No. 8/1/2025-e-HRMSv2.0
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
****

Room No.31019, Kartavya Bhawan-03,
New Delhi-110001
Dated: 13th August, 2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) for Digitalization of Service Books of employees onboarded on e-HRMS 2.0-reg.

The undersigned is directed to refer to DOPT's OM No. Z-20025/02/2023-Estt. (AL) dated 17.06.2025 w.r.t. implementation of e-Service Book in all Ministries/Departments and to forward herewith Standard Operating Procedures (SOPs) for the same.

2. All Ministries/ Departments are requested to consider the SOPs as a step towards maintaining e-Service Books on e-HRMS 2.0 and phasing out the physical service books.

3. This issue with the approval of the competent authority.

Encls: As above.

(Navpreet Kaur)
Director (e-HRMS 2.0)
Tel: 24010553

To,

All Ministries/Departments of Government of India
(Nodal Officer in e-HRMS 2.0 portal- through email)

Copy to:

1. The O/o Controller General of Accounts (CGA)
2. JS (Admins) of all Ministries/Departments (through email)
3. The Director (L&A), DOP&T

Standard Operating Procedures (SOPs)

for Digitization of Government Employee Service Books in e-HRMS 2.0

INDEX

Sl. No.	Topic	Page
1.	Objective	2
2.	Physical Service Books – Present Issues	2
3.	Advantages of this digitization process and usage of e-Service Books	3
4.	Present design and usage of physical service books	5
5.	Prerequisites for digitization of Physical Service Books	7
6.	Roles and Responsibilities	7
7.	Digitization Process Overview	8
8.	Timelines	10

1. Objective

i. To implement the DoPT's OM No. Z-20025/02/2023-Estt. (AL) dated 17.06.2025 in which it is stated that e-Service Books will be maintained on eHRMS 2.0 portal and the physical service books will be phased out by Ministries/Departments after ensuring completeness and accuracy of data on eHRMS 2.0. It has also been stated that the e-Service Books on eHRMS 2.0 will be treated legally tenable for all purposes.
ii. To stop the use of physical service books for employees onboarded on eHRMS.
iii. Exception: AIS officers on deputation basis whose cadre controlling authorities are not onboarded on eHRMS
iv. To digitize existing physical service books while ensuring the integrity, accuracy, and efficiency of the process.

2. Physical Service Books – Present Issues

i. **Creation, Maintenance, and Updates**
Service books are manually created and updated by cadre-controlling authorities, often leading to:
   a. Delays in updates, especially when multi-level approvals are required.
   b. High risk of human errors such as errors of omission and commission, incorrect dates or inconsistencies in making entries
   c. Difficulty in implementing changes to rules, policies, or formats uniformly.

ii. **Mobility and Handling Challenges**
Service books must be physically moved during employee transfers or deputations, increasing risks such as:
   a. Loss or damage during transit.
   b. Misplacement or mishandling, leading to delays in processing benefits or retirement claims.

iii. **Data Accessibility and Transparency Issues**
Key issues with physical record management include:
   a. Lack of aggregation or analysis of organizational data due to siloed individual records.
   b. Time-consuming retrieval for verification or reporting purposes.
   c. Lack of transparency, with errors or omissions often identified after significant delays.

iv. **Inconsistencies and Variations**
Documentation suffers from:

a. Non-standardized recording of employee lifecycle events, leading to inconsistencies.
b. Wide variation in record-keeping styles across ministries, departments, and offices, resulting in a lack of uniformity.

v. **Vulnerability and Redundancy**

Physical books are susceptible to:

a. Discretion of Dealing clerk while making important entire in-service book of employees.
b. Damage from tearing, water, fire, or general wear and tear.
c. Absence of any alternate record of entries of service book, making recover of lost data of service book either impossible or a challenging task.

vi. **Integration and Compatibility Limitations**

Physical service books are incompatible with modern HR systems, such as:

a. Payroll, attendance, and pension systems, leading to inefficiencies.
b. Cross-verification across different sections or volumes, which remains cumbersome and prone to oversight.

vii. **Administrative and Logistical Burdens**

Managing physical service books for large organizations results in:

a. Significant administrative overhead and logistical challenges.
b. Extensive manual effort to identify and rectify errors or inconsistencies in historical records.

viii. **Data Privacy Risks**

Sensitive employee data stored in physical service books is exposed to unauthorized access, increasing the risk of privacy breaches.

