

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

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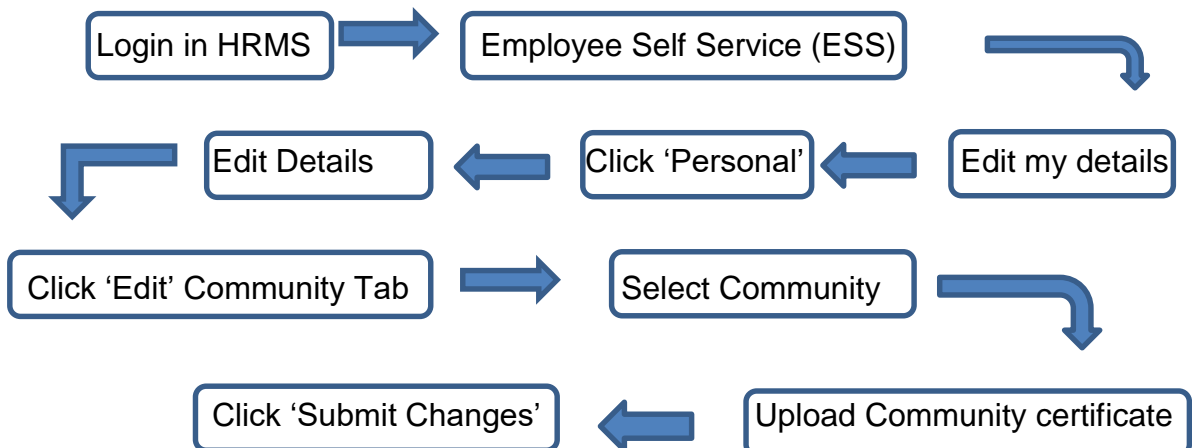
All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Guidelines to upload Community certificate in HRMS - reg.**

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Availability of valid community certificate of employees in HRMS ensures easy verification and faster processing of career advancements. Although action has been taken by the administration to obtain and upload the community certificates in HRMS, the pace is very slow.

As per the instruction of PCPO, it has been decided that all Divisions/Workshops/Units should undertake a concerted effort to educate the employees and ensure the uploading of community certificates in HRMS by employees themselves. The step by step procedure to be followed by employees for uploading the community certificate in HRMS is detailed below.



The community certificate uploaded by employee will then be verified and accepted in HRMS. All Officers in Divisions and other Units are hereby advised to give wide publicity among the Staff working under their control through WhatsApp, SMS, Mass contact and other means to ensure 100% uploading of community certificate in HRMS.

(बी. इंदुमति)/ **(B.Indumathy)**

वरिष्ठ कार्मिक अधिकारी /**Senior Personnel Officer /RP**

कृते प्रमुकाधि/**For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to:   The General Secretary/SRMU  
                                  The General Secretary/DREU  
                                  The General Secretary/AISCTREA  
                                  The General Secretary/AIOBCREA  
                                  The General Secretary/NFIR  
                                  IT Section/PB/HQ - to upload in the SR website.