Railway Employee Self Service(RESS)

Overview:-

Railway Employee Self Service developed by CRIS under AIMS portal, works best in Modern Browsers like Google Chrome, Mozilla Firefox etc.

An Employee gets access to his/her financial and personal data through this portal. Employee must register into this site to view their Personal details, Salary, PF, Loans and Income Tax Projections and to download Pay Slips.

The application can be accessed using any of the following ways:-

- 1. By clicking "Self Service Portal" link on Home Page of AIMS Portal (https://aims.indianrailways.gov.in)
- 2. By directly typing following URL in the browser https://aims.indianrailways.gov.in/mAIMS
 - To use this application, an employee has to register first with the application.

A. Registration with Railway Employee Self Service:-

- 1. For Registering with Railway Employee Self Service, an employee should ensure the following 2 Points:-
- **1.1** Aadhaar Number, Mobile number, Date of Birth is updated in IPAS. Permission to update Aadhaar Number and Mobile No is available with Pay Bill Clerks. Aadhaar Number and Date of Birth are being printed in Pay slip. The same can be verified by the employee.

1.2 Since initial password is sent on employee's mobile, consent is required to be sent to SMS Server by sending an SMS to a designated Number. This is mandatory as per TRAI guidelines. This is one time exercise and subscriber has to send an SMS with content as below to **08860622020**.

SMS START



Please note that without subscribing SMS alert as above, it will not be possible to get initial password on your mobile and mobile application cannot be used.

- 2. After registering with SMS alerts as above, please open the following link: https://aims.indianrailways.gov.in/mAIMS
- 3. This link is also provided on home page of AIMS Portal (https://aims.indianrailways.gov.in)

4. A page will open as below:-



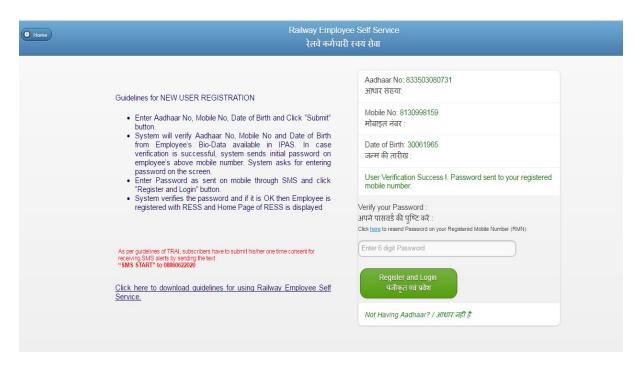
5. Click on "New User Registration".

A screen (as below) asking for Aadhaar No, Mobile No and Date of Birth will appear.

Guidelines for NEW USER REGISTRATION	Aadhaar No: आधार संख्या:
Enter Aadhaar No, Mobile No, Date of Birth and Click "Submit" button	Enter Aadhaar Number
 System will verify Aadhaar No, Mobile No and Date of Birth from Employee's Bio-Data available in IPAS. In case verification is successful, system sends initial 	Mobile No: मोबाइल नंबर :
password on employee's above mobile number. System asks for entering password on the screen. Enter Password as sent on mobile through SMS and click "Register and Login" button. System verifies the password and if it is OK then Employee is registered with RESS and Home Page of RESS is displayed	Enter Mobile Number
	Date of Birth: जन्म की तारीख :
	Enter Birth Date[DDMMYYYY]
As per guidelines of TRAI, subscribers have to submit his/her one time consent for receiving SMS alerts by sending the text "SMS START" to 08860622020	Submit प्रस्तुत करें
Click here to download quidelines for using Railway Employee Self Service.	Not Having Aadhaar? / आधार नहीं है

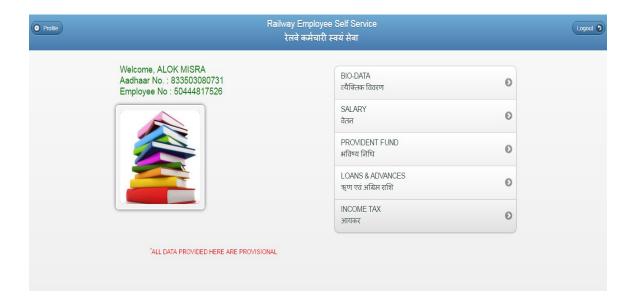
Here, enter your 12 digits Aadhar Number, valid Mobile Number (valid Aadhaar number & mobile number present with your bio-data) and Birth date, and then Click on Submit button.