3. Advantages of this digitization process and usage of e-Service Books

i. **Utilization of Existing Data**

- With employees already using **e-HRMS 2.0** for the past two years, a significant amount of profile information—such as family details, qualifications, length of service, etc.—is already available, simplifying the digitization process.
- Scanned service books and digitized data of service books of e-HRMS 1.0 can also be utilized as a data source.

ii. **Standardized and Accessible Record-Keeping**

- Technology enables uniform formats and standardized data entry across all ministries, departments, and offices, addressing inconsistencies and gaps in records.

- Digital service books ensure easy accessibility of records for employees, cadre-controlling authorities, and auditors from any location, reducing dependency on physical movement.
- Specific information can be quickly retrieved for verification, reporting, or compliance purposes, significantly reducing the time and manual effort required in physical systems.

iii. **Improved Efficiency and Accuracy**

- Automated processes for modifications, updates, and periodic audits help minimize human errors and delays.
- Issuance of requisite certificates and documents becomes seamless and as per the latest rules and policies.
- Logistical burdens associated with managing physical service books—especially for large organizations—are minimized, resulting in significant cost and resource savings.
- The digitization process addresses challenges such as inconsistent data formats, missing documents, and incomplete records, ensuring data is ready for future use and compliance with evolving technologies or systems.

iv. **Enhanced Data Security and Privacy**

- Digitization ensures secure storage of sensitive employee data, reducing the risk of unauthorized access, loss, or damage due to physical vulnerabilities like fire or water.
- Regular backups of digital service books ensure redundancy, mitigating the risk of data loss and enabling faster recovery.

v. **Streamlined Auditing and Monitoring**

- Digital records facilitate real-time audits and easier follow-up on observations, enhancing transparency and accountability.
- Employees gain visibility into their own service records, enabling proactive error identification and ensuring greater satisfaction and confidence in the system.

vi. **Integration with Modern HR Systems**

- Digital service books can integrate seamlessly with other systems such as payroll, attendance, pension portals (e.g., Bhavishya), and leave management, enabling a unified approach to employee lifecycle management.

4. Present design and usage of physical service books

विषय सूची
CONTENTS

		पृष्ठ सं.. Page No.
भाग – I Part – I	: जीवन वृत्त : Bio-Data	1 – 2
भाग – II Part – II	: प्रमाण पत्र और साक्ष्यांकन Certificates & Attestation: (क) अपरिवर्त्य (A) Immutable (ख) परिवर्त्य (B) Mutable	 3 4
भाग – III Part – III	: पिछली अर्हक सेवा और विदेश सेवा Previous Qualifying Service & Foreign Service: (क) पिछली अर्हक सेवा (A) Previous Qualifying Service (ख) विदेश सेवा (B) Foreign Service	 5 6 – 9
भाग – IV Part – IV	: सेवा का इतिवृत्त : History of Service	10 – 49
भाग – V Part – V	: सेवा का सत्यापन का अभिलेख : Record of Verification of Service	50 – 55
भाग – VI Part – VI	: छुट्टी खाता : Leave Account	56 – 79
भाग – VII Part – VII	(क) प्राप्त की गई छुट्टी यात्रा रियायत का ब्यौरा (A) Details of Leave Travel Concession Availed (ख) भवन निर्माण अग्रिम का ब्यौरा (B) Details of House Building Advance (ग) केन्द्र सरकार कर्मचारी सामूहिक बीमा योजना अंशदान का ब्यौरा (C) Details of CGEGIS Contributions	80 – 94 95 – 96 97 – 100
भाग – VIII Part – VIII	: आंतरिक लेखा परीक्षा की टिप्पणी : Comments of Internal Audit	101 – 113
परिशिष्ट Appendix	: दी गई सेवा का सार : Abstract of service rendered	114
अनुबंध Annexure	: सेवा पंजी के अनुरक्षण संबंधी अनुदेश : Instructions for Maintenance of Service Book	115 – 116

