



WESTERN RAILWAY

Headquarter office,  
Churchgate,  
Mumbai-400 020.

No. E/IT/HRMS

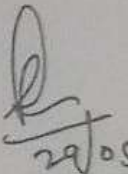
Date: 29/05/2023.

Sr.DPO: MMCT/BRC/RTM/ADI/RJT/DPO-BVP,  
SPO(W): PL/DHD/PRTN,  
APO(W): MX/BVP/SBI,  
APO-JRH,  
Dy. CAO/G/CCG, AFA/Admin/CCG,  
Staff Officer to PCSC/CCG.

Sub: Completion of Onboarding Module in HRMS.

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1. In On-Boarding module, once the candidate joining details are entered and approved, the candidate's details will be made visible to DC in employee master and e-SR in accepted state and the same will also be sent to IPAS for further processing and salary generation.
2. It is imperative that new employees are joined only using the On-Boarding Module of HRMS and not by any other traditional method of joining.
3. Problems in On-Boarding module are coming forward, and due to this salary will not be generated of new appointees.
4. All Sr.DPO's/DPO's/PO's of WS/Unit In-charges to personally monitor the progress of On-Boarding module and ensured that data of all new appointees are proceed in this module and their salary are generated in this month.
5. Feedback in this regard may be send to HQ, for perusal of PCPO.

  
29/05/2023  
(Arun A. Sonawane)  
Dy.CPO(HRD & IT)  
For General Manager (E)

All HQ Personnel Officers,  
Ch.OS/OS of all Sections of Personnel Department of HQ,  
C/- PCPO, CPO (Adm.) and CPO (IR) for information.