

USER MANUAL
FOR VIEW, ADD AND
UPDATE STAFF AT LOCO
SHED

(HRMS ID verification)

CRIS

USER MANUAL FOR VIEW, ADD AND UPDATE STAFF AT LOCO SHED

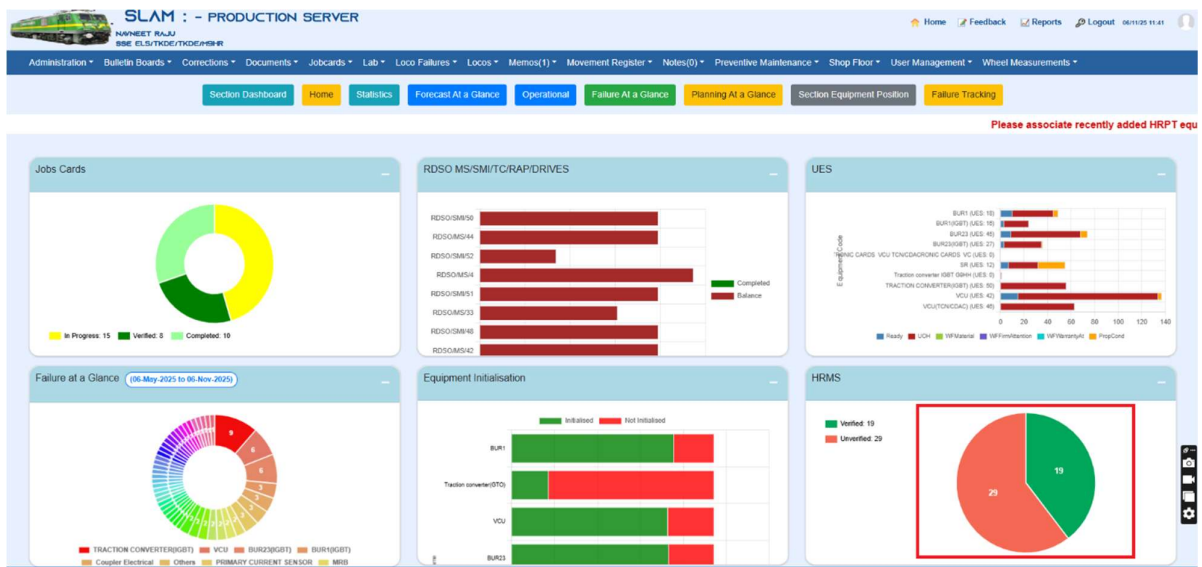
1. INTRODUCTION-

Section Incharges of Loco Shed have authority to View and Update Staff. Admin can Add Staff.

2. User management Module ➔ Staff

a) View Staff

i. Login though Section In charge.



- ii. Click on HRMS Pie chart on section dashboard or,
- iii. Click on Staff under User management Module. Managing staff page displays.
- iv. Select Section, Employee, Token, Status, Designation and HRMS ID Status from drop down menu. Click on 'Go'.
- v. Staff details will display.
- vi. Details of Unverified staff can be viewed by using filter of 'HRMS ID Status'.

SLAM : - PRODUCTION SERVER

Home Feedback Reports Logout 06/11/25 12:17

Administration Bulletin Boards Corrections Documents Jobcards Lab Loco Failures Locos Memos(1) Movement Register Notes(0) Preventive Maintenance Shop Floor User Management Wheel Measurements

Section Dashboard Home Statistics Forecast At a Glance Operational Failure At a Glance Planning At a Glance Section Equipment Position Failure Tracking

