

South Central Railway



Headquarters Office,
Personnel Department,
Secunderabad.

No. P[R] 227/XVIII

Dt. 24.06.2025.

All PHODs, DRMs and CWMs **Extra Divisional Officers**

Sub: System Improvement – Implementation of Penalties imposed by
Disciplinary/Appellate/Revising Authorities on erring Non-Gazetted
staff as a result of disciplinary proceedings — reg.

All the Railway staff are well aware that Indian Railways had introduced a digital platform “**HRMS (Human Resource Management System)**” developed by the Centre for Railway Information Systems (CRIS) to manage and automate various human resource functions within the Railway System.

Electronic Service Record (e-SR) module in Indian Railways focuses on digitizing the service records of employees, replacing the traditional, physical service books. It's a key part of HRMS and aims to streamline the management of employee information.

Railway Board vide their letter dt.06.02.2023 had introduced HRMS module for on-boarding of New Employees which covers the process of entry of appointment date by the concerned unit, followed by automatic updation of employee master for the employee, and automatic generation of e-SR.

In recent times, during the preventive checks conducted at various establishment offices under Headquarters/ Divisions/Field units by **Vigilance department** observed that the penalties imposed on erring employees as a result of disciplinary proceedings are not being implemented promptly, and some of the penalties were implemented partially. It is also noticed that the penalties are also not being promptly entered in the e-Service Register of the employees.

Due to the above failure/lapse on the part of the dealing/concerned staff, several employees were granted increments where not due and in some cases they were also considered for promotions in spite of undergoing penalties. It is also observed that in many cases, the incumbent dealing staff are pleading ignorance of the penalty order and claiming that the same was not handed over to them by the earlier dealing staff.

In order to streamline the issue brought out by the Vigilance department, the following system improvement should be adhered to henceforth:

- 1) The staff dealing with the **DAR cases of Non-Gazetted staff** should be assigned the role of **Dealing Clerk in HRMS (i.e., DC, VA and AA)**.
- 2) In the cases where Disciplinary Authority intend to impose the penalty such as reduction of basic pay or withholding of increments which will attract change in the basic pay of the employee or increment date, in such cases the **DAR section staff** should ascertain the pay particulars from the **concerned Bills staff** and the details to be furnished to **DA to arrive at a decision**.

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3) After obtaining the speaking orders of Disciplinary Authority, **DAR section dealing staff**, should prepare the **Penalty Memorandum** and sent to **DA** for signature. For other penalties such as Censure, withholding of Pass/PTO etc., they should be entered in **HRMS** in co-ordination with the **Pass Issuing Authority/Pass Clerk**. Penalty order should invariably contain the employee's **HRMS ID/PF No.**

4) After issuing of **Penalty Memorandum**, DAR section dealing staff should ensure in co-ordination with the concerned Bill Drawing Officer and make necessary modifications in IPAS data of the charged employee.

5) **DAR section staff** should upload the **Penalty order (NIP)** in Miscellaneous Orders in **HRMS** and the same should be marked/ endorsed to Employee, Employee's Supervisor, concerned Disciplinary Authority, concerned Bill Clerk, In-charge of Bills section and **Bill Drawing Officer**.

6) On receipt of **Penalty Memorandum in HRMS**, the concerned **Bills section staff of Personnel department** will enter the same in **e-SR of the charged employee**. Proper care should be taken in the cases of **multiple penalties** while entering the same in **IPAS**. These penalties should be entered in a **chronological order in e-SR**.

7) The **concerned Bill Drawing Officer** should check the implementation of the **Penalty orders periodically** to avoid any lapses on this account. Summary of the penalty orders can be viewed/ **downloaded in HRMS by all the Dealing Staff**.

8) Simultaneously, **Penalty Order (NIP) Register(s)** shall also be maintained by **Bills section of Personnel department** of the concerned unit in the following format:

S.No	BU No. & PF No	Emp Name & Desg.	Date of Penalty order	Details of penalty imposed	Date of Penalty order received by Personnel dept	Details of implementing the Penalty in IPAS	Present Basic Pay	Basic Pay after reduction of Pay	Currency of the penalty	Counter signatures by	
										Bill Dealing Clerk / OS -	Ch.O S/ Bills

Ch.OS/Bills section will be the custodian of the **NIP Register**.