भाग – 1
PART – 1
जीवन वृत्त
BIO-DATA

(फोटो)* (Photograph)*

I	II	III
IV	V	VI

1. पूरा नाम
(साफ अक्षरों में) श्री/श्रीमती/कुमारी _____
Name in full
(In block letters) Sh./Smt./Km. _____

2. पिता तथा अथवा माता का नाम
(साफ अक्षरों में) श्री/श्रीमती _____
(जो लागू न हो उसे काट दें) _____
Name of the Father & or Mother
(In block letters) Sh./Smt. _____
(Strikeout whichever is not applicable) _____

3. पति/पत्नी का नाम, यदि विवाहित हैं
(साफ अक्षरों में) श्री/श्रीमती _____
Name of the spouse, if married.
(In block letters) Sh./Smt. _____

4. राष्ट्रीयता (यदि भारत का नागरिक नहीं है तो पात्रता प्रमाण-पत्र की संख्या तथा तिथि) _____
Nationality (If not, a citizen of India, number and date of eligibility certificate) _____

5. क्या अनुसूचित जाति/जन जाति/अन्य पिछड़ा वर्ग के सदस्य हैं (ब्यौरा दें) _____
Whether a member of Scheduled Caste/ Scheduled Tribe/OBC (specify) _____

*टिप्पणी: 1. फोटो चिपकाने से पहले कार्यालय अध्यक्ष द्वारा सत्यापित कराए जाने हैं / Photograph to be attested by the Head of Office before pasting.
*Note: 2. सरकारी कर्मचारी की सेवा के 10 वर्षों के बाद नया फोटो लगवाया जाए / Photograph should be renewed after 10 years of service of Government servant.

1

6. ईसवी सन् और जहां सही संभव हो साथ संवत् में भी जन्म तिथि (शब्दों और अंकों दोनों में)

(ईसवी सन् में)

दिवस | माह | वर्ष

_____(शब्दों में)

(साक संवत् में)

दिवस | माह | वर्ष

_____(शब्दों में)

Date of birth by Christian era and wherever possible also in Saka era (both in words and figures)

(in Christian era)

Date | Month | Year

_____(in words)

(in Saka era)

Date | Month | Year

_____(in words)

7. शैक्षणिक योग्यताएं:
Educational Qualifications
(क) पहली नियुक्ति के समय
(a) At the time of first appointment: _____

(ख) बाद में उपार्जित :
(b) Subsequently acquired
(क) _____
(a) _____
(ख) _____
(b) _____

8. ऐसी व्यावसायिक तथा तकनीकी योग्यताएं जिनको क्रम.सं. 07 में विशेषत: सम्मिलित नहीं किया गया है

Professional and Technical Qualifications not specifically covered under S.No.7:

_____

9. क़द की यथार्थिक नाप
(मीटर में)
(बिना जूतों के)

Exact height measurement (in Metres) (without shoes)

मीटर | से.मी.

Metre | Cms

10. पहचान का वैशिष्ट्य चिह्न

Personal marks of identification

(क) _____
(ख) _____
(a) _____
(b) _____

11. घर का स्थायी पता
Permanent Home Address

_____

12. सरकारी कर्मचारी के हस्ताक्षर अथवा बायां अंगूठे का निशान (तिथि सहित)
Signature or left hand thumb impression of the Govt. servant (with date).

_____

13. सक्षमाधिकार अधिकारी के हस्ताक्षर तथा पदनाम (तिथि तथा सरकारी मुहर के साथ)
Signature and designation of attesting officer (with date and official seal affixed).

