

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