System will verify Aadhaar no., mobile no., date of birth from Employee's bio-data available in IPAS. In case verification is successful, system sends initial password on employee's above mobile number. System will ask for entering password on the screen.



Enter password as sent on mobile number through SMS and click "Register and Login" Button.

System verifies the password and if it is OK then Employee is registered with RESS and Home page of RESS will be displayed.



6. If Aadhaar is not available:-

If an employee does not have Aadhaar No updated in Bio-data then Registration will be done based on his/her Employee Number.

Click on "Not Having Aadhaar". A screen will appear like below.

Employee No: कर्मचारी संख्या: Guidelines for NEW USER REGISTRATION Enter Employee No, Mobile No, Date of Birth and Enter Employee Number Click "Submit" button. · System will verify Employee No, Mobile No and Date Mobile No: of Birth from Employee's Bio-Data available in IPAS. मोबाइल नंबर : In case verification is successful, system sends initial password on employee's above mobile number. System asks for entering password on the screen. Enter Mobile Number · Enter Password as sent on mobile through SMS and click "Register and Login" button. · System verifies the password and if it is OK then Date of Birth: Employee is registered with RESS and Home Page of जन्म की तारीख RESS is displayed Enter Birth Date[DDMMYYYY] As per guidelines of TRAI, subscribers have to submit his/her one time Submit consent for receiving SMS alerts by sending the text "SMS START" to 08860622020 प्रस्तृत करें Click here to download guidelines for using Railway Employee Self Service.

Here, enter your 11 digit Employee Number, valid Mobile Number (valid mobile number present in your bio-data) and Birth date, and then Click on Submit button.

System will verify Employee Number., mobile no., date of birth from Employee's biodata available in IPAS. In case verification is successful, system sends initial password on employee's above mobile number. System will ask for entering password on the screen.

Enter password as sent on mobile number through SMS and click "Register and Login" Button.

System verifies the password and if it is OK then Employee is registered with RESS and Home page of RESS will be displayed.

B. Already Registered with Railway Employee Self Service:-

- 1. Open RESS by clicking https://aims.indianrailways.gov.in/mAIMS. An Employee can add this link in Bookmark or make it Shortcut so that the same is accessed easily.
- 2. System will ask for User ID and Password as below.

Railway Employee Self Service रेलवे कर्मचारी स्वयं सेवा	
An Employee gets access to his/her financial and personal data through this portal. Employee must register into this site to view their Personal details, Salary, PF, Income Tax Projections and to download PaySlips. As per guidelines of TRAI, subscribers have to submit his/her one time consent for receiving SMS alerts by sending the text "SMS START" to 08860622020 Click here to download guidelines for using Railway Employee Self Service.	User ID: उपयोगकर्ताः Enter User ID Password: पासवर्ड : Enter Password Submit प्रस्तुत करें Forgot Password? / पासव्डं भूत गए? New User Registration / नया उपयोगकर्ता पंजीकरण

Enter User-ID, Password and click "Submit" button. System will open Home Page.

- 3. Home Page will show the data of the Employee:
 - i. Bio-Data
 - ii. Salary
 - iii. Provident Fund,
 - iv. Loans & Advances
 - v. Income Tax
 - 3.1 Bio-Data:- Click on the Bio Data then showing the page will open as below:-



- 1. Personal Details
- 2. Job Related
- 3. Pay Related

These are the 3 points of showing after the click on the Bio-Data.

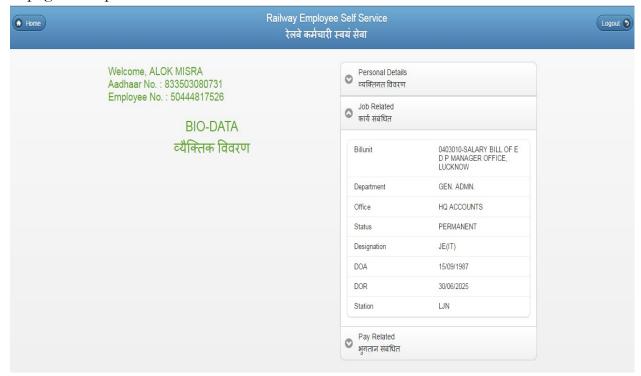
i. Personal Details:-Click on the Personal Details, which will show personal data of the Employee like Name, Date of Birth, Pan No., Email id, Mobile/Tel.