_____

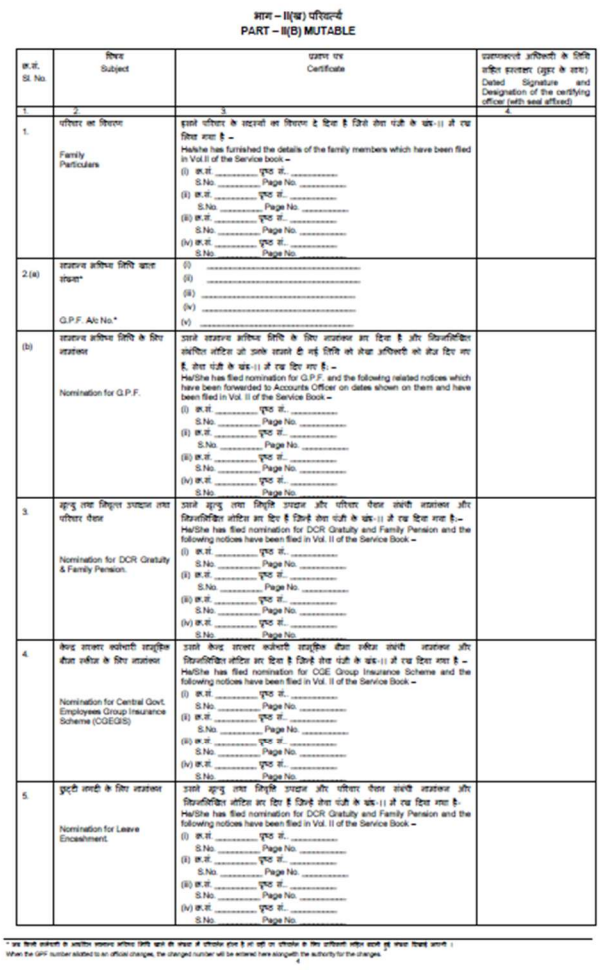
भाग-II
PART-II
प्रमाण पत्र और साक्ष्यांकन

CERTIFICATE AND ATTESTATION

(A) IMMUTABLE
(क) अपरिवर्तनीय

क्र.सं. Sl. No.	विषय Subject	प्रमाण पत्र Certificate	प्रमाणकारक अधिकारी के तिथि सहित हस्ताक्षर तथा पदनाम (मुहर के साथ) Dated Signature & Designation of the certifying officer (with seal affixed)
1.	2	3	4
1.	स्वास्थ्य परीक्षा Medical Examination.	श्री/श्रीमती की .... द्वारा स्वास्थ्य परीक्षा की गई और स्वस्थ पाया गया । मूल स्वास्थ्य प्रमाण पत्र पूरी तरह सुरक्षित रख लिया गया है । ईविए सेवा पंजी के खंड -II की क्रम संख्या..... और पृष्ठ संख्या..... The employee was medically examined on ..... by ..... and found fit. The original medical certificate has been kept in safe custody vide S. No._____ & Page No. _____of Vol. II of the Service Book.	
2.	चरित्र तथा पूर्ववृत्त Character & Antecedents.	उसके चरित्र और पूर्ववृत्त की जांच कराई जा चुकी है और जांच रिपोर्ट पूरी तरह सुरक्षित रख ली गई है । ईविए सेवा पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... His/Her character and antecedents have been verified and the verification report has been kept in safe custody vide S. No._____ & Page No._____ of Vol. II of the Service Book.	
3.	संविधान के प्रति निष्ठा Allegiance to the Constitution.	उसने संविधान के प्रति निष्ठा/प्रतिज्ञान की शपथ ले ली है । ईविए सेवा पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... He/She has taken the oath of allegiance/ affirmation to the Constitution vide S. No._____ & Page. No._____ of Vol. II of the Service Book.	
4.	गोपनीयता की शपथ Oath of secrecy.	उसने सरकारी गोपनीयता अधिनियम और केन्द्रीय सेवा (आचरण) नियमावली पढ़ ली है और गोपनीयता की शपथ ले ली है, ईविए सेवा पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... He/She has read the Official Secrets Act & Central Civil Services (Conduct) Rules and has also taken the oath of secrecy vide S.No._____ Pg. No. _____ of Vol. II of the Service Book.	
5.	वैवाहिक स्थिति Marital Status.	उसने इस आशय का घोषणा पत्र प्रस्तुत कर दिया है कि उसने अनुमतिप्राप्त द्विविवाही शादी नहीं की है, संबंधित घोषणा पत्र सेवा पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... में रख दिया गया है । He/She has furnished decal-ration regarding he/his not having contracted bigamous marriage. The relevant declaration has been filed at S. No._____ Pg. No._____ of Vol. II of the Service Book.	
6.	मूल जनपद संबंधी घोषणा पत्र Declaration of Home Town.*	उसने मूल निवास स्थान संबंधी घोषणा पत्र दे दिया है जो कि स्वीकार कर लिया गया है । ईविए सेवा पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... He/She has furnished the declaration of home town which has been accepted vide S.No. _____ & Pg. No. _____ of Vol. II of the Service Book.	
7.	भाग-I में प्रविष्टियों का सत्यापन Verification of entries in Part I.	भाग-I (द्वितीय पृष्ठ) की क्रम संख्या 5-8 के सामने किए गए इन्द्राजों के सही होने का सत्यापन मूल प्रमाण-पत्रों से जो कि संबंधित प्रवेशों की पेश दस्तावेज माने जाते हैं, किया जा चुका है । इस प्रयोजन पत्रों की सत्यापित प्रतियां सेवा-पंजी के खंड-II की क्र.सं. ..... और पृष्ठ संख्या ..... पर रख दी गई है । The correctness of the entries against S. No. 5-8 of Part I—"Bio-date" has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at S. No._____ & Pg. No._____ of Vol. II of the Service Book.	
8.	पद पर स्थायीकरण Confirmation in post.	श्री/श्रीमती को ..... पद पर दिनांक ..... से स्थायी कर दिया गया है । स्थायीकरण आदेश की एक प्रति सेवा पंजी के खण्ड-II की क्र.सं. ..... और पृष्ठ संख्या .....पर रख दी गई है । The employee has been confirmed in the post of ..... w.e.f. ..... A copy of the confirmation order has been filed at S. No._____ Pg. No. _____ of Vol. II of the Service Book.	

