

F. No.21/7/2018-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110003
Dated 1st June, 2018

OFFICE MEMORANDUM

Subject: Implementation of eHRMS in respect of CSS / CSSS / CSCS officers.


As you may be aware, Department of Personnel & Training is introducing e-Human Resource Management System (e-HRMS) in respect of CSS / CSSS / CSCS officers and as a first step physical service books of all the officers are to be scanned at a centralized scanning centre located in ISTM, New Delhi. The time schedule for getting the service books scanned is from 07.06.2018 to 03.07.2018. Before the scanning of Service Books, the Service Books need to be updated and should be current as on date and updation exercise should be completed by 06.06.18.

2. Shri Vijoy Kumar Singh, JS (CS), DoPT has already sent an e- mail in this regard to all the Ministries on 31.5.2018. For any information/held in this regard, the following nodal officers may please be contacted:

- i. Shri Chandra Bhanu, NIC (Mobile No.9873467057)
- ii. Shri Nakul Yadav, NIC (Mobile No. 9899114441)
- iii. Shri S Abhirama Sekar, Section Officer (CSCMS) - 24629414

3. The Ministries / Departments are, therefore, requested to immediately nominate a Nodal Officer in each of their Ministry for coordinating the work relating to scanning of service books and his name and contact no. may be immediately sent to CS Division through mail (abhi.s@nic.in) or fax (24624046).

4. The Ministries/Department may also ensure that they strictly adhere to the time-schedule allotted to them for this purpose, as per the list annexed.


(Rajul Bhatt)
Director (CS-I)
Tele: 24629411

To
Director/Deputy Secretary (Admn.) of
All Ministries/Departments participating in CSS/CSSS/CSCS

INTERNAL DISTRIBUTION:

1. DS (CS-II)/US (CS-I-A)/US (CSCS)/US (CSSS)/SO (CSMCS)

| Sl.No. | Name of Ministry/Department | Date of reporting to ISTM |
|---------------|---|----------------------------------|
| 1 | Central Vigilance Commission | 07.06.18 |
| 2 | Public Enterprises | 07.06.18 |
| 3 | Prime Minister's Office | 07.06.18 |
| 4 | Scientific & Industrial Research | 07.06.18 |
| 5 | Inter-State Council Secretariat | 07.06.18 |
| 6 | Legal Affairs/Legislative Department | 07.06.18 |
| 7 | Bio-Technology | 07.06.18 |
| 8 | The Registrar General of India | 07.06.18 |
| 9 | Agricultural Research & Education | 07.06.18 |
| 10 | Tourism | 07.06.18 |
| 11 | Disinvestment | 07.06.18 |
| 12 | National Disaster Management Authority (Min. Of Home Affairs) | 07.06.18 |
| 13 | Drinking Water Supply & Sanitation | 07.06.18 |
| 14 | Statistics & Programme Implementation | 07.06.18 |
| 15 | Textiles | 07.06.18 |
| 16 | Central Information Commission | 07.06.18 |
| 17 | Chemical & Petrochemicals / Pharmaceutical | 07.06.18 |
| 18 | Financial Services | 07.06.18 |
| 19 | Administrative Reforms & Public Grievances | 07.06.18 |
| 20 | NATGRID (Ministry of Home Affairs) | 07.06.18 |
| 21 | Cabinet Secretariat | 07.06.18 |
| 22 | Staff Selection Commission | 07.06.18 |
| 23 | Revenue | 07.06.18 |
| 24 | Development of North Eastern Region | 07.06.18 |
| 25 | Tribal Affairs | 07.06.18 |
| 26 | AYUSH | 07.06.18 |
| 27 | Earth Science | 07.06.18 |
| 28 | Food Processing Industries | 07.06.18 |
| 29 | Consumer Affairs, Food & Public Distribution | 07.06.18 |
| 30 | Animal Husbandry, Dairy & Fisheries | 07.06.18 |

| Sl.No. | Name of Ministry/Department | Date of reporting to ISTM |
|---------------|---|----------------------------------|
| 31 | New & Renewal Energy | 07.06.18 |
| 32 | Coal | 07.06.18 |
| 33 | Mines | 08.06.18 |
| 34 | Heavy Industries | 08.06.18 |
| 35 | Steel | 08.06.18 |
| 36 | Skill Development | 08.06.18 |
| 37 | Youth Affairs & Sports | 08.06.18 |
| 38 | Legal Affairs | 08.06.18 |
| 39 | Niti Aayog | 08.06.18 |
| 40 | Fertilizers | 11.06.18 |
| 41 | Roads Transport & Highways | 11.06.18 |
| 42 | Culture | 11.06.18 |
| 43 | Micro, Small & Medium Enterprises | 11.06.18 |
| 44 | Supply | 11.06.18 |
| 45 | Environment & Forests | 12.06.18 |
| 46 | Rural Development | 12.06.18 |
| 47 | Shipping | 12.06.18 |
| 48 | Social Justice & Empowerment | 12.06.18 |
| 49 | Corporate Affairs | 13.06.18 |
| 50 | Petroleum & Natural Gas | 13.06.18 |
| 51 | Minority Affairs | 13.06.18 |
| 52 | Economic Affairs | 13.06.18 |
| 53 | Panchayati Raj | 13.06.18 |
| 54 | Water Resources | 13.06.18 |
| 55 | Commerce | 14.06.18 |
| 56 | Telecommunication | 14.06.18 |
| 57 | Women & Child Development | 15.06.18 |
| 58 | Secondary & Higher Education | 15.06.18 |
| 59 | Food & Public Distribution | 15.06.18 |
| 60 | Posts | 18.06.18 |
| 61 | Health & Family Welfare | 18.06.18 |
| 62 | Agriculture & Cooperation | 19.06.18 |
| 63 | Science & Technology | 19.06.18 |
| 64 | Civil Aviation | 20.06.18 |
| 65 | Personnel & Training (including Pensions) | 20.06.18 |
| 66 | Industrial Policy & Promotion | 21.06.18 |
| 67 | Union Public Service Commission | 21.06.18 |
| 68 | Labour & Employment | 22.06.18 |
| 69 | Defence / Defence Production | 22.06.18 & 25.06.18 |

| Sl.No. | Name of Ministry/Department | Date of reporting to ISTM |
|---------------|------------------------------------|----------------------------------|
| 70 | Information & Broadcasting | 25.06.18 & 26.06.18 |
| 71 | Housing and Urban Affairs | 27.06.18 & 28.06.18 |
| 72 | Expenditure | 29.06.18 & 02.07.18 |
| 73 | Home Affairs | 02.07.18 & 03.07.18 |