



Entry, Transfer, Promotion & Exit

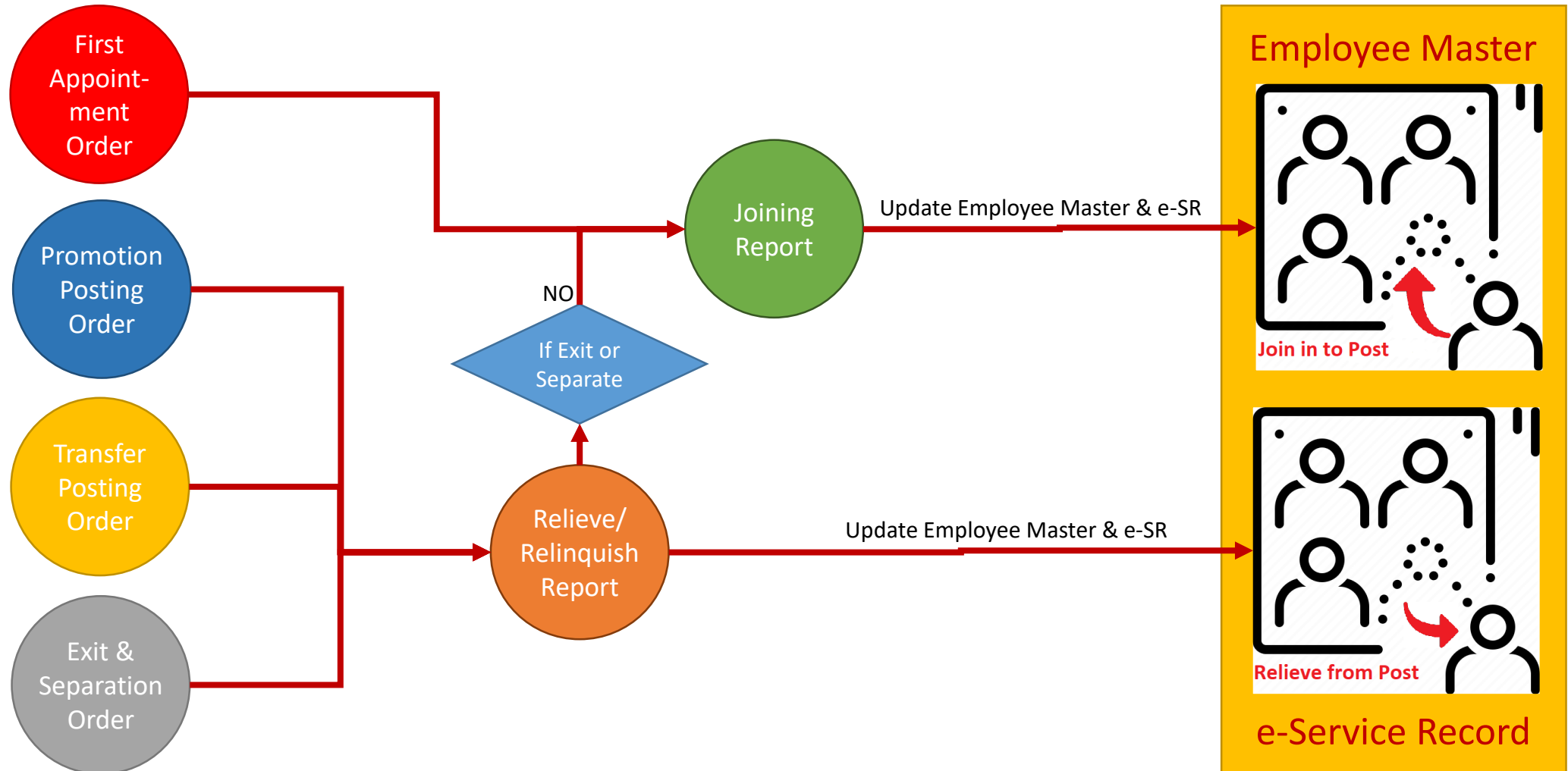
Human Resources Management System for Indian Railways