Flow-chart of the system prescribed is enclosed as **Annexure-I**.

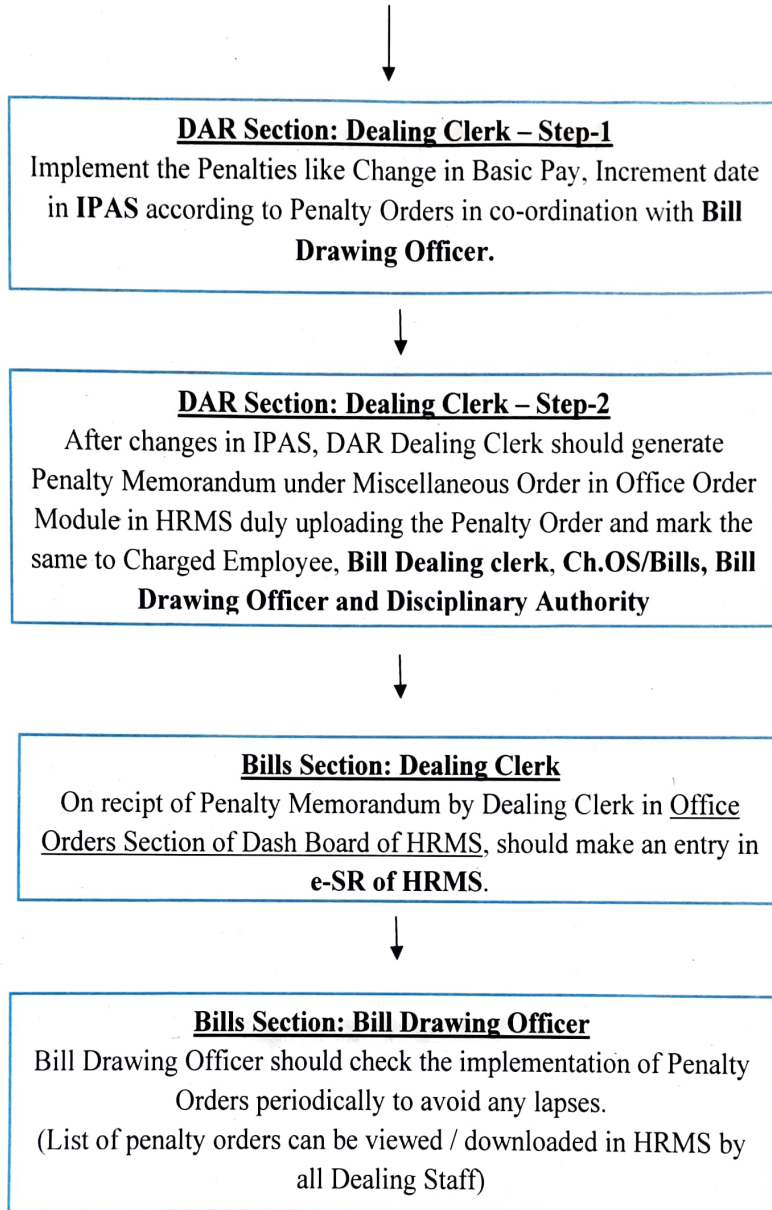
This issues with the approval of the **Competent Authority**.

Encl: Annexure-I.


(M.B. Muralidhar) 24-06-2025
Dy.CPO/IR
for Principal Chief Personnel Officer

Copy to: Sr.DPO/SC, BZA, HYB, GNT, GTL & NED } for information & nec.action
WPO/LGDS, GTPL & AWPO/TPTY }
All Personnel Officers of HQrs. }

FLOW CHART – Implementation of Penalty Orders in IPAS & HRMS



***Note: The Penalty Memorandum will be populated to all concerned to whom
marked at Office Orders section in Dashboard of HRMS.***

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