A Page will open as below:-



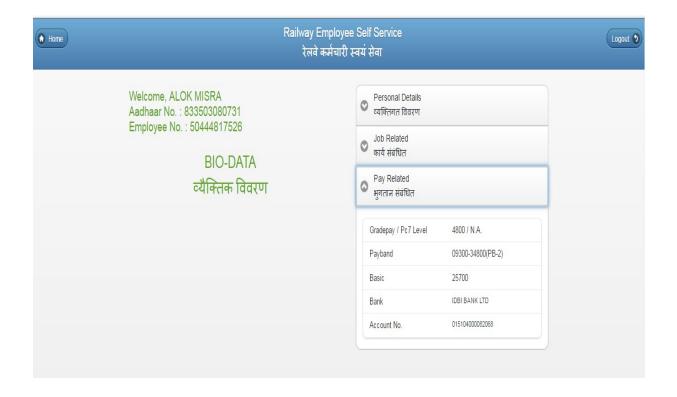
ii. Job Related:-Click on the Job Related and Job related have the Job related data of the employee like Bill unit, Department, office, Status, Designation, Date of Appointment (DOA), Date of Retirement (DOR), Station.

A page will open as below:-



iii. Pay Related:-Click on the Pay Related and Pay related have the Pay related data of the employee like Grade pay/Pc 7Level, Pay band, Basic, Bank, Account No.

A Page will open as below:-



- 3.2. Salary:- Click on the Salary button and Showing the 2 option:-
- i. Salary
- ii. Yearly Summary
 - i. Salary:- Click on the Salary and enter the salary for pay period.
 - A Page will open as below:-

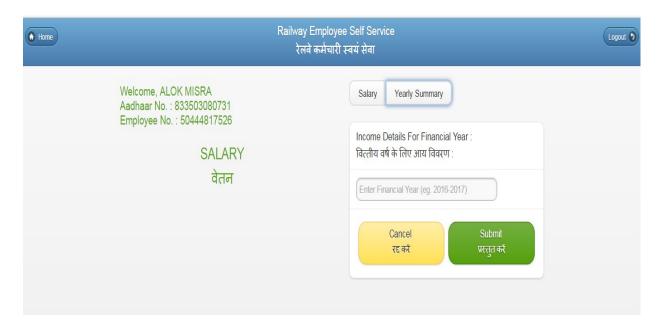


- Enter the Salary for Pay Period after that click on Submit button and click on the option of download Pay slip in PDF.
- ➤ User can download their own Pay Slip (Monthly and Yearly) in PDF Format.

A Page will open as below:-



ii. Yearly Summary:- Click on the Yearly Summary. A Page will open as below:-



Enter financial year and click Submit button . System will show Yearly Summary.

3.3. Provident Fund:-Click on the Provident Fund. A Page will open as below:-



Enter financial year and click Submit button . System will show PF Details.

3.4. Loans & Advances:- Click on the Loans & Advances option and showing the Loans Advances details of Employee.

A Page will open as below:-



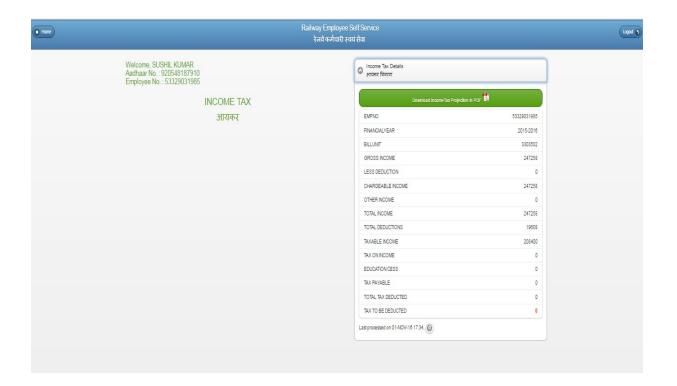
3.5. Income Tax:- Click on the Income Tax Option. A page will open as below:-



> Enter Financial Year and click on submit button. A Page will Open as below:-



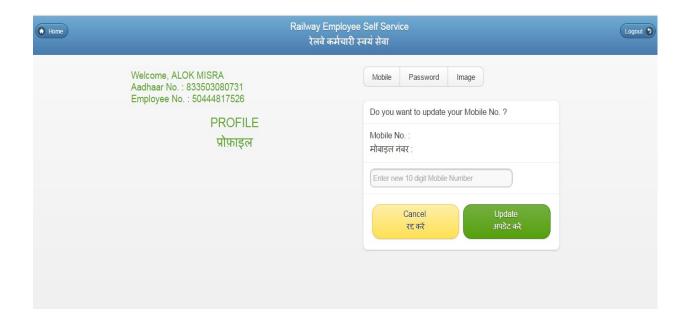
A page will open as below:-



After that click on the option of download Income Tax Projection in PDF.

