

RAIL WHEEL FACTORY
(Ministry of Railways)

General Manager's Office,
Personnel Branch
Yelahanka, Bangalore.

No.RWF /OM-2/216

Dated: 28.10.2019

All Officers/Supervisors
RWF/YNK.

Sub: Furnishing of data by employees for Human Resources
Management System(HRMS)

**

Railway Board has launched an e-platform digitizing all the Service, Personnel and Family details of employees on Railways with an aim to bring all employees related data under one roof viz. HRMS by integrating various existing digital packages like IPAS, REIS, AIMS etc.

As this is a targeted programme monitored by Railway Board, the information sought may be furnished by each employee to this office as per the enclosed formats annexed to this letter. The concerned Supervisors in co-ordination with Welfare Inspectors have to collect all the duly filled formats from employees working under them and forward the same to this office in one bunch.

Employees may be advised to take extreme care to avoid errors while furnishing data. Employees should be aware that they are fully responsible for the data furnished by them to the administration. This word of caution stems from the fact that once employee's service and personal details are uploaded to HRMS, as furnished by them in the prescribed proforma (Annexure A, B,C, D,E, F & G) enclosed, any request by them for correction or modification of data at a later date will not be easy and will have to go through tedious administrative procedures.

The family composition furnished by the employee may be certified by the concerned Supervisors in order to validate the same.

The last date for employees to submit the HRMS details in their respective offices is 15.11.2019.

The last date for the departments concerned to forward the formats in one bunch is 20.11.2019.

The above circular is also available on LAN.

This may please be notified to all the employees working under your control. This may also be notified to employees who are on long leave, training, deputation, placed on sick list proceed on duty etc, under clear acknowledgement. The responsibility of intimating to the personal addresses rests with the controlling officers.

Encl: As above.


for PRINCIPAL CHIEF PERSONNEL OFFICER.

Copy to:-

All Officers/RWF/YNK

Secy to GM:- for kind information of GM

The Joint Secretary, Staff Council/RWF/YNK

The General Secretaries ST/ST/OBC Association RWF Zone/RWF/YNK

Sr.EDPM/RWF/YNK:- It is requested to notify the same on LAN & RWF website.

All Notice Boards.

DOCUMENTS TO BE ENCLOSED FOR UPDATION IN HRMS.

I	COPY OF ADHAAR CARD:	
	1.	Self
	2.	Family Members
	3.	Dependents
II	COPY OF PAN CARD:	
	1.	Self
	2.	Family Members
	3.	Dependents
III	Copy of FCC (Family Composition Certificate) duly certified by the Supervisory Officials.	
IV	Latest Passport size Photograph of Self, Family Members & Dependents.(to be pasted in Annexure-B enclosed)	
V	Copy of Disability Certificate if any of Self, Family Members & Dependents	
VI	Copy of Education Qualification Certificates (Qualifications at the time of appointments/Subsequently acquired)	
VII	Copy of Community Certificate should be attached.	

NOTE: For HRMS formats, please visit rwf.indianrailways.gov.in

II FAMILY DETAILS:

Emp(PF) No.																			
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S. No.	Name of the family member/Dependent (S/Shri/Ms)	Relation	Family member /dependent	DOB	Age	Aadhar No.	Handicap Status	% age
1								
2								
3								
4								
5.								

- Note: 1. Employee should enclose family proof document in-respect of family members and dependent family members.
 2. Affix latest photographs of all family members & dependents
 3. Handicap status should be furnished only if the employee or any member of his family suffers from any type of disability or disabilities. Copy of authentic Disability Certificate are to be enclosed.
 4. Aadhar cards of family members and dependent family members are to be enclosed.

Affix photograph of Self, Spouse & Family members/Dependent:

EMPLOYEE		WIFE/HUSBAND	
Name:		Name:	

Family Member/Dependent-1 Name:	Family Member/Dependent-2 Name:	Family Member/Dependent-3 Name:
Family Member/Dependent-4 Name:	Family Member/Dependent-5 Name:	Family Member/Dependent-6 Name:

Certified that the above details of **Self & dependents** are as per the FCC.

Signature of the Supervisory Official with seal

Signature of the Employee

III. PERSONAL:**ANNEXURE-C**

Emp (PF) Number:

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1.	Religion:		Community:		*Caste:	
2.	Identification Mark: 1.					
	2.					
3.	Marital Status:			4. Date of Marriage:		
5.	Height:		6. Nationality:		7: Mother tongue	

Note: Marriage certificate to be enclosed, if available. *Community certificate to be enclosed.

ANNEXURE-D**IV. COMMUNICATION DETAILS:**

1.	Personal Mobile No:	2.	Official Mobile No:
3.	Personal Email:	4.	Official Email:
5.	Communication Address: Add line1: Add line 2: Pincode: State: Dist: City:	6.	Permanent Address Add line1: Add line2: Pincode: State: Dist: City:

V. EMPLOYEE CURRENT STATUS:**ANNEXURE-E**

1.	Date of Appointment: (in dd/mm/yyyy format):																	
2.	Mode of Appointment:																	
3.	Station Working:									4. Office Working:								
5.	Department:									6. Designation:								

Signature of the Employee

Emp (PF) Number: (should be in 11 digits).

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VII. Details of Educational qualification. (Copy of each certificate should be attached.)

Sl.No.	Educational Qualification	Subjects/ Specialisation	Board/University	School/College Name	Year of Passing	Duration of course	Total Marks	%age
1.	SSLC/SSE							
2.	PUC(+2)							
3.	Degree/Diploma ITI/any other							
4.	Post Graduation							
5.								

Note:- Educational qualification details has to be furnished as per the entry available in Service Register only. Additional Qualification, if any, will be entered in the Service Register, only after following stipulated administrative procedure. (Enclose necessary certificate)

Declaration by the employee.

I hereby declare that all the details furnished above in the Annexure A to G above are true and correct to the best of my knowledge and belief. I understand that if is found to be false at later date, I am liable to be taken up under D&AR by the administration.

Date

Place.

Signature of the employee.

Forwarded to

RAIL WHEEL FACTORY
1.NOMINATION FOR PF/NPS, CGIS AND DEATH CUM RETIREMENT GRATUITY **ANNEXURE-G**

Name of the Employee:	Emp(PF) No.
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Sl No	Name of the Nominee or Nominees	Address of the nominee	Relatio nship of the Nominee	Date of Birth of the Nominee	Amount or Share to be paid to each(in%)	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship of the person, if any on whom the right of the nominee is conferred in the event of his predeceasing the subscriber
I. PF/NPS:							
1							
2							
3							
4							
II. GIS:							
1							
2							
3							
4							
III. DCRG:							
1							
2							
3							
4							

- 1.I hereby declare that this nomination supersedes the nomination made by me earlier.
- 2.Also declare that the nominees for receipt of amount under PF,CGIS and DCRG are member/members of my family.

Witness:

1.

2.

Signature of the Railway Servant

Date:

Name:

Designation

Date:

Signature of Supervisory Official with seal

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- INSTRUCTIONS:**
1. Employees are advised to take care to avoid errors while furnishing data
 2. Educational qualification data has to be furnished as per entry available in Service register only. Additional Qualification, if any, will be entered in the Service Register, Only after following stipulated administrative procedure.
 3. Copy of latest FCC bearing photos of all members (with witness and Supervisor's signature) to be enclosed.
 4. Copy of Aadhar card, PAN card of self and family members/Dependents to be enclosed.