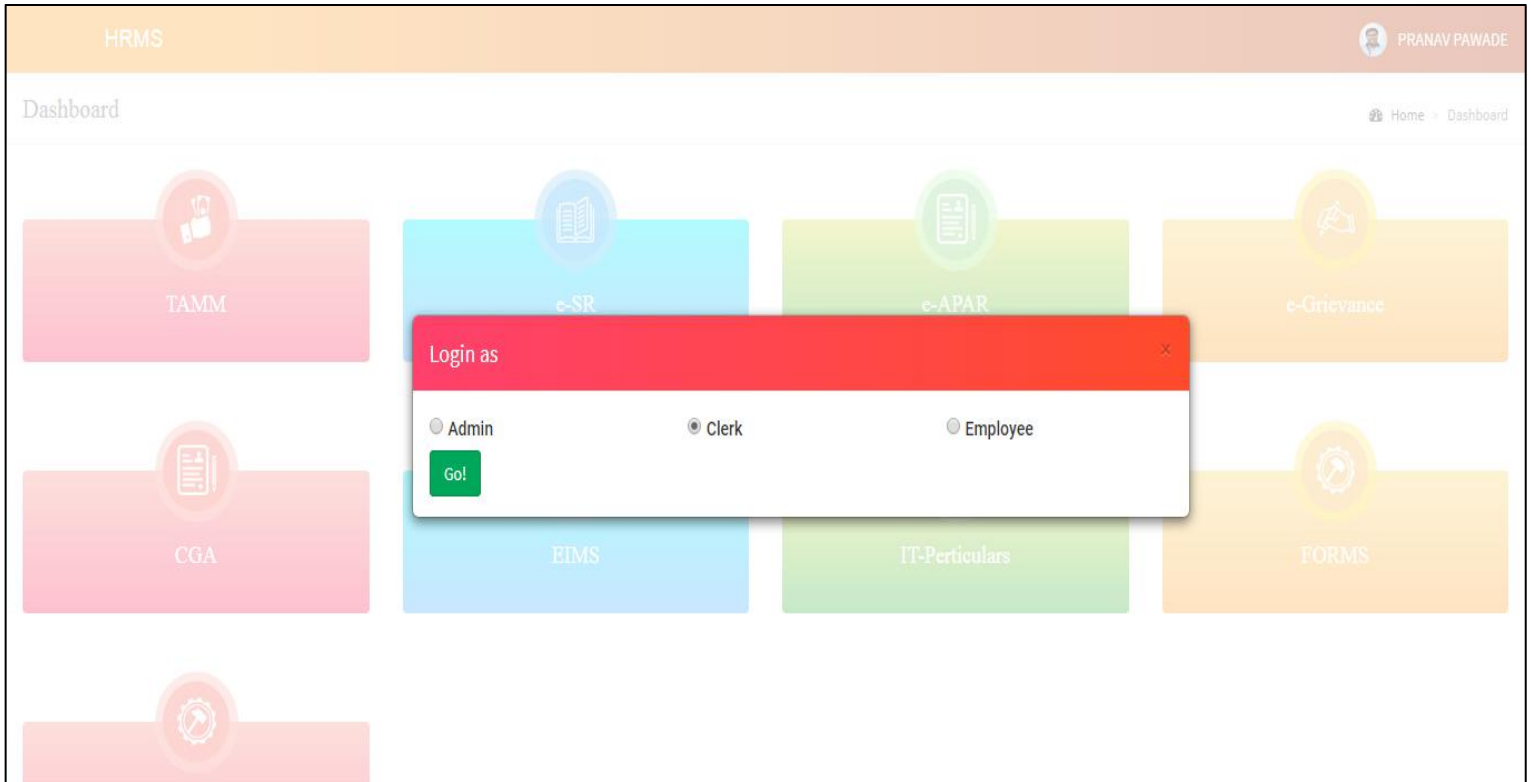
5. New page will get opened. On that page enter your new password and confirm password (same as new password). (Fig-1.4)
6. Click on **Change Password (a)** to change the password.
7. To update your profile picture click on choose file (b), upload the file and click on **update** button (c).