4. Edit Profile

Home page displays Profile Button on the left side. Click the button, the following screen will appear:-

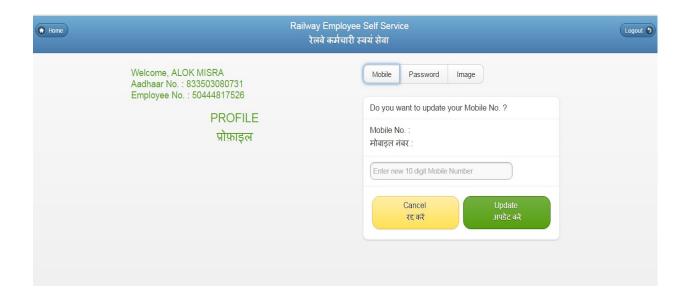


Three Options will be shown on the Profile Page:-

- i. Mobile
- ii. Password
- iii. Image

Mobile:- If you want to update your mobile number then click on the mobile option and enter the new 10 digit mobile number and click on the update button.

A page will open as below:-



Password:- If you want to update your password then click on the password option and enter the new password & confirm new password (Minimum 6 character) and click on the update button.

A page will open as below:-

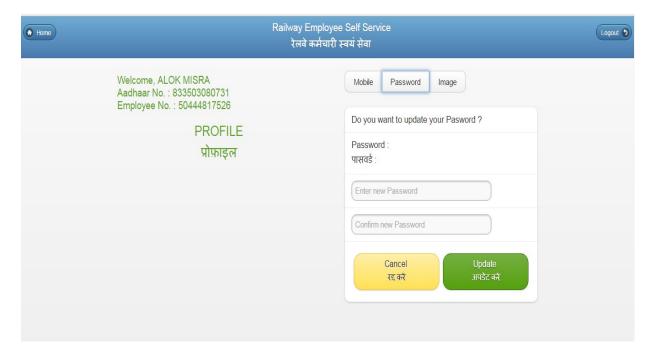
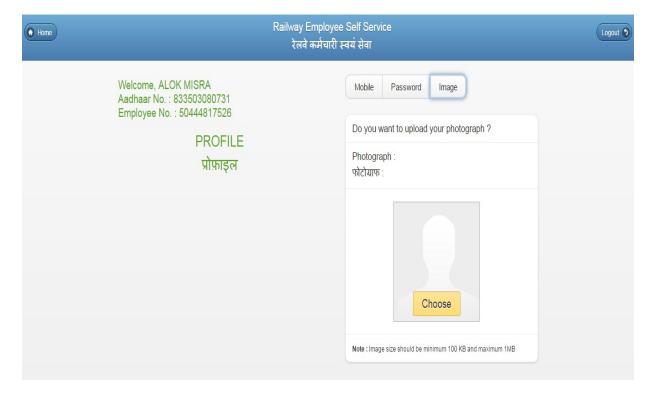


Image:- If you want to upload your photograph then click on the image and choose the photograph from the System.

A page will open as below:-



5. Password is forgotten:-

- 1. Click on "Forgot Password?" link on Login Page.
- 2. System will ask for User ID, Mobile No and Date of Birth.
- 3. Enter above and click "Submit" button.
- 4. System will verify detail with Already Registered Data, regenerate Password and send to Registered Mobile No.
- 5. User will be asked to enter password as sent on Mobile No.
- 6. After verification, it will set New Password and Welcome Page of the application will appear.

UserID: उपयोगकर्ताः Guidelines for NEW USER REGISTRATION . Enter Aadhaar No, Mobile No, Date of Birth and Click Enter User ID "Submit" button. System will verify Aadhaar No, Mobile No and Date of Mobile No: Birth from Employee's Bio-Data available in IPAS. In मोबाइल नंबर : case verification is successful, system sends initial password on employee's above mobile number. System asks for entering password on the screen. Enter Mobile Number Enter Password as sent on mobile through SMS and click "Register and Login" button. · System verifies the password and if it is OK then Date of Birth: Employee is registered with RESS and Home Page of जन्म की तारीख: RESS is displayed Enter Birth Date[DDMMYYYY] As per guidelines of TRAI, subscribers have to submit his/her one time consent for receiving SMS alerts by sending the text "SMS START" to 08860622020 प्रस्तृत करें Click here to download guidelines for using Railway Employee Self Service. Not Having Aadhaar? / आधार नहीं है