

विजय कुमार सिंह
Vijoy Kumar Singh
संयुक्त सचिव (प्र.)
Joint Secretary (Admn.)
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भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली - 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D. O. No. 21/7/2018-CS-I (P)

Dated, the 16th May, 2019

Dear Sir/Madame,

This is with reference to my D.O. of even no. dated 31.05.2018, followed by OMs dated 01.06.2018, 04.06.2018, 07.06.2018 & 15.06.2018 on the introduction of e-HRMS & the preparatory action thereof by all the Ministries/Departments.

2. It had been informed that all the physical service books may be updated in the Cadre Units & subsequently sent to ISTM where a centralised scanning facility had been set up for scanning these service books as per the schedule sent vide above referred OMs.

3. On perusal of the progress, so far, it is seen that there are 17 Ministries/Departments whose service books are yet to be scanned at ISTM.

4. It has been decided to complete this activity before 31.05.2019. A revised schedule has been prepared for scanning the service books of the employees.

5. You may like to direct the nodal officer of your Ministry/Department to update, collect and arrange to send these service books to the ISTM facility as per the schedule attached here with. They may coordinate with the following nodal officers at ISTM:

- a) Shri Pawan Meena, ASO/ISTM (Mobile: 9319617006)
- b) Shri Chandra Bhanu, NIC(Mobile: 9873467057)

6. This exercise has to be completed compulsorily by the scheduled time to enable seamless migration to e-HRMS. It is, therefore, requested that the matter may be accorded "UTMOST PRIORITY".

Respectfully,
(Signature)

Yours sincerely,

(Signature)
(Vijoy Kumar Singh)

To,

The Joint Secretaries (Admin)
of all the concerned Ministries/ Departments



Schedule for sending the Service Books for Scanning to ISTM

S. No	Name of Ministry/ Department	Scheduled Date
1.	Union Public Service Commission	17.5.2019
2.	Women & Child Development	
3.	Food & Public Distribution	
4.	Home Affairs	20.5.2019
5.	Corporate Affairs	
6.	Petroleum & Natural Gas	
7.	Expenditure	
8.	Information & Broadcasting	21.5.2019
9.	Housing & Urban Poverty Alleviation	
10.	Human Resource Development	
11.	Cabinet Secretariat	
12.	Supply	22.5.2019
13.	Power	
14.	Revenue	23.5.2019
15.	Industrial Policy & Promotion (Now DPIIT)	
16.	Central Electricity Authority	
17.	Defence	