(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

REPORTSNEW REPORTSFIND 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	<div>Update</div>
2	00529802330	SONALI SANDIPAN SHINDE	0107715	<div>Update</div>
3	00529802331	VILAS MAHADEV KHANDEKAR	0107715	<div>Update</div>
4	00529803065	VARUNDTA JEE	0107715	<div>Update</div>
5	00529803067	NITESH KUMAR	0107715	<div>Update</div>
6	00529803068	SHAHBAZ MOZAMMIL	0107715	<div>Update</div>
7	00529803070	SADDAM AHMAD	0107715	<div>Update</div>
8	00529803071	SANTOSH KUMAR MITRA	0107715	<div>Update</div>
9	00529803073	MANISH KUMAR	0107715	<div>Update</div>
10	00529803074	KARAN KUMAR	0107715	<div>Update</div>

Showing 1 to 10 of 153 entries

Previous

1

2

3

4

5

...

16

Next

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(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.

The screenshot displays the 'SR MODULE' interface with a top navigation bar containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A user profile 'Admin' is in the top right. Below this is a sub-navigation bar with tabs: 'BIO-DATA', 'INITIAL APPOINTMENT', 'MEDICAL DETAILS', 'PRESENT WORKING DETAILS', 'PRFT', 'INCREMENT', 'PENALTY', 'AWARDS', 'FAMILY COMPOSITION', and 'NOMINEE'. The 'BIO-DATA' tab is active, showing a form titled 'BIO DATA' with a red link: 'Click Here If You want start SR entry With New PF Number'.

The form contains the following fields:

- PF Number**: Text input with placeholder 'ENTER PF NUMBER'.
- Old PF Number**: Text input with placeholder 'ENTER OLD PF NUMBER'.
- ID Card Number**: Text input with placeholder 'ENTER ID NUMBER'.
- SR Number**: Text input with value '0107678001'.
- Date Of Birth**: Date picker with placeholder 'SELECT DATE'.
- Aadhar No**: Text input with placeholder 'ENTER AADHAR NO'.
- Gender**: Dropdown menu with placeholder 'SELECT GENDER'.
- Marital Status**: Dropdown menu with placeholder 'SELECT MARITAL STATUS'.

On the right side of the form is a profile picture placeholder with a cartoon man's face and a button labeled 'Choose File' with the text 'No file chosen'.

At the bottom of the form is a section for **Employee Name** with three text inputs: 'FIRST NAME', 'MIDDLE NAME', and 'LAST NAME'.

(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 .

The screenshot displays the 'New Reports' section of a software application. At the top, there is a navigation bar with tabs: 'SR MODULE', 'REPORTS', 'NEW REPORTS', and 'FIND EMP BILLUNIT'. The user's name 'PRANAV PAWADE' is visible in the top right corner. Below the navigation bar, the 'Reports' section is active, showing 'Reports Details'. Under 'Reports Details', there is a section titled 'Department and Billunit Wise'. This section contains a 'Department' dropdown menu with the text 'Select Department' and a 'View' button. Below this, there is an 'Employee List' section. It features a table with columns: 'Sr No', 'Billunit', 'Total Employee', 'Completed', and 'Pending'. The table contains 6 rows of data. The first row is highlighted, and the value '4 (a)' in the 'Pending' column is circled in red. Below the table, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and buttons for 'Previous', '1', and 'Next'. At the bottom of the page, there is a copyright notice: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

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

(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.

