

SOUTHERN RAILWAY

M/P.MAS/HRMS Updation (510308)

Divisional Office,
Personnel Department,
Chennai Division.
Date: 21.02.2026

All Concerned

Sub: Request for updating of Photo and Signature by employees in HRMS– procedure thereof.


It has been observed that employees are submitting requests for updation of photograph and signature through the HRMS Employee Self Service (ESS) portal and forwarding them directly to APO/Sr.DPO. Due to the large number of such requests, it has become difficult for the personnel department to verify each photograph and signature.

To streamline the process, HRMS provides a facility for approval of photograph and signature by any Gazetted Officer.

Accordingly, all employees are advised to submit such requests directly to their immediate supervisor. After authentication by the supervisor, the request for new photograph and/or signature may be approved by the respective controlling officer (ADEN, ACM, ADSTE etc) in HRMS.

All existing requests pending with this office will be forwarded to the concerned controlling officers for necessary action. Henceforth, requests submitted directly to the personnel officers will not be entertained.

All concerned are requested to note and act accordingly.


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Sr.DPO-I/MAS