



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/पॉलिसी/25

दिनांक: 29.07.2025

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 121/2025

विषय:- Expediting Data Entry in e-SR module of HRMS.

रेल्वे बोर्ड के पत्र सं. PC-VII/2022/HRMS/34 दिनांक 21.07.2025 की प्रति, सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। इस विषय से संबंधित रेलवे बोर्ड के पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक एवं दिनांक, RBE No.	स्थापना नियम संख्या
1.	PC VII/2022/HRMS/34, Dt. 22.03.2024	48/2024

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site- Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder- Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

(राघवेंद्र सिंह)

सहायक कार्मिक अधिकारी (मुख्या.)

कृते प्रधान मुख्य कार्मिक अधिकारी

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

No. PC-VII/2022/HRMS/34

New Delhi, dated: 21.07.2025

To,

**Principal Chief Personnel Officers
All Indian Railways
(As per standard mailing list)**

Sub: Expediting Data entry in e-SR module of HRMS

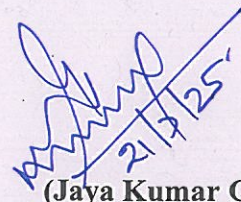
Ref: DG(HR)'s D.O letter No. PC-VII/2022/HRMS/34 dated 08.07.2025

Kindly refer to Board's letter of even number dated 22.03.2024 regarding launch of e-SR Module of HRMS and subsequent D.O Letter dated 08.07.2025 from DG(HR), Railway Board advising expediting the process of data entry in e-SR Module.

2. In this connection, it is observed that despite passage of more than 15 months since the launch of e-SR Module, the digitization of Service Records have not yet been completed which is hampering the launch and integration of new HRMS modules. Therefore, all the Units are advised to ensure that all the Service Records are digitized through e-SR Module of HRMS positively by **31st August, 2025**. Further, no entry in the Service Records should have been made in physical form w.e.f. the date of launch of e-SR Module, viz. 01.04.2024 onwards and all entries should have been migrated to digital e-SR. All updates and entries are to be carried out exclusively through e-SR Module of HRMS. This may be ensured and the physical service records may be closed as on 31.08.2025 and may be preserved as per the protocols relating to the same.

3. For the purpose of vetting, a sub-module is being deployed by CRIS through which vetting of SR needs to be done by Accounts Department.

4. This issues with the approval of Competent Authority.



(Jaya Kumar G)

Joint Director, Pay Commission-VII & HRMS

Railway Board

Rly No. 011-47845125

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Copy to :

- (i) PPS to Secretary, Railway Board for information of Secretary, Railway Board
- (ii) PPS to AM(HR) for information of AM(HR)
- (iii) PED/Accounts, Railway Board and Principal Finance Advisors, All Indian Railways