

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

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2<sup>nd</sup> Floor, Lok Nayak Bhawan.  
Khan Market, New Delhi - 110003  
Dated 7<sup>th</sup> June, 2018

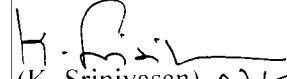
**OFFICE MEMORANDUM**

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

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In continuation to this Department's O.M. of even number dated 01.06.18 on the above subject, the undersigned is directed to enclose a format and request all the Ministries/Departments to carry the format, duly filled in, to ISTM at the time of scanning of Service Books.

Under Secretary to the Government of India (CS-I)

  
(K. Srinivasan) 07/06/18  
Tele: 24642705

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)

Service Book Receipt for Scanning			FORMAT - A			
Name of Ministry :						
Name of Department :						
Date of Receipt :						
Time :			Receiving Challan Number : JNU/EHRMS- 01			
S.No	Service Book No.	Employee ID	Employee Name	Designation	Total No. of pages in SB	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total No. Of Service Book Received :						

Handed Over By

Handed Over To

Name

Name

Designation

Designation

Signature with date

Signature with date

Mobile No.

Mobile No.