SR MODULE
REPORTS
NEW REPORTS
FIND EMP BILL UNIT
PRANAV PAWADE

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

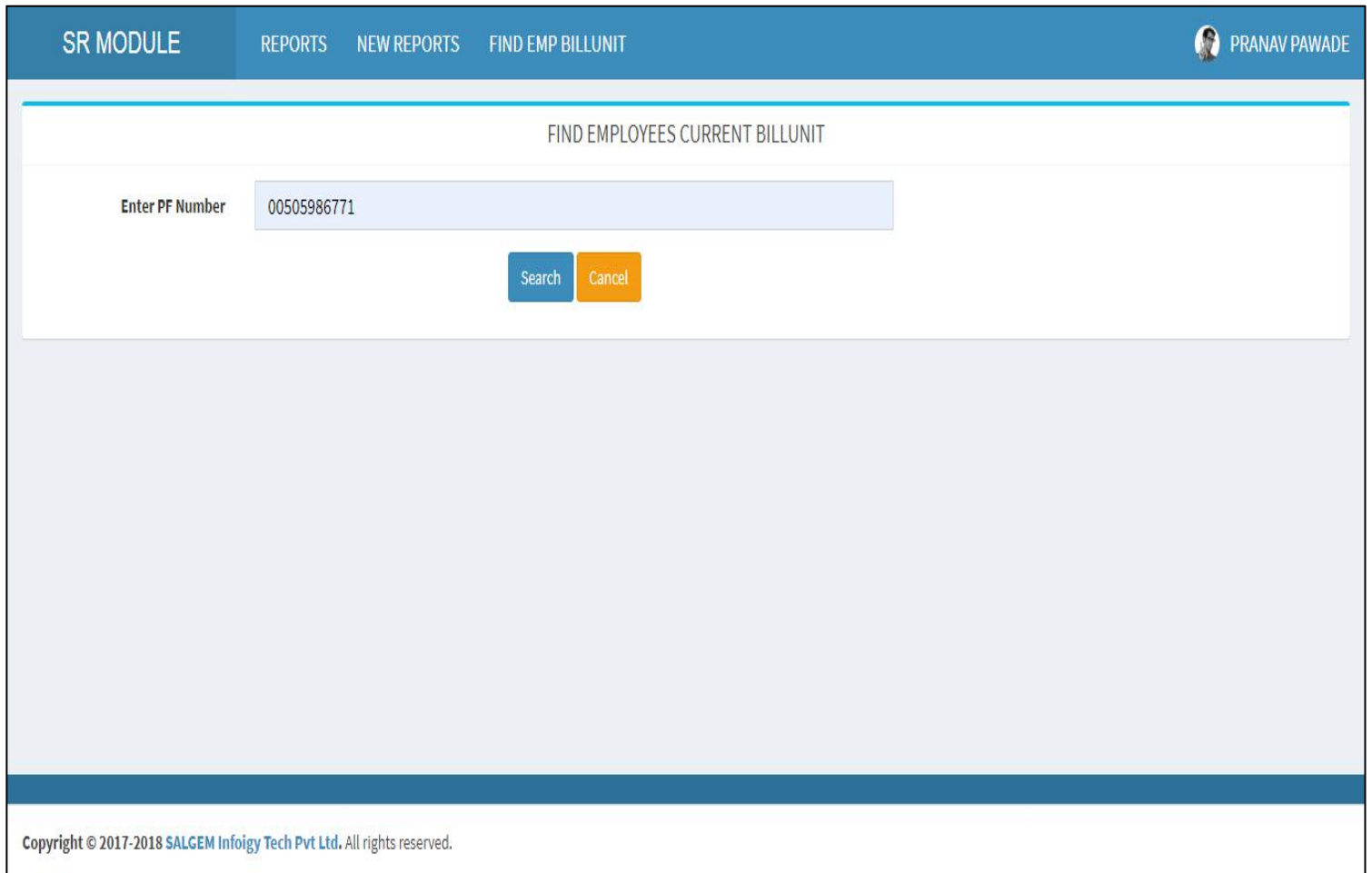
Previous 1 Next

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(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




The screenshot shows a web application interface for finding employee bill units. At the top, there is a blue navigation bar with the following menu items: 'SR MODULE', 'REPORTS', 'NEW REPORTS', and 'FIND EMP BILLUNIT'. On the right side of the navigation bar, there is a user profile icon and the name 'PRANAV PAWADE'. Below the navigation bar, the main content area has a title 'FIND EMPLOYEES CURRENT BILLUNIT'. Under this title, there is a form with a label 'Enter PF Number' and a text input field containing the value '00505986771'. Below the input field, there are two buttons: a blue 'Search' button and an orange 'Cancel' button. At the bottom of the page, there is a footer with the text 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(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

REPORTSNEW REPORTSFIND 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

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(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. ↓

SR MODULE

REPORTSNEW REPORTSFIND EMP BILLUNIT

PRANAV PAWADE

FIND EMPLOYEES CURRENT BILLUNIT

Enter PF Number

Enter PF Number

SearchCancel

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

Profile

Sign out

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