मध्य रेल

मंडल रेल प्रबंधक का कार्यालय
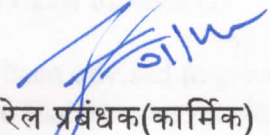कार्मिक शाखा, सोलापुर
दिनांक: 01/04/2024

सभी शाखा अधिकारी: सोलापुर मंडल
सभी सम्बंधित: सोलापुर मंडल

Sub: Launch of e-SR module of HRMSs-reg

उपर्युक्त विषय पर रेलवे बोर्ड का पत्रांक PCVII/2022/HRMS/34 दिनांक 22/03/2024 की प्रति सूचनार्थ एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

उपरोक्त सूचना सोलापुर मंडल की वेबसाइट: www.cr.indianrailways.gov.inपर अपलोड किया गया है,इस प्रकार से विजिट कर About us> Divisions >Solapur> Personnel > Notification सेक्शन में देखें।

अनुलग्रक : यथोक्त।

कृते मंडल रेल प्रबंधक(कार्मिक)
सोलापुर

प्रति :
DRM, ADRM: सोलापुर: कृपया सूचनार्थ।
All Ch.OSs (P)Cadre सोलापुर: सूचनार्थ एवं आवश्यक कार्यार्थ।
मंडल सचिव: **NRMU/CRMS/AIOBCREA/AISCSTREA**:सोलापुर,कृपया सूचनार्थ।

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.

......2/-

All POs
All Staff
OS(P)Genl
Pl - circulate
उदित
26/3/24

(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
Rly No. 011-47845125
E-mail ID : jaya.kumarg@gov.in

<u>**Copy to :**</u>

(i)   Sr. PPS to DG(HR) for information of DG(HR)
(ii)   PPS to Secretary Railway Board, AM/HR.
(iii)   PCPOs/PFAs of all Indian Railway as per standard mailing list.
(iv)   PED/Accounts, JS(G), JS, EDE(N), ED/MPP Railway Board.
(v)   GM/HRMS/CRIS.
(vi)   Director/Estt., DS(A), US(A)-II, US(A)-III, US(A)-V, US(E)-I, II, III, PAO, Railway Board