Centre for Railway Information System

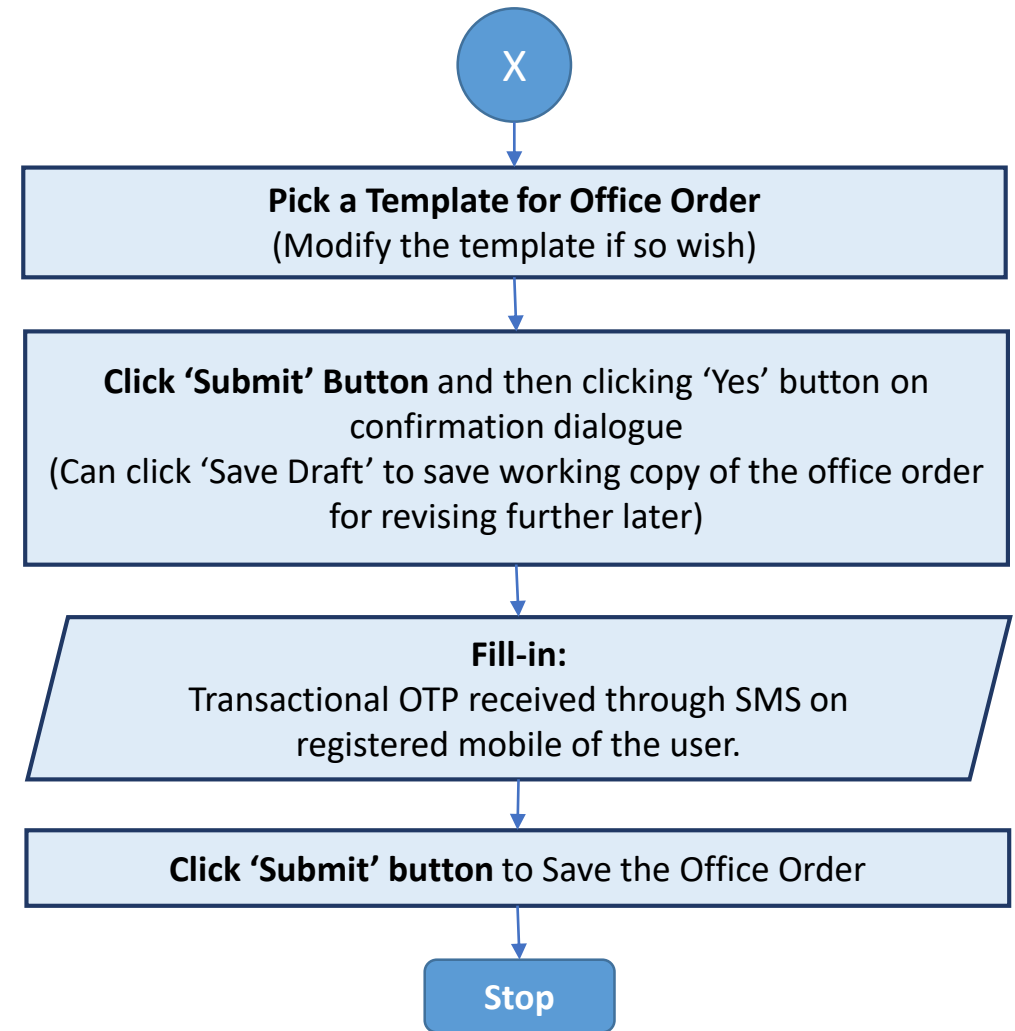
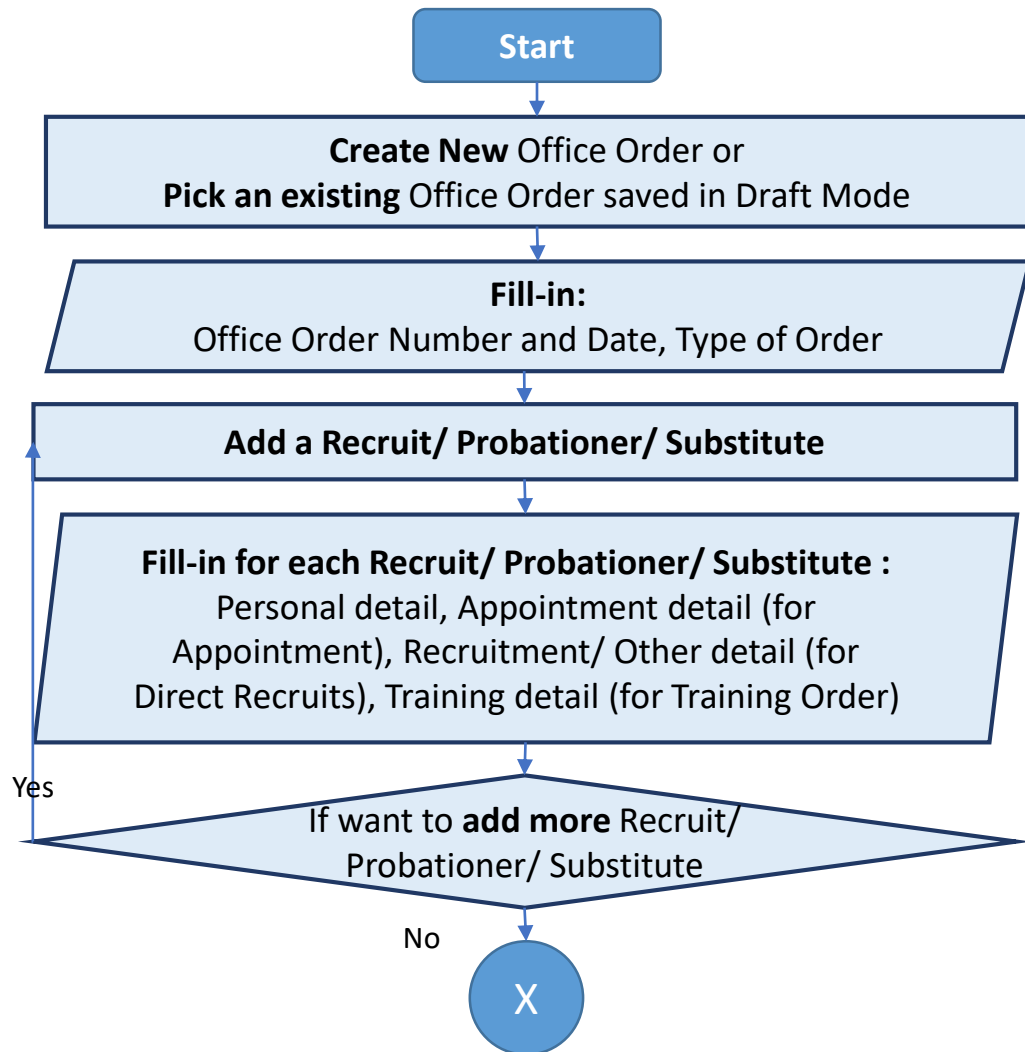
Career Events that **Impact on Employee List**



