

Central Railway

Office of the
Divisional Railway Manager,
Personnel Branch,
Date - 10/08/2019

No-SUR/P/CRIS/HRMS

ALL CONCERNED

SOLAPUR DIVISION

Sub:-Filling of Employee Information Form for updating the employee details in e-SR module of HRMS application.

Ref:- 1) Railway Boards L.No. ERP/2018/HRMS/CRIS/MoU Pt 1dt. 12/07/2019.

2) CRB's D O No ERP/2018/HRMS/CRIS/MoU Pt 1dt. 20/06/2019.

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Railway Board vide above ref. letters instructed to early implementation of HRMS application developed by CRIS.. In its first phase, 'Employee Master' and 'e-SR' modules are available for feeding of employees SR details. To update the details in correct, latest and comprehensive manner in e-SR, it is decided to avail the information from employees themselves in prescribed format (Form attached). Therefore all the employees on Solapur division are requested to fill up the enclosed form and attach the required documents and photographs. The concerned depot incharge will collect the filled form, ensure the filling of all the fields and enclosing of document and photographs asked in form and submit in one bunch with forwarding letter to respective bill clerks upto 19-August-2019.

The bill clerk will co-ordinate this drive by circulating the required information among employees through electronic medium and collect the filled form of all the employees in stipulated period. The collected form will be attached in employees SR.

The form will be also available in -

cr.indianrailways.gov.in website->Division->Solapur->Personnel->Notification
and in notification section of HRMS mobile application.


(Surendra Singh Barahat)

Sr. Divisional Personnel Officer

Solapur

C/- DRM - For kind Information please.

C/- ADRM - For kind Information please.

C/- All Brach Officers - For kind information please.

C/- All ADENs - For similar action

C/- Divisional Secretary/CRMS/NRMU, SC/ST, OBC association - For information please.

C/-All CH OS/OS/Clerk(Bills) - They will collect the filled form from their concerned depot/stn and attach the same in the SR of individual employee.

Central Railway: Solapur division

EMPLOYEE INFORMATION FORM FOR e-SR:HRMS

1) Emp No as on payslip : _____

2) Employee Name :

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First Name

Middle Name

Surname

3) Name in Hindi : _____

4) Place of birth and State : _____

5) Father's Name : _____

6) Mother's Name : _____

7) Spouse Name : _____

8) Employees Blood Group : _____

9) Family Details

Name	Relation	DOB	If Handicap (Category Vis/Ortho/ Hearing)	Handicap Certificate		Depend ency (Y/N)	Bonafide Cert Submitted (Yes/No)
				Issued on	Valid up to		

10) Religion : _____

11) Community : _____

12) Caste : _____

13) Height : _____

14) Date of marriage : _____

15) Mother Tongue : _____

16) Nationality : _____

17) Personal Mobile : _____

18) CUG No : _____

19) Personal Email id : _____

20) Official Email ID : _____

21) Permanent Address : _____

_____ Pin _____

22) Present Address : _____
 : _____
 : _____
 : _____ Pin _____

23) Handicap Details(Self) : _____

Category Visual/Ortho/Hearing	Disability %	Certificate No & Date of issue	Certificate valid		Issued By
			From	To	

(PI note: Copy of certificate to be given)

24) Appointment Mode : _____
 (RRB/RRC/CGA/Sports/Cultural/Scouts&Guides/PHQ/GDC/Apprentice/Act Apprentice/Casual labour/Ex-Service)

25) Lien & Seniority (For deputation staff only) : _____

26) Present place of posting(Unit/Station/place) : _____

27) Designation : _____

28) Present medical Category : _____

29) Identification Mark (i) _____

(ii) _____

30) Last Medical exam done on _____ Cert No _____ Issued by _____

31) Education Qualification :-

Level	Course	Subject/ Specialization	Course Duration	Board/ University	College/ Institution Name	Passing year	Grade	%	Acquired before joining (Y/N)

32) Awards Received (PI attach copies of memorandum/certificate)

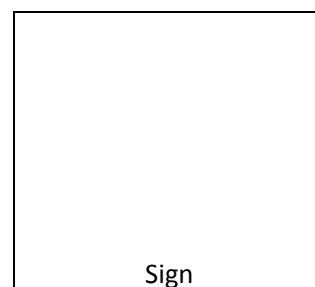
Year						
Awarded by (level)						

Place:-

Date:-



Employee photo



Sign

Photo and signature of the employee (inside box)

Documents to be attached

Must Attach

Aadhaar Copy

PAN card copy

Community certificate produced during appointment

Educational qualification copies

Latest nomination form for payment of Gratuity etc.

Individual family member s photos stapled in cover duly writing their name back side of the photo

Date of birth proof certificates of family members

ID proof of all family members (preferably Aadhaar)

If applicable

(Col 8) Handicap certificate of employee &family member/dependant

(Col 13) Marriage certificate, adoption certificate if applicable.

(Col 15)Nationality ,other than Indians should produce their nationality certificate

(Col 26)Medical certificate of the employee, if available

(Col 28)Railway award copies