

# **CENTRAL RAILWAY**

**SOLAPUR DIVISION**

## **RailSathi**



**Electronic Service Record**  
**(e-SR)**

**Employee User Manual (1.0)**

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## What is e-SR?

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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.

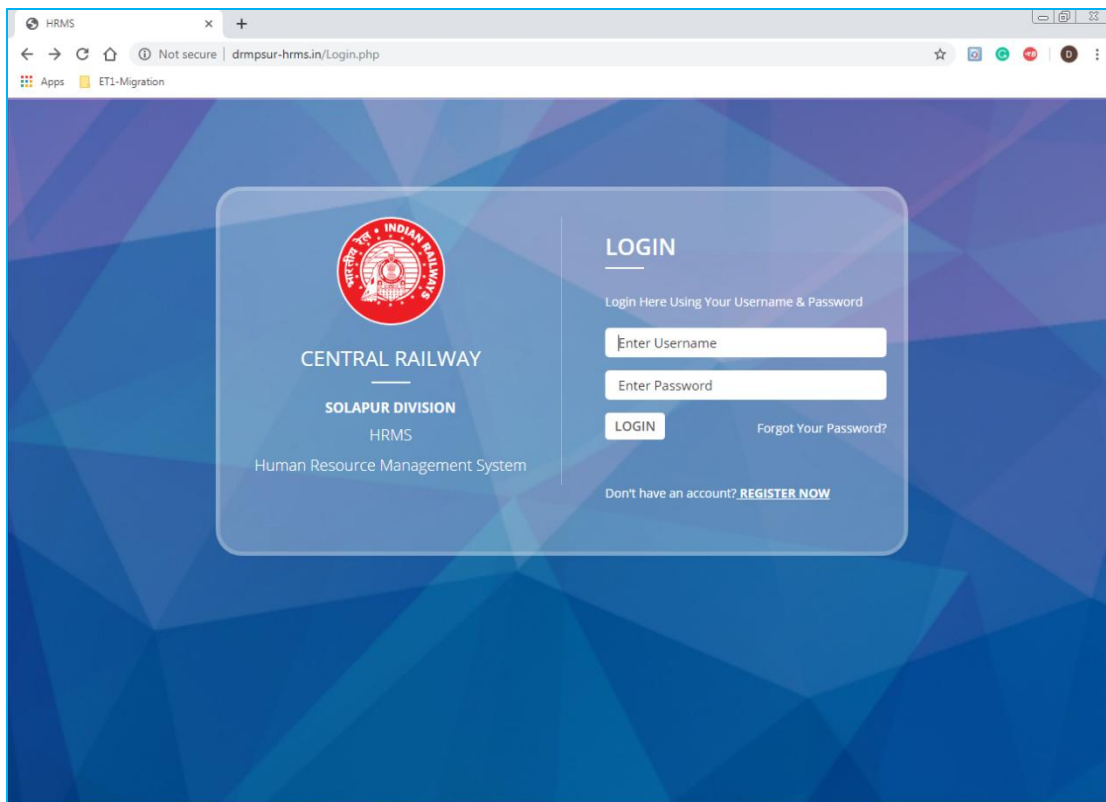
### Links:

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

## Website Home Page:

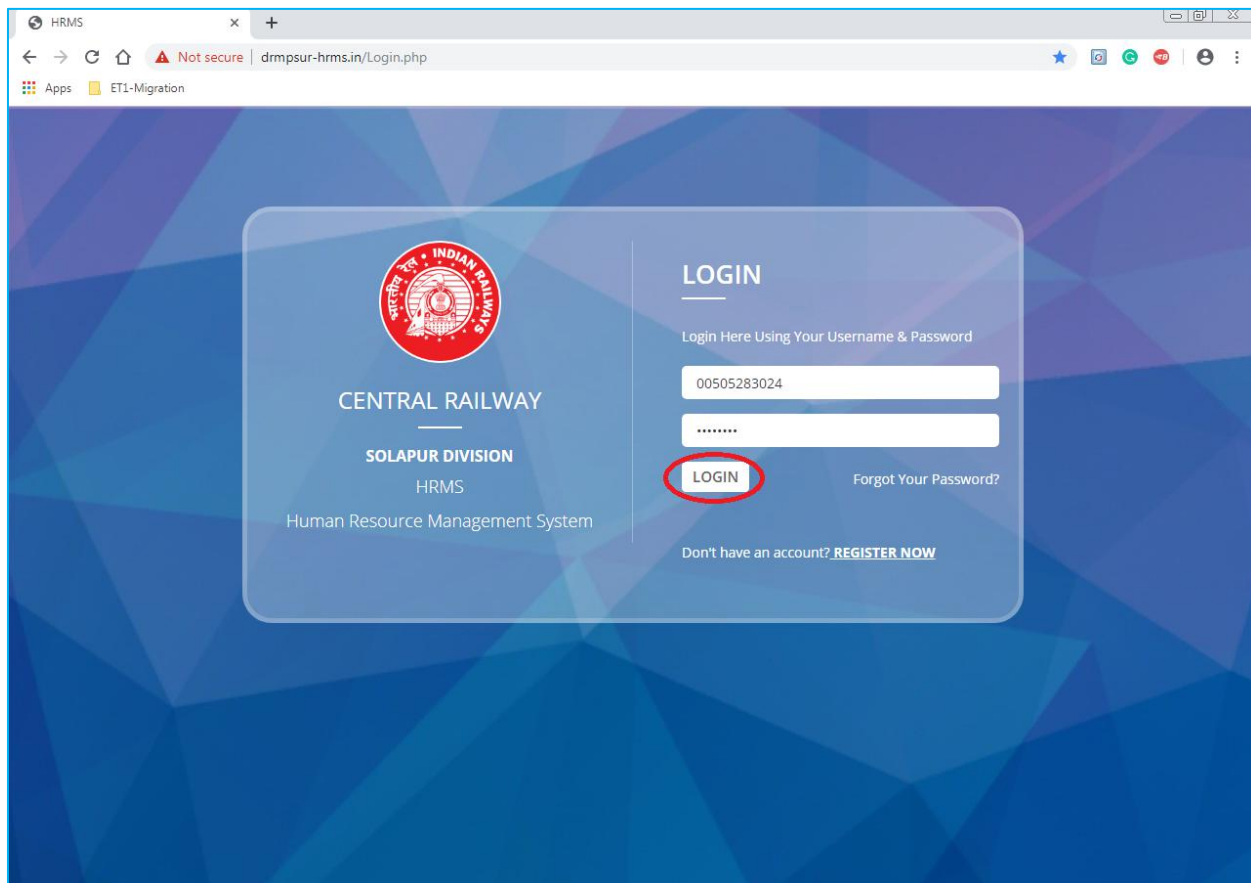
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On visiting the site **drmps-sur-hrms.in** the user will see the login page of HRMS. ↓



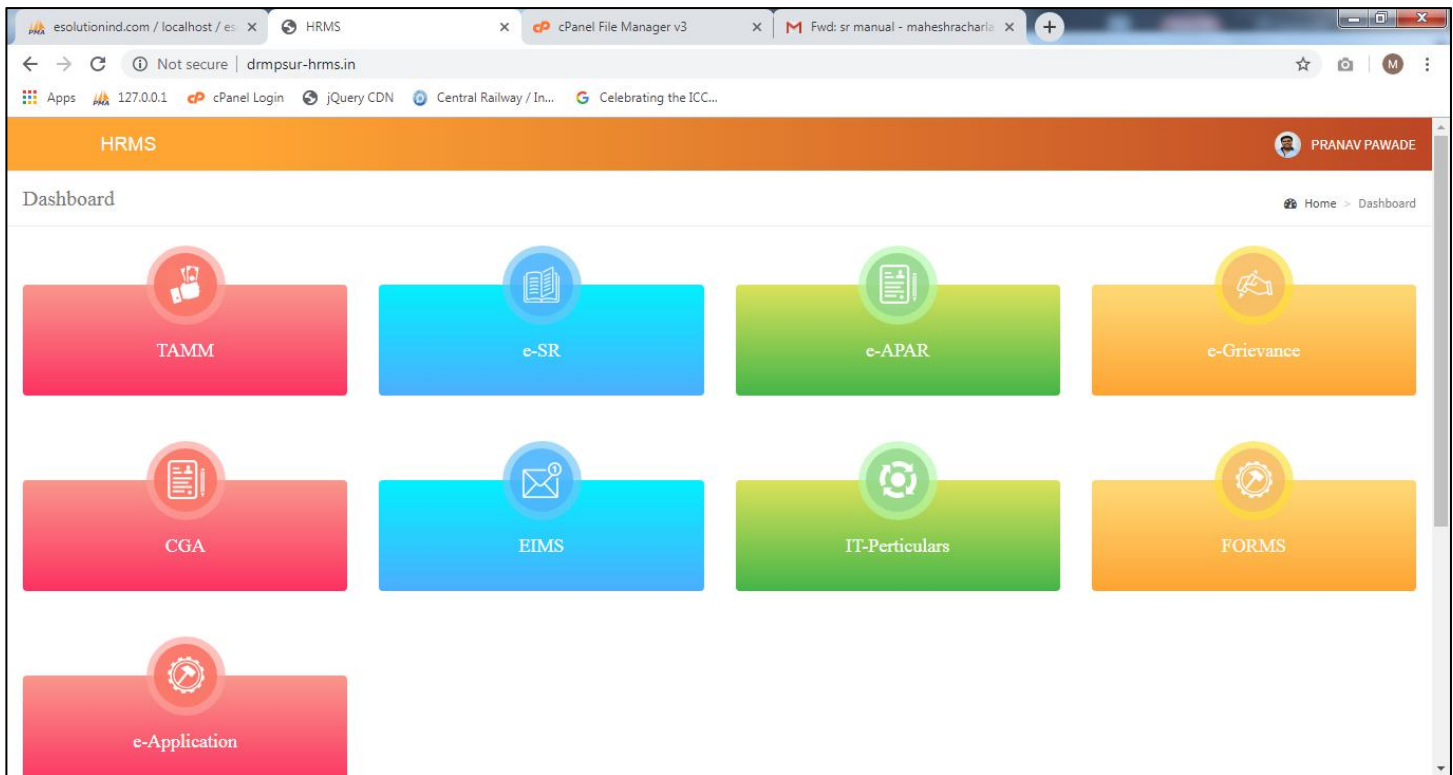
## How to login to HRMS?