Objective of the Module



How to Create an Office Order

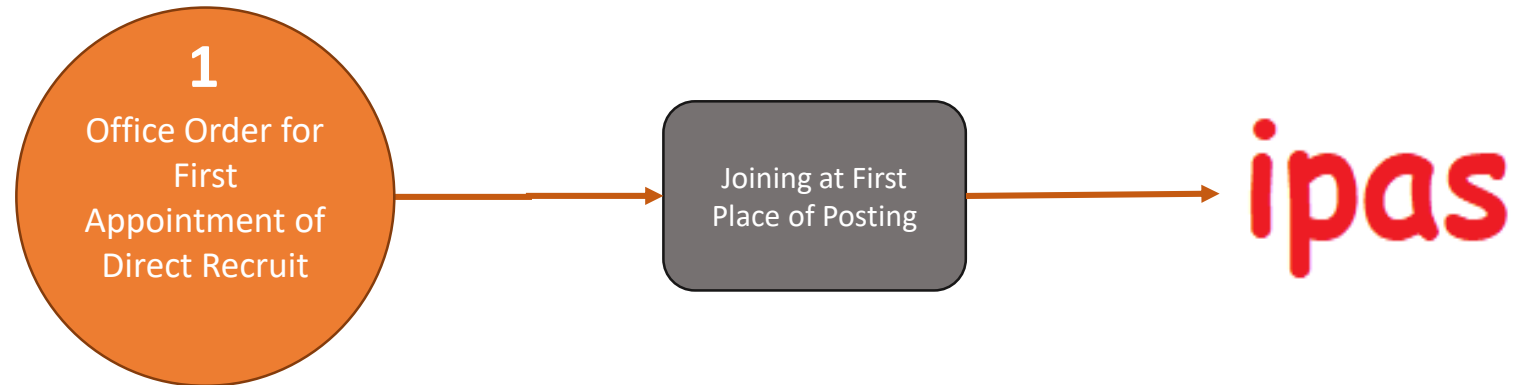




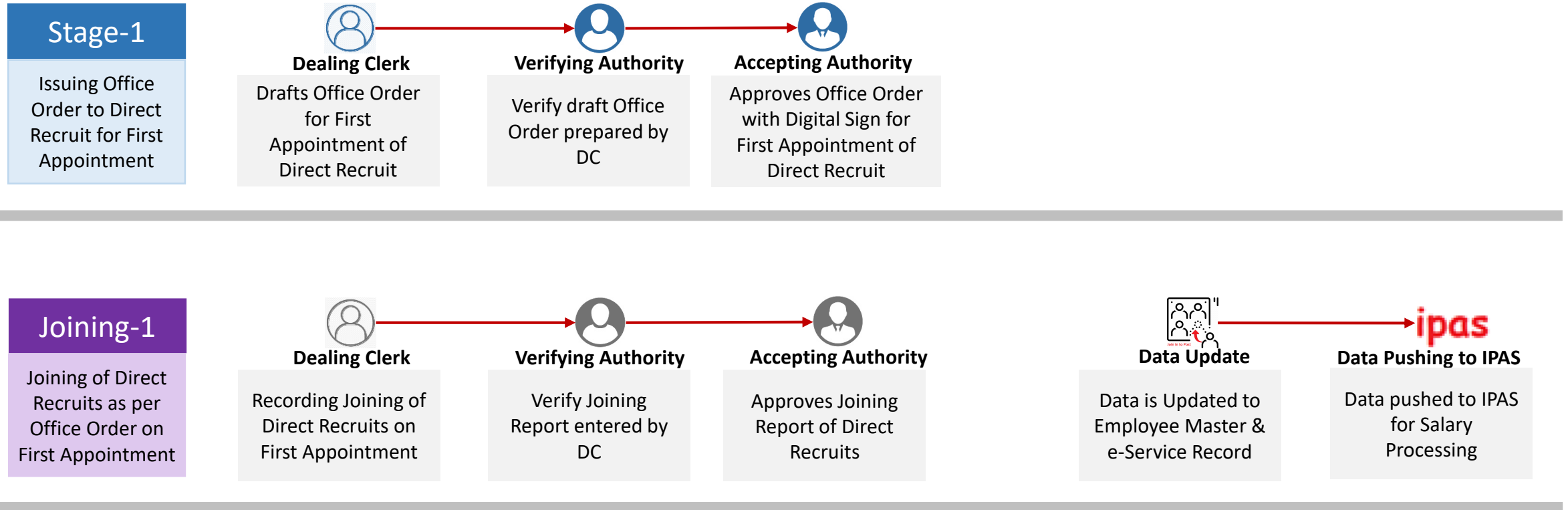
First Appointment