** इस संबंध में समय-समय पर जारी किए गए आदेशों के अध्यधीन ।
Subject to orders issued in this regard from time to time.



भाग – II(ब) परिवर्त्य
PART – II(B) MUTABLE

क्र.सं. Sl. No.	विषय Subject	प्रमाण पत्र Certificate	प्रमाणकारने अधिकारी के तिथि सहित हस्ताक्षर (मुहर के साथ) Dated Signature and Designation of the certifying officer (with seal affixed)
1	2	3	4
1.	परिवार का विवरण Family Particulars	इससे परिवार के सदस्यों का विवरण दे दिया है जिसे सेवा पंजी के खंड-II में रख लिया गया है – He/she has furnished the details of the family members which have been filed in Vol.II of the Service book – (i) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (ii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iv) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No.	
2.(a)	सरकारय अभिदाय निधि खाता संख्या* G.P.F. A/c No.*	(i) ..... (ii) ..... (iii) ..... (iv) ..... (v)	
(b)	सरकारय अभिदाय निधि के लिए नामांकन Nomination for G.P.F.	इससे सरकारय अभिदाय निधि के लिए नामांकन कर दिया है और निम्नलिखित संबंधित नोटिस जो उसके सामने दी गई तिथि को लेखा अधिकारी को भेज दिए गए हैं, सेवा पंजी के खंड-II में रख दिए गए हैं: – He/She has filed nomination for G.P.F. and the following related notices which have been forwarded to Accounts Officer on dates shown on them and have been filed in Vol. II of the Service Book – (i) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (ii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iv) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No.	
3.	मृत्यु तथा सेवानिवृत्ति उपदान तथा परिवार पेंशन Nomination for DCR Gratuity & Family Pension.	इससे मृत्यु तथा सेवानिवृत्ति उपदान और परिवार पेंशन संबंधी नामांकन और निम्नलिखित नोटिस कर दिए हैं जिन्हें सेवा पंजी के खंड-II में रख दिया गया है:– He/She has filed nomination for DCR Gratuity and Family Pension and the following notices have been filed in Vol. II of the Service Book – (i) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (ii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iv) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No.	
4.	केन्द्र सरकार कर्मचारी समूहिक बीमा स्कीम के लिए नामांकन Nomination for Central Govt. Employees Group Insurance Scheme (CGEGIS)	इससे केन्द्र सरकार कर्मचारी समूहिक बीमा स्कीम संबंधी नामांकन और निम्नलिखित नोटिस कर दिया है जिन्हें सेवा पंजी के खंड-II में रख दिया गया है – He/She has filed nomination for CGE Group Insurance Scheme and the following notices have been filed in Vol. II of the Service Book – (i) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (ii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iv) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No.	
5.	छुट्टी नकदी के लिए नामांकन Nomination for Leave Encashment.	इससे मृत्यु तथा सेवानिवृत्ति उपदान और परिवार पेंशन संबंधी नामांकन और निम्नलिखित नोटिस कर दिए हैं जिन्हें सेवा पंजी के खंड-II में रख दिया गया है:– He/She has filed nomination for DCR Gratuity and Family Pension and the following notices have been filed in Vol. II of the Service Book – (i) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (ii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iii) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No. ..... (iv) क्र.सं. ..... पृष्ठ सं. ..... S.No. ..... Page No.	

