



PBC No. 154 / 2025



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय

Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नई-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 23.07.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

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

A copy of the Railway Board's letter No. PC-VII/2022/HRMS/34 dated 21.07.2025 on the above subject is enclosed for information, guidance, and necessary action.

Railway Board's letter dated 22.03.2024 referred to therein has been circulated as PBC No.59 / 2024.

संलग्नक/Encl. 01 page

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

**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
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