1. On visiting **drmps-sur-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)

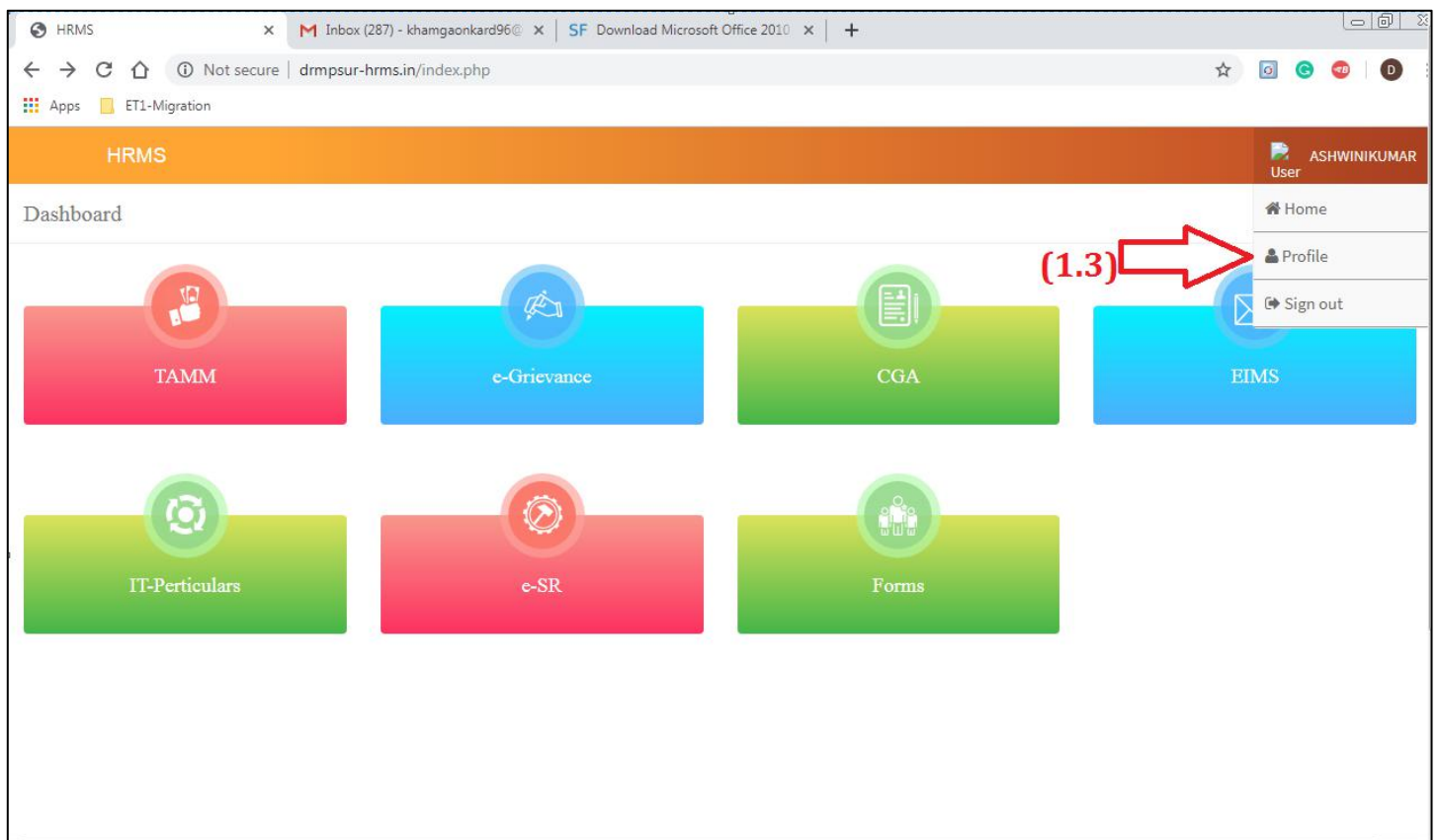
3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)