* जब किसी कर्मचारी के अस्थायि सरकारय अभिदाय निधि खाते की संख्या में परिवर्तन होता है तो उसे उस परिवर्तन के लिए अधिकारी व्यक्ति द्वारा तब लेखा रिकार्ड कराने ।
When the GPF number allotted to an official changes, the changed number will be entered here alongwith the authority for the changes.

भाग – III
PART – III
पूर्व अर्हक सेवा तथा विदेश सेवा
PREVIOUS QUALIFYING SERVICE & FOREIGN SERVICE
(क) पूर्व अर्हक सेवा
(A) PREVIOUS QUALIFYING SERVICE

अवधि Period		धारित पद Post Held	अर्हता प्राप्त करने का उद्देश्य Purpose for which it qualifies	प्रमाणन अधिकारी का दिनांक सहित हस्ताक्षर तथा पदनाम Dated Signature and Designation of the certifying officer
से From	तक To			
1	2	3	4	5

5. Prerequisites for digitization of Physical Service Books

i. Ensure availability of infrastructure for digitization, including high-quality scanners, dedicated computers, reliable internet access, and a secure server or cloud space for storage.
ii. Form a dedicated team for digitization with clear roles and responsibilities.
iii. Procure and configure software tools capable of handling bulk data entry, document validation, and reporting.
iv. Conduct comprehensive training for all team members, focusing on data security, error minimization, and workflow processes.

6. Roles and Responsibilities

i. **Head of Office (HOO):** Approve, monitor, and ensure timely execution of digitization activities.
ii. **Digitization Team:** Perform scanning, data entry, verification, and rectification of service records.

iii. **IT Team:** Provide technical support, maintain system integrity, and address issues promptly.
iv. **Auditors:** Conduct periodic audits for accuracy, compliance, and adherence to digitization milestones.
v. **SPV Technical Team:**
    a. Develop features for developing e-service book in e-HRMS 2.0 consisting of all the entries of the physical service books with least variance.
    b. Inserting the data from the scanned service books in e-HRMS 2.0 to develop a complete service book of the employee on the portal.
    c. Providing the access to the scanned physical service books to employees and competent authorities.
vi. **Bilingual Service Book**: As per rules, the service book needs to be bilingual. As of now, the English version and Hindi version can be kept separate.

7. Digitization Process Overview

A. For Employees who are expected to remain on e-HRMS throughout their Service period i.e. CSS/CSSS/CSCS etc.

Step 1: Preparation and Scanning:

The responsibility of this operation lies with MDO who must ensure that the designated Nodal officers and their respective sub-Nodal Officers carry out the following activities either at the organizational level or at the individual employee level: -

i. Collect all physical service books, categorizing them suitably post -wise, seniority-wise within their office.
ii. Effort shall be taken to ensure the completeness of the SR.
iii. Use scanners to digitize all pages, ensuring clarity and accuracy.
iv. Index the scanned documents with unique identifiers, such as Employee ID and department.
v. Store scanned files securely, with access control.
vi. If scanned physical service books are available in eHRMS 1.0 then eHRMS 2.0 will retrieve and integrate existing scanned data eHRMS 1.0 into eHRMS 2.0.
vii. For unavailable records, initiate re-scanning and follow the steps i-v above.

