



PBC No. 59 / 2024

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

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 02.04.2024

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:Launch of e-SR module of HRMs - reg.

A copy of Railway Board's letter No. PCVII/2022/HRMS/34 dated 22.03.2024 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 06.02.2023 referred therein has been circulated as PBC No. 30/2023. Copy of Railway Board's letter dated 01.05.2023 referred therein is enclosed for reference.

संलग्नक/Encl. 4 pages

ROJA
MURALI

Digitally signed
by ROJA MURALI

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PCVII/2022/HRMS/34

New Delhi, dated: 22.03.2024

To

**General Managers
All Indian Railways
(As per standard mailing list)**

**Sub : Launch of e-SR module of HRMs- reg
Ref : Board's letter of even number dated 06.02.2023 and 01.05.2023**

Vide Board's letters under reference, all field units have been advised to generate e-Service Records for the new joinees. Now, in order to ensure that service records of existing employees are moved to digital format, it is advised as under :-

- (i) e-SR module of HRMS will be launched across all field units w.e.f 01.04.2024.
- (ii) W.e.f 01.04.2024, making entries in Physical SRs will be discontinued.
- (iii) All the entries relating to career events of all the employees such as Date of increment, promotion, grant of NFS, MACP etc. will only be made in the digital format i.e e-SR module of HRMS only.
- (iv) As scanned copies of Service records upto 2019 has been uploaded in the year 2019, copies of subsequent years upto 31.03.2024 may also be scanned and uploaded.
- (v) In order to ensure that all the inter connected data in various modules are updated in a dynamic manner, entries from 01.07.2019 till date may also be entered into e-SR module under authentication of the competent authority.
- (vi) Since this data entry is going to be a time consuming process, the concerned units can either carry out the process through own staff or through outsourcing.
- (vii) Since the data relating to employees is going to be extremely sensitive and important, due diligence may be ensured by the concerned dealing units. The responsibility for accuracy of the data remains with the concerned units only.
- (viii) CRIS will incorporate suitable provisions in e-SR module to get the entries vetted in due course. CRIS will also incorporate suitable viewing provisions in e-SR Module for purpose of Audit also.


22/3/24

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- (ix) The timeline for completion of Data entry is three months from 01.04.2024.
- (x) The existing service records shall be preserved invariably as per the codal provisions
- (xi) Digitized service records may also be preserved as per the codal provisions.
- (xii) CRIS will be conducting a detailed training session regarding e-SR module, schedule for which will be informed separately. As advised, CRIS will also provide adequate backup, storage cum disaster recovery setup for this module as also for other HRMS modules.
- (xiii) Issues if any relating to e-SR module may be brought to the notice of Railway Board and CRIS

This issues with the approval of Competent Authority and concurrence of Accounts Directorate.



(Jaya Kumar G)

DDPC-VII & HRMS

Railway Board

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GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

File No. PC-VII/2022/HRMS/34

New Delhi, dated: 01.05.2023

The General Managers,
All Indian Railways/PUs
(As per standard mailing list)

Sub: On-Boarding of new employees in HRMS module and launch of Digital Service Records

Ref: Board's letter No. PC-VII/2022/HRMS/34 dated 06.02.2023

With a view to digitize all service related aspects of Indian Railway employees by on-boarding new employees in HRMS, e-SR module has been developed, tested and subsequently launched in Indian Railways on 03.02.2023. In this regard, a detailed familiarization cum training session has also been organized by CRIS and the detailed processes to be covered in the module has been advised to Railways vide Board's letter dated 06.02.2023 referred above.

2. In view of the above, it has been decided by the Competent Authority that :-

(i) All new employees joining Indian Railways through various sources such as RRBs, Staff Selection Commission, CG, under special quotas etc shall only be on-boarded through e-SR module of HRMS.

(ii) In view of the on-boarding through HRMS, maintenance of physical Service Record in case of new appointees is not required. However, digitized Service Records may also be preserved as envisaged in Appendix IX of Accounts Code part I.


(iii) All events occurring during the service of the employees will invariably be

recorded digitally under the digital signature/e-sign of the competent authority.

(iv) Issue, if any, in the on-boarding process through e-SR module of HRMS may be forwarded to Railway Board and CRIS for timely resolution.

(v) Data in respect of new employee may be directly fetched RRB/RRC and manual intervention may be minimized to the extent possible.

3. This issue with concurrence of Accounts Directorate of Railway Board and with the approval of competent authority.



01/05/2023

(JAYA KUMAR G)
Deputy Director, Pay Commission-VII & HRMS

Railway Board

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