of a) Direct Recruit, b) Probationer, c) Substitute

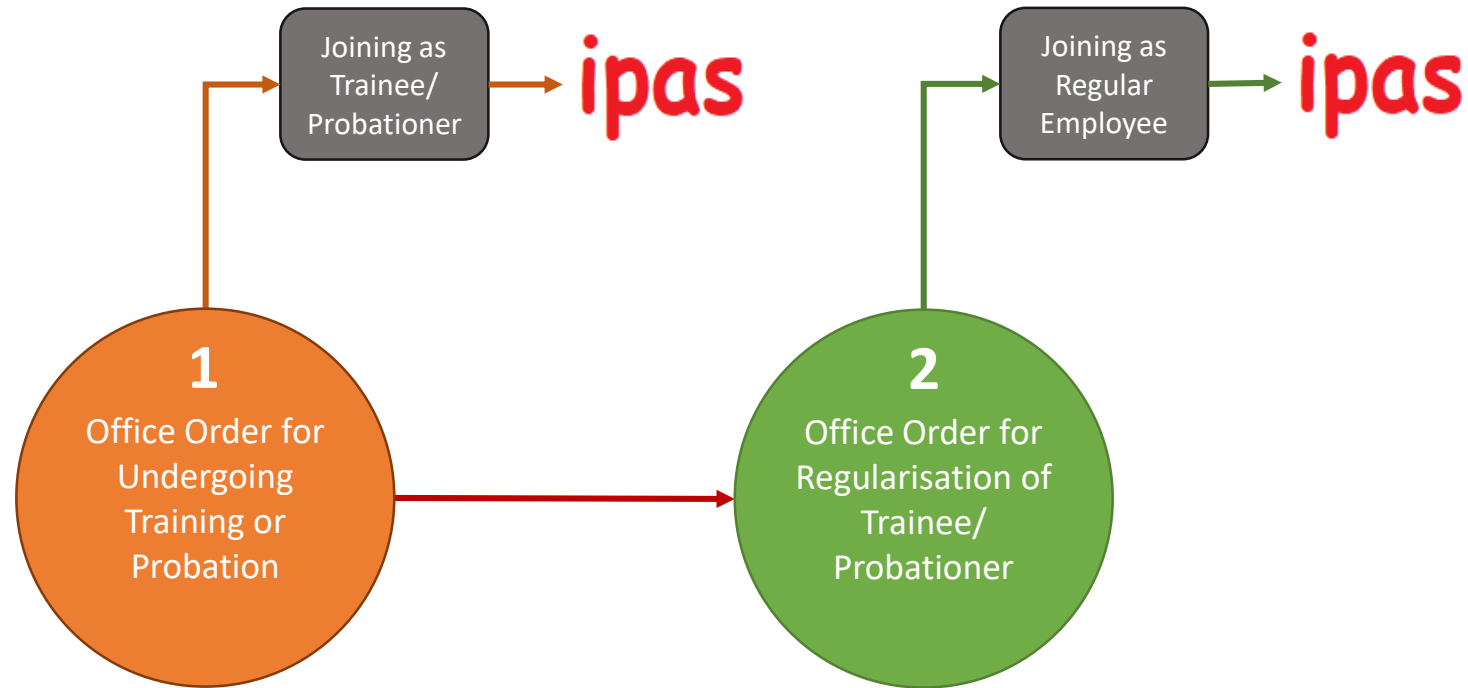
Process Flow for First Appointment of Direct Recruit