Step 2: Data Entry:

The responsibility of this operation lies with MDO who must ensure that the Nodal officers/sub-Nodal Officers/ Key Punching Operators (KPOs) as

designated in e-HRMS 2.0 carry out data digitization through data entry and ensure that digitized records are complete, accurate, and prepared as per the prescribed guidelines. The following activities may be carried out either at the organizational level or at the individual employee level:

i. Input full employee details of the following parts of physical service books in predefined e-HRMS 2.0 templates: -
    a. Personal information
    b. Certificates and Attestation
    c. Previous Service & History of Service
    d. Vigilance Record (including details of disciplinary proceedings, major/ minor penalty etc., if any)
    e. Examination, Training and Awards & Publications if any as recorded in physical service book.

ii. Input employee details of the following parts of physical service books in pre-defined e-HRMS 2.0 templates from 01.01.2026 or the date of joining of current service or whichever is later: -
    a. Leave Account*
    b. Appendix: Abstract of Service rendered
    c. Other details viz. Child Care Leaves etc.

    (Thereafter, all transactions shall be maintained digitally in eHRMS 2.0)

    *(Balance of various leaves such as EL/HPL/Maternity/Paternity etc which are recorded in service book will be updated by Nodal Officer/ sub nodal officer in Leave module of e-HRMS 2.0. Similarly, details of spell of encashment of earned leave during LTC will be updated by Nodal Officer/ sub nodal officer in LTC module of eHRMS 2.0)

iii. Scanned copies of following parts of the physical service books may be provided- Data entry may not be required for these at this point: -
    a. Record of Verification of Service
    b. Comments of Internal Audit

iv. Log incomplete or ambiguous data for further clarification from employees or departments.

Step 3: Integration into e-HRMS 2.0

i. Confirmation of scanned data migrated to e-HRMS 2.0 by SPV-KB
    a. Level 1: Review by employees for confirmation and intimating discrepancy, if any.
    b. Level 2: Final approval by Competent Authority (as in case of physical service book).

ii. For Authenticating data entry done by MDOs/Nodal Officers/Sub-Nodal Officers/ KPOs in e-HRMS 2.0:

a. Level 1: Review by employees for confirmation and intimating discrepancy, if any.
b. Level 2: Final approval by Competent Authority (as in case of physical service book) after which e-Service book entries will be freezed.

iii. Enable access to e-Service Books for employees and competent authorities with secure logins.
iv. Enable access to scanned physical service books for employees & competent authorities with secure logins.

Step 4: Ongoing Maintenance

i. Automate reminders for mandatory updates (e.g., family details, certificates, nominations).
ii. Regularly review records for errors, ensuring corrections are carried out and audited.
iii. Update software features based on user feedback.
iv. Backup all data periodically to prevent loss during system failures and also make provision of disaster recovery of data
v. MDOs to notify the "Cut-off date" to stop usage of physical service books, preferably as per timelines mentioned in Para 8 below.

B. For employees who are not expected to use e-HRMS throughout their service period, for e.g. AIS officers who come to Central Govt. Offices on Deputation.

i. Maintain the scanned physical service books of such employees in eHRMS 2.0.
ii. Digitize limited entries from 01.01.2026 or date of joining of current service or whichever is later.
iii. Further updations to be done in eHRMS 2.0 and not in physical service books.
iv. Forward verified and attested copies of the service book pdfs from eHRMS 2.0 along with physical service book on repatriation.

8. Timelines

Sl. No.	Task	Concerned authority	Timeline
	Preparatory activities and training etc.		**2 months**
1.	Scanning and data entry of ~50 Service Books	MDOs	1 month
2.	Scanning and data entry of ~100 Service Books of employees	MDOs	2 months

3.	Scanning and data entry of ~200 Service Books of employees	MDOs	3 months
4.	Scanning and data entry of ~500 Service Books of employees	MDOs	4 months
5.	Scanning and data entry of ~1000 Service Books of employees	MDOs	6 months
Total Duration			**8 months**
Tasks to be carried out after completion of above tasks			
6.	Migration of data in e-HRMS 2.0 and completion of development of e-Service Book	SPV-KB	2 months
7.	Completion of Audit and other security formalities	SPV-KB, DOPT	2 months
Total Duration of completion of whole exercise			**12 months**

*****