(Fig-1.2)

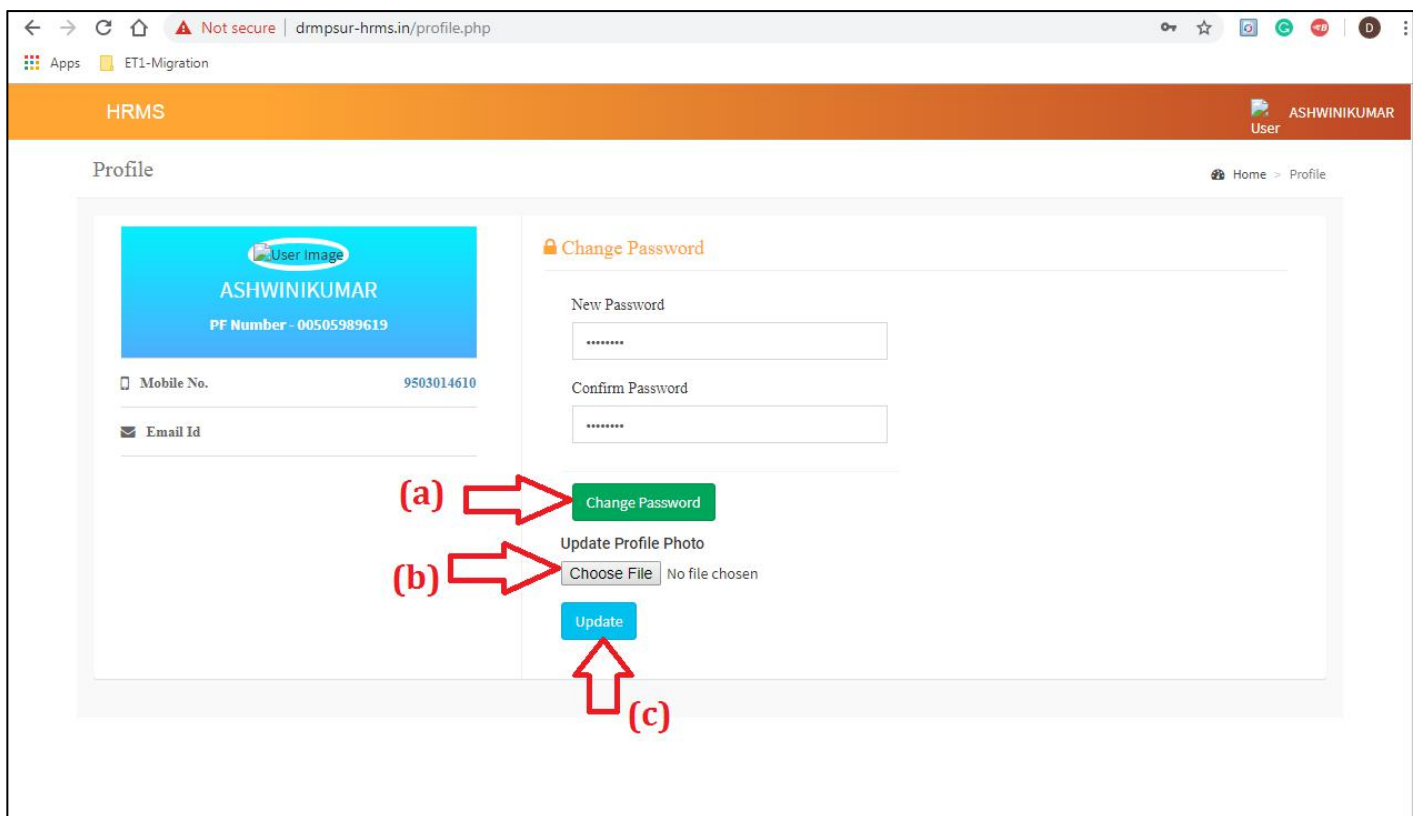
## HRMS Dashboard:

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).

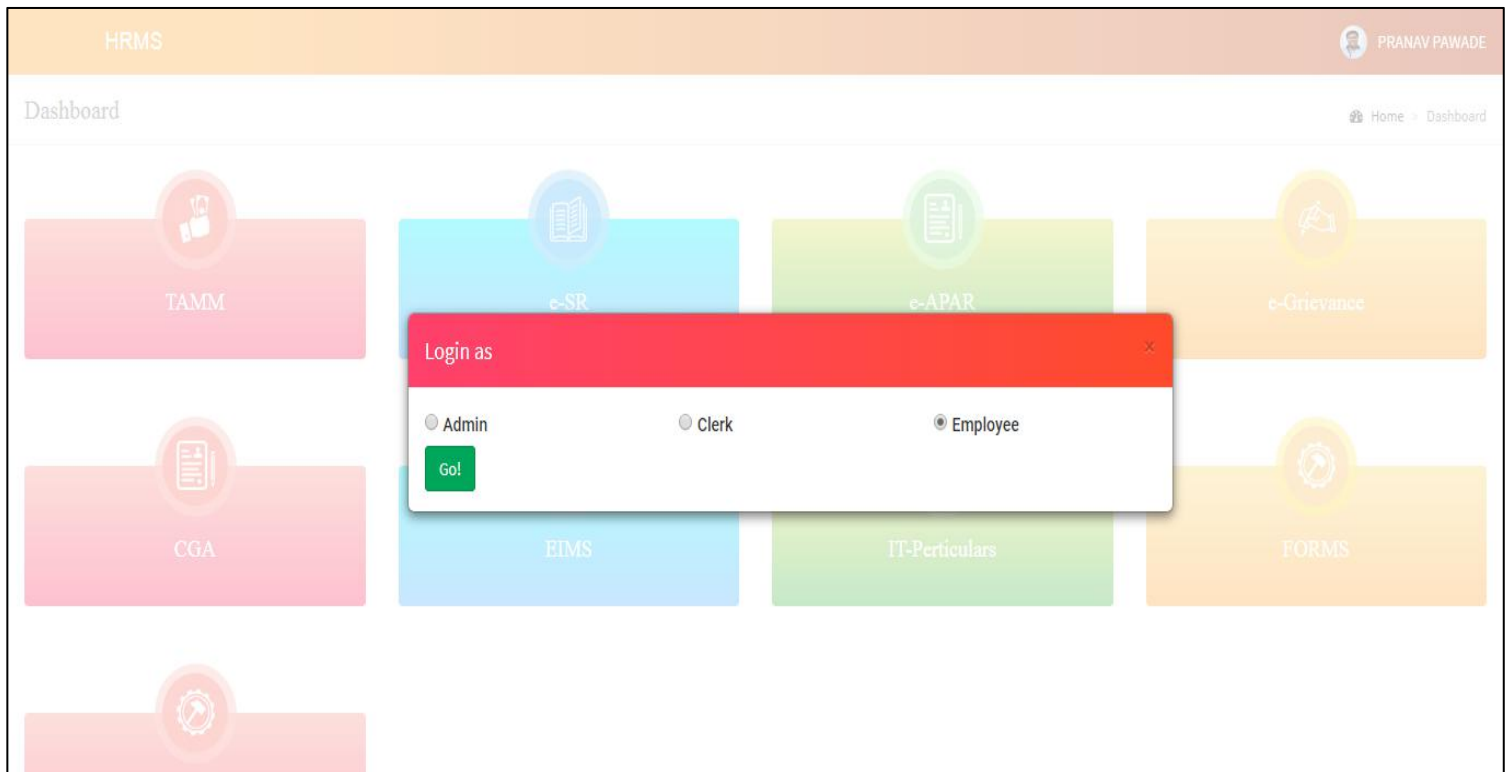


(Fig-1.4)