Please associate recently added HRPT

View Staff

Section Employee Token Status Designation HRMS ID Status

M9HR Active --All-- Go

S.No	Token	Employee Name	Section	Designation	UnVerif	HRMS ID	Mobile No	Blood Group	Status	DoJ	HRMS ID Status
1	1038	Satish Choudh	M9HR	TECH.III	Verified		--	NA	Active	10/07/1985	Unverified
2	621	Pradeep Kumar Bishra	M9HR	TECH.I			--	NA	Active	10/01/1986	Unverified
3	--	Ravendra Kumar Chauhan	M9HR	SSE			--	NA	Active	25/06/1985	Unverified
4	577	Girish Kumar	M9HR	TECH.I			--	NA	Active	26/04/1986	Unverified
5	---	Narmeet Raju	M9HR	SSE			9377675137	B+	Active	18/01/2012	Unverified
6	372	NEELAM SAHU	M9HR	HELPER KH.			7052363977	B+	Active	25/10/2016	Unverified
7	793	BAKESH KUMAR	M9HR	APP. TECH			9540091911	B+	Active	23/12/2016	Unverified
8	387	MID ZIAUL HAQUE	M9HR	APP. TECH			8130810788	B+	Active	--	Unverified
9	369	OM PRAKASH MEENA	M9HR	APP. TECH			9799793326	B+	Active	25/10/2016	Unverified
10	950	SURENDRA JATAY	M9HR	APP. TECH			9982757520	B+	Active	22/06/2017	Unverified
11	--	Hadees Lal Mahfoze	M9HR	SSE			--	NA	Active	09/10/1987	Unverified
12	517	Satya Zol	M9HR	TECH.I			--	NA	Active	20/12/1989	Unverified
13	845	GOPI LAL MEENA	M9HR	ASSISTANT OPERATIONS/HELPER			8058680106	B+	Active	17/05/2013	Verified
14	--	GOVIND RAM MEENA	M9HR	TECHNICIAN GRADE-III			7891147313	AB+	Active	16/12/2020	Verified
15	115	Anoop Shrivastav	M9HR	TECH.I		CHTNBI	--	NA	Active	01/01/2005	Unverified
16	553A	KULDEEP KUMAR	M9HR	TECHNICIAN GRADE-II		ELBDZB	9024249364	B+	Active	11/09/2020	Verified
17	--	DEEPAK KUMAR GUPTA	M9HR	JUNIOR ENGINEER (TRS)		GMYUQC	9785177517	B+	Active	27/10/2022	Verified
18	1120	RAM NABESH	M9HR	TECHNICIAN GRADE-I		GQDKDA	9540784490	NA	Active	27/06/1997	Verified
19	A125	SUBIT	M9HR	TECHNICIAN GRADE-I		IMLEYN	9716041445	NA	Active	06/02/2012	Verified

b) **Add Staff**

- i. Login through Admin
- ii. Click on 'Add Staff' Link to add New staff Details.

SLAM : -TESTING SERVER

SLAM ADMIN ADMIN (CO-OP) ELS/TKDE/ELSPH Home Feedback Reports Logout 22/08/25 03:07

Administration Alerts Bulletin Boards Condition Monitoring Corrections Documents IMMIS Jobcards Kavach Lab Loco Abnormalities Loco Failures Locos Machinery And Plant Measurement Master Memos(2) Movement Register MU Locos Notes(0) Planning POH/MTR Preventive Maintenance RDSO Shop Floor Testing Beta User Management Wheel Measurements

Please associate recently added HRPT

Managing Staff

Add Staff

Section Employee Token Status Designation HRMS ID Status

PPIO --All-- --All-- --All-- Go

S.No	Token	Employee Name	Section	Designation	HRMS ID	Mobile No	Blood Group	Status	DoJ	HRMS ID Status
1 @	--	Anand Kumar	PPIO	SSE		9868622993	B+	Retired	05/03/1989	Unverified

- iii. Enter HRMS ID and click on 'Get HRMS Details'
- iv. Staff details will be automatically fetched
- v. OTP will be send on mobile number linked with HRMS ID. Click on 'Verify OTP'.

slam.indianrail.gov.in says
OTP Has Been Sent to ANAND KUMAR On This Mobile Number
9868622993

Home Feedback Reports Logout 21/08/20 04:46

Administration Alerts Bulletin Boards Condition Monitoring Corrections Documents
Memos(0) Movement Register MU Locos Notes(0) Planning PCHMTR Prev

ilities Loco Failures Locos Machinery And Plant Measurement Master
User Management Wheel Measurements

Please associate recently added HRPT equipment with concern section and Locomotives.

Add Staff

HRMS ID WOPHNC Get HRMS Details

First Name ANAND Middle Name
Last Name KUMAR DoB 03/09/1963
Gender Male Blood Group --Select--
Qualification --Select-- PF Number 45400264635
PAN Number Aadhar No
Father's Name SHLEELA SINI Code
Zone Code WCR Zone Name WEST CENTR/
Pay Level 8 Basic Pay 90300
Railway Unit code KOTAD Railway Unit Name KOTA
RU Id
Phone Number Mobile Number (+91) 9868622993
Phone Number(Alternate)
Token Email ID
DoJ 03/09/1969 Section --Select-- Choose File No file chosen
Category --Select-- Designation SENIOR SECT
Access Type --Select-- Status --Select-- Upload
Present Address
Click here for same Address
Permanent Address
Description

- vi. Enter OTP and fill mandatory fields viz. Qualification, Blood Group, Category, Access Type, Section & Status.
- vii. Click on 'Save'. 'Saved Successfully' message will be displayed.

c) Update Staff

- i. Login though Section Incharge.
- ii. On 'View Staff' page, details of Unverified staff can be viewed by using filter of 'HRMS ID Status'.
- iii. Click on Employee name Link on to update the staff details.