First Appointment of Direct Recruit and Joining at First Posting



Process Flow for Regularisation of Probationers or Trainees

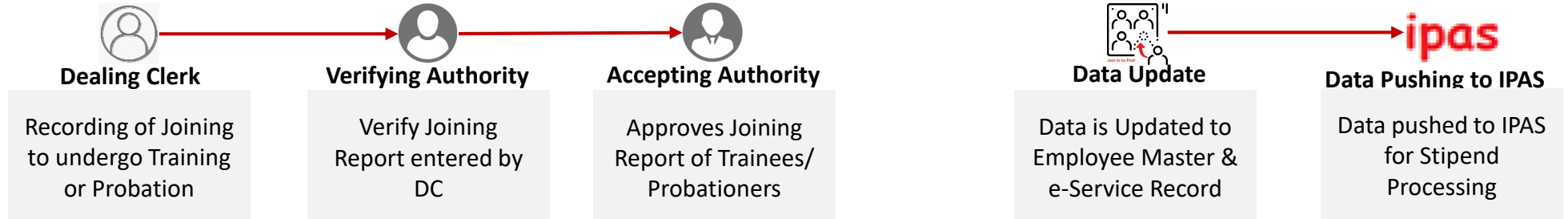


Direct Recruit to Undergo Training/ Probation

Stage-1
Issue Office Order to Direct Recruit to Undergo Training/ Probation



Joining-1
Joining in Training or in Probation as per Office Order to undergo Training



First Appointment of Trainee/ Probationer

Stage-2

Issue Office Order
First Appointment
to Trainees/
Probationers



Dealing Clerk

Drafts Office Order
for First
Appointment of
Probationers



Verifying Authority

Verify draft Office
Order prepared by
DC



Accepting Authority

Approves Office Order
with Digital Sign for First
Appointment to
Probationers

Joining-2

Joining of Trainee/
Probationer as
Office Order of
First Appointment



Dealing Clerk

Recording Joining of
Trainees/
Probationers on
First Appointment



Verifying Authority

Verify Joining
Report entered by
DC



Accepting Authority

Approves Joining
Report of Trainees/
Probationers as per
First Appointment



Data Update

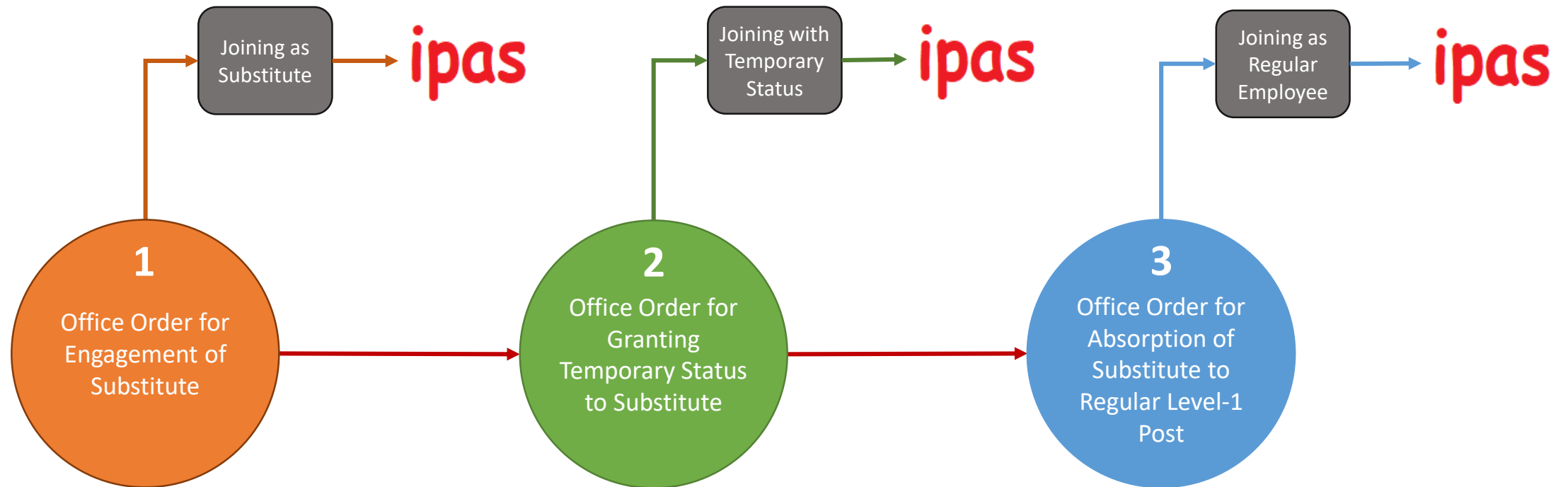
Data is Updated to
Employee Master &
e-Service Record

