e-F.No. Z-20025/02/2023-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

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Block IV, Old JNU Campus,
New Delhi dated 17.06.2025

OFFICE MEMORANDUM

Subject: Implementation of e-Service Book in all Ministries/ Departments– Reg.

The Service Book of a Government Servant is a document to record all the events in his/ her entire service period and career recording each and every administrative action of the Government Servant right from the stage of his recruitment till his retirement to reflect the history of service of a Government employee. As per SR 198 & 199 such a Service Book is to be maintained for a Government servant from the date of his/ her first appointment and is required to be kept in the custody of the Head of Office in which he is serving and needs to be transferred along with the employee, upon transfer.

2. It has now been decided to maintain the e-Service Book on e-HRMS 2.0 portal.

3. Hence all the Ministries/ Departments, further to their onboarding on e-HRMS 2.0, are requested to maintain e-Service Books on e-HRMS 2.0 only and phase out physical service books, after ensuring the completeness & accuracy of data in the e-Service books on e-HRMS 2.0, as the same will be treated legally tenable for all purposes.

(D S Nagalakshmi)
Deputy Secretary (L&A)

To
All Ministries/ Departments of Government of India

CC: The O/o Controller General of Accounts (CGA)

The Director (eHRMS 2.0)