GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. PC-VII/2025/HRMS/27 **New Delhi, dated:03.10.2025**

To,

The Principal Chief Personnel Officers,
All Indian Railways/Production Units
(As per standard mailing list)

Sub: Window for corrections in data entry in Transfer (UDIT) Module.

Ref: Board's letter No. PC-VII/2024/HRMS/34 dated 02.06.2025

The upgraded version of the Transfer Module of HRMS i.e. **UDIT** was launched in June 2025 to comprehensively cater to all the administrative processes related to various types of transfers in Indian Railways. In order to operationalize the UDIT Module, Railway Units were required to input the data regarding outgoing and incoming priority numbers of the applications under process and accordingly assign priority numbers to all the fresh applications. Sufficient time and necessary hands on training was provided to the Railway units to carry out the necessary processes and data migration on UDIT Module.

2. However, several representations have been received in Board's office from employees regarding discrepancies in the priority assigned in the UDIT Module and requests have also been received from field units for allowing modifications to be made in the outgoing priority list due to errors on the part of the units at the time of porting the data to UDIT Module by erroneously marking certain applications as inactive.

3. The matter has been examined in the Railway Board and, it has been decided by the competent authority to provide a workflow for carrying out corrections in the **outgoing and incoming priority lists as well as status** in UDIT Module. Any alteration / modification and addition/deletion can be done with personal approval of PCPO of the concerned Zone/PU based on recommendation of Sr. DPO / Dy.CPO and DRM/CWM /HOD of concerned unit.

4. The above flexibility will be available for 2 months from the deployment of workflow by CRIS Team.

5. Further, it is reiterated that the full responsibility for assigning priority for transfer and, as a result, for any **RTI / CPGRAM /** litigation or any other matter arising out of changes in the priority list, shall rest solely on the head of office of the field unit, namely, Zonal Railways and PUs where the data is entered.

03/10/25

(Shatrughna Behera)
Executive Director (MPP)
Railway Board
Rly No.011-47847240
E-mail ID:edtmpp@rb.railnet.gov.in

Copy to:
GM/CRIS/HRMS to provide such workflow/ provision in the system.