## How to login to e-SR?

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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 (Employee) to login to e-SR.
3. Click on 'Go'. (Fig-1.5)



(Fig-1.5)




## e-SR Home Page:

SR MODULE
Home
Log Out

Tabular
Single

Bio-Data
Medical Details
Initial Appointment
Present Appointment
PRFT
Penalty
Increment
Awards
Family Composition
Nominee(s)
Training
Advance
Property
Last Entry

PERSONAL INFO

					
PF NUMBER	00505986771	OLD PF NUMBER	05986771	SR NO	0107683708
DATE OF BIRTH	05/12/1983	ID CARD NUMBER		AADHAR NUMBER	841734438359
EMPLOYEE NAME	PRANAV PAWADE	EMPLOYEE OLD NAME	PRANAV HARI PAWADE	GENDER	MALE
MARITAL STATUS	MARRIED	FATHER/HUSBAND NAME	HARI	CUG NUMBER	9503014620
PERSONAL MOBILE NUMBER	9503014620	PAN NO	ARFPP5677E	PRAN NUMBER	123456789101
RUID NUMBER		E-MAIL ID	abc@rty.com		
PERSENT ADDRESS	PLOT NO. 9B,RACHANA SOCIETY ,SOLAPUR 123	STATE CODE		PINCODE	
PERMANENT ADDRESS	PLOT NO. 9B,RACHANA SOCIETY ,SOLAPUR 123	STATE CODE		PINCODE	
IDENTIFICATION MARK	WOUND MARK ON RIGHT LEG,BLACK MOLE NEAR RIGHT LEG				
RELIGION	HINDU	COMMUNITY	SCHEDULED TRIBES	CASTE	MUNNER WARLU
RECRUITMENT CODE/ APPOINTMENT TYPE	CGA	GROUP	GROUP C		
EDUCATION QUALIFICATION AT THE TIME OF INITIAL APPOINTMENT	DIPLOMA	EDUCATION QUALIFICATION AT THE TIME OF SUBSEQUENT	GRADUATE		

BANK DETAILS

BANK NAME	STATE BANK OF INDIA	ACCOUNT NO	20144391320
MICR NUMBER	413002522	IFSC NO	SBIN0012485
BANK ADDRESS	TEJONIDHI,NEAR BHARTI VIDYAPITH,DAWAT HOTEL CHOWK,BIJAPUR RD,SOLAPUR DIST413004		

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(Fig-1.6)

In above figure shows the full details of employee in tabular form  
Also see details in single form by clicking in single tab button.  
Below figure shows the single form.

SR MODULE
Home
Log Out

Tabular
Single

BIO-DATA



PF NUMBER	00505986771	OLD PF NUMBER	05986771	SR NO	0107683708
DATE OF BIRTH	05/12/1983	ID CARD NUMBER		AADHAR NUMBER	841734438359
EMPLOYEE NAME	PRANAV PAWADE	EMPLOYEE OLD NAME	PRANAV HARI PAWADE	GENDER	MALE
MARITAL STATUS	MARRIED	FATHER/HUSBAND NAME	HARI	CUG NUMBER	9503014620
PERSONAL MOBILE NUMBER	9503014620	PAN NO	ARFP5677E	PRAN NUMBER	123456789101
RUID NUMBER		E-MAIL ID	ABC@RLY.COM		
PERSENT ADDRESS	PLOT NO. 9B,RACHANA SOCIETY ,SOLAPUR 123	STATE CODE		PINCODE	
PERMANENT ADDRESS	PLOT NO. 9B,RACHANA SOCIETY ,SOLAPUR 123	STATE CODE		PINCODE	
IDENTIFICATION MARK	WOUND MARK ON RIGHT LEG,BLACK MOLE NEAR RIGHT LEG				
RELIGION	HINDU	COMMUNITY	SCHEDULED TRIBES	CASTE	MUNNER WARLU
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(Fig-1.7)

## LOGOUT:

1. To logout click on logout in menu bar .

SR MODULE

[Home](#) [Log Out](#)

Tabular

Single

Bio-Data

Medical Details

Initial Appointment

Present Appointment

PRFT

Penalty

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Family Composition

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PERSONAL INFO



PF NUMBER	00505986771	OLD PF NUMBER	05986771	SR NO	0107683708
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