ipas

Data Pushing to IPAS

Data pushed to IPAS
for Salary
Processing

First Appointment of Substitute to Level-1 Post through Absorption

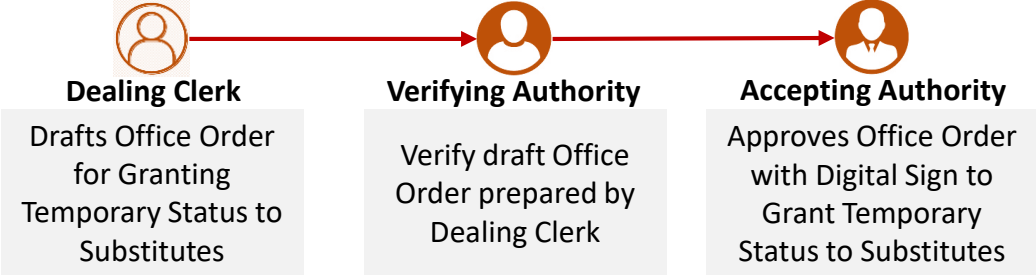


Engagement of Substitute to Level-1 Post

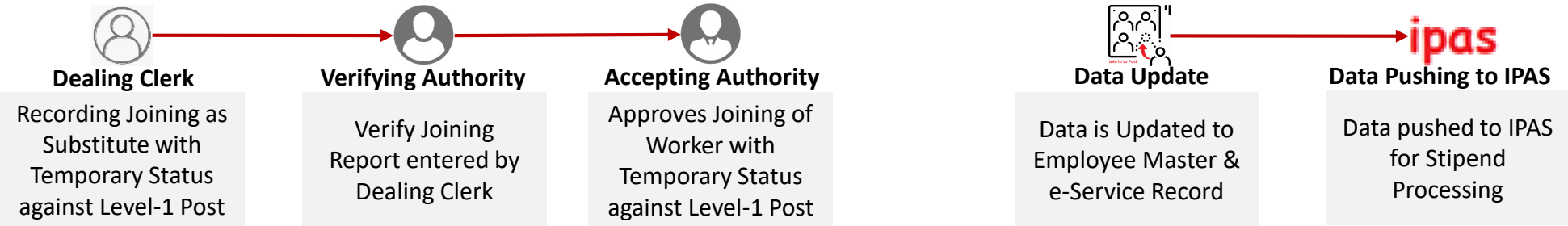


Granting Temporary Status to Substitute

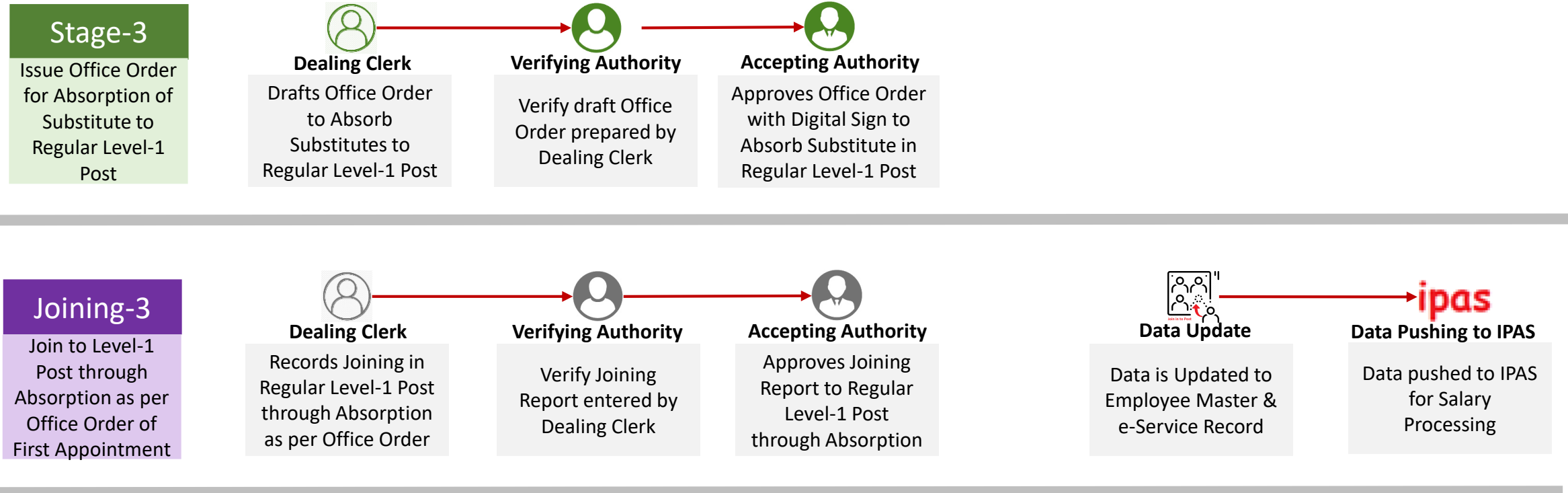
Stage-2
Issue Office Order Granting Temporary Status to Substitute