SLAM : - PRODUCTION SERVER

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Please associate recently added HRPT equipment with concern section and Locomotives.

View Staff

Section Employee Token Status Designation HRMS ID Status

M9HR Active --All-- Go

S.No	Token	Employee Name	Section	Designation	HRMS ID	Mobile No	Blood Group	Status	DoJ	HRMS ID Status	
1	1028	Satish Chand	M9HR	TECH.III		---	NA	Active	10/07/1985	Unverified	
2	621	Pradeep Kumar Mishra	M9HR	TECH.I		---	NA	Active	10/01/1986	Unverified	
3	---	Ravendra Kumar Chauhan	M9HR	SSE		---	NA	Active	25/06/1985	Unverified	
4	577	Girish Kumar	M9HR	TECH.I		---	NA	Active	26/04/1986	Unverified	
5	---	Nironeet Bajaj	M9HR	SSE		9377675137	B+	Active	18/01/2012	Unverified	
6	372	NEELAM SANKU	M9HR	HELPER KH.		7052363977	B+	Active	25/10/2016	Unverified	
7	793	RAKESH KUMAR	M9HR	APP. TECH		9540091911	B+	Active	23/12/2016	Unverified	
8	387	AD ZIAUL HAQUE	M9HR	APP. TECH		8130810788	B+	Active	---	Unverified	
9	369	OM PRAKASH JEDINA	M9HR	APP. TECH		9799793326	B+	Active	25/10/2016	Unverified	
10	950	SUBENDRA JASTAV	M9HR	APP. TECH		9982757520	B+	Active	22/06/2017	Unverified	
11	---	Madan Lal Mahotra	M9HR	SSE		---	NA	Active	09/10/1987	Unverified	
12	517	Satyaj Puri	M9HR	TECH.I		---	NA	Active	20/12/1989	Unverified	
13	845	GOPAL LAL JEDINA	M9HR	ASSISTANT OPERATIONS /HELPER		8058680106	B+	Active	17/05/2013	Verified	
14	---	GOVIND RAM JEDINA	M9HR	TECHNICIAN GRADE-III		7891147313	AB+	Active	16/12/2020	Verified	
15	115	Anoop Shrivastav	M9HR	TECH.I		CHTNBI	---	NA	Active	01/01/2005	Unverified
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19	A125	SUMIT	M9HR	TECHNICIAN GRADE-I		IMLEYN	NA	Active	06/02/2012	Verified	

- iv. Click on 'Get HRMS Details'
- v. OTP will be sent on mobile number linked with HRMS ID. Click on 'Verify OTP'.
- vi. Status of staff can be updated as shown below.

The screenshot shows the 'Update Staff' form in the SLAM system. The 'Status' dropdown menu is highlighted with a red box, showing the following options: Active, Duplicate Entry, Expired, Long Absent, Long Leave, Out of Service, Retired, Suspended, Transferred, VRS, and Active. The form includes fields for personal details, contact information, and job-related data.

vii. Edit required fields. Click on 'Save'. 'Saved Successfully' message will be displayed.

d) HRMS Staff verification Report :

Section incharges and shed admin to check report no 15.5 to check unverified staff as shown below.

The screenshot shows the '15.1 - HRMS Verified Employee Status' report. The report includes a table with the following data:

Sro	Zone	DIV	SHED	Location	Sections	Total Employee	Verified	Unverified
1	WCR	KOTA	ELS	TKDE	Comp	75	1	74
2	WCR	KOTA	ELS	TKDE	CS	5	1	4
3	WCR	KOTA	ELS	TKDE	CTA	11	2	9
4	WCR	KOTA	ELS	TKDE	Dirg S	6	2	4
5	WCR	KOTA	ELS	TKDE	GS	26	2	24
6	WCR	KOTA	ELS	TKDE	INVST	7	4	3
7	WCR	KOTA	ELS	TKDE	LAB	11	0	11
8	WCR	KOTA	ELS	TKDE	M-LAB	1	1	0
9	WCR	KOTA	ELS	TKDE	M1SHR	17	5	12
10	WCR	KOTA	ELS	TKDE	M2HR	23	13	10
11	WCR	KOTA	ELS	TKDE	M3HR	30	18	12
12	WCR	KOTA	ELS	TKDE	M3HR	16	16	0
13	WCR	KOTA	ELS	TKDE	M3Rep	18	12	6

Verify these staff. Click on hyperlink for details