

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)**

No. 2019/ERB-II/12/HRMS

New Delhi, dated 19.02.2020.

**Staff Notice No. 02 of 2020**

**Sub: Implementation of HRMS – initial data entry and uploading of documents in respect of modules Employee Master and e-SR of Non-Gazetted staff (excluding MTS) working in Railway Board.**

**Ref: Staff Notice 23 of 2019 bearing No.2019/ERB-II/12/HRMS and date 02.12.2020.**

As a prelude to implementation of HRMS, data entry in respect of two modules i.e. Employee Master and e-SR is being taken up on a fast track. The process involves considerable volume of data entry and scanning / uploading of documents. In order to speed up the process and also to ensure accuracy, all non gazetted employees (except MTS) were requested to submit the required data in a specific format along with necessary documents by email to [amodk.rb@gov.in](mailto:amodk.rb@gov.in) and also to send a signed copy of the printout of the documents to ERB-II by 10.12.2019. However, it has been observed that some of the employees are yet to submit the same. It is once again requested that those who have not yet submitted the documents may please do the same immediately.

2. Submission of these documents is being linked to REIS and non submission of the same by 28.02.2020 may lead to freezing of their RUID.

  
19/02/2020

**(Anil Kumar CV)**  
Under Secretary (Admn)  
Railway Board

1. All the Non-Gazetted staff (excluding MTS) working in Railway Board.
2. Secretary/RBMSA.
3. Secretary/RBSSSA