Joining-2
Joining as Temporary Worker as per Office Order granting Temporary Status



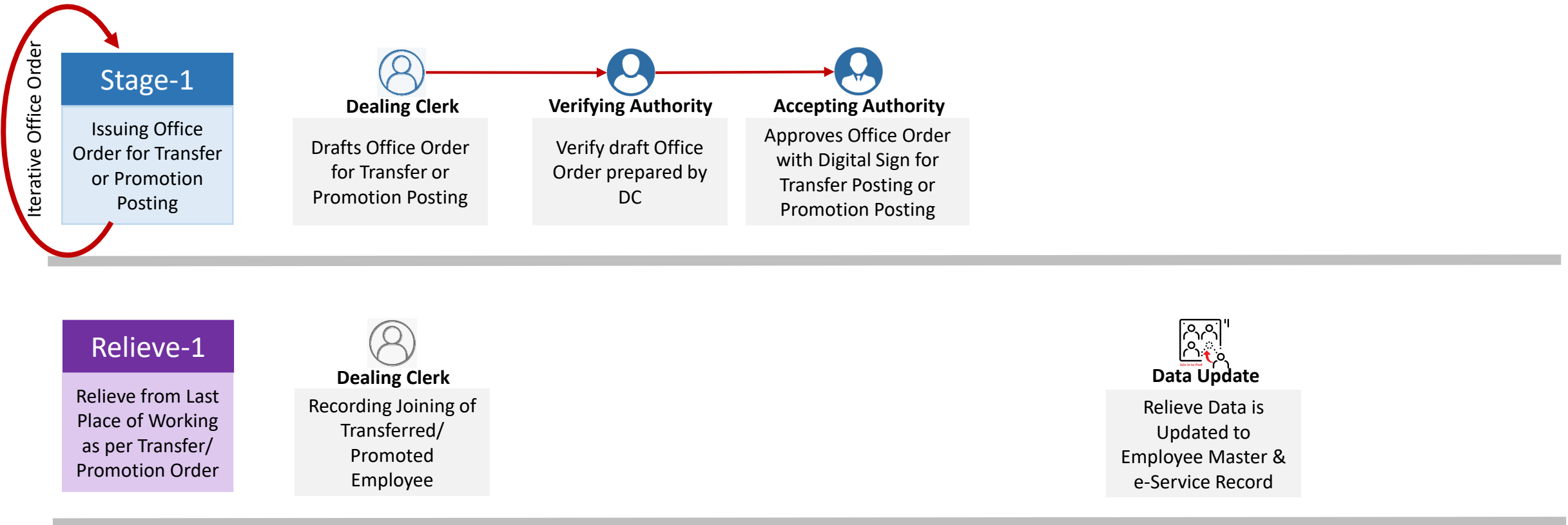
Absorption of Substitute to Regular Level-1 Post



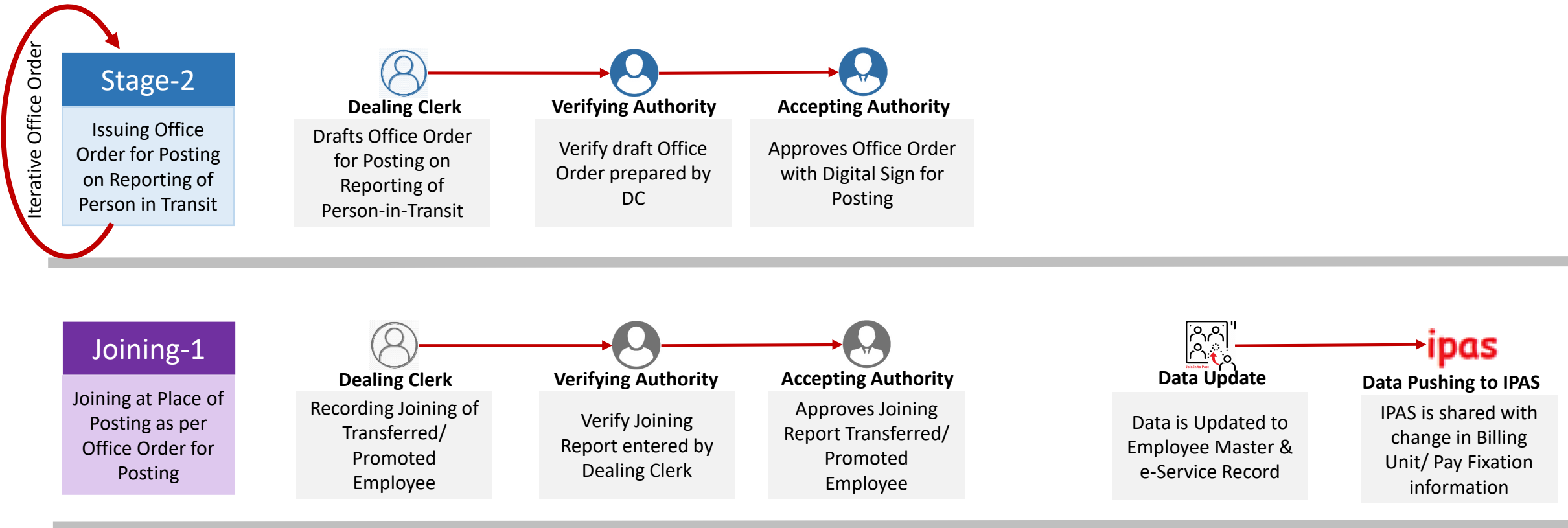


Transfer Posting & Promotion Posting

Relieve from Last Place of Working on Transfer/ Promotion Order



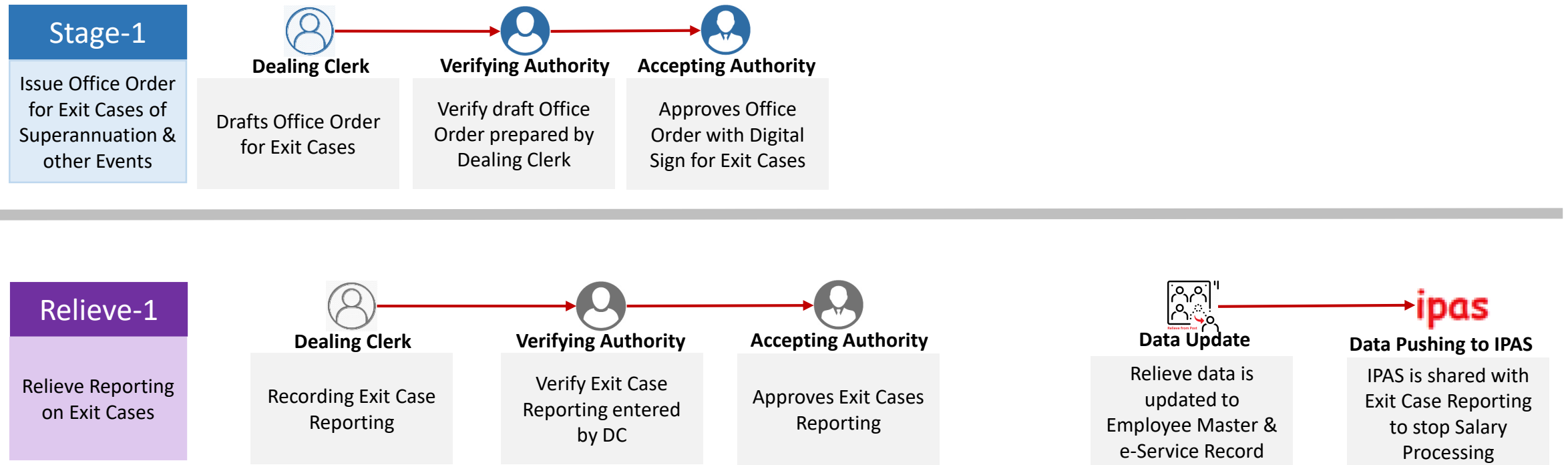
Joining at Place of Posting on Office Order of Posting





Exit on Superannuation or other Separation Events and Relieve Reporting

Exit on Superannuation & on Separation Events and Relieve Reporting



Demonstration of
Entry, Transfer, Promotion & Exit Modules...