

Eastern Railway
(Personnel Department)
17 N.S. Road, Kolkata - 700001

No. ER/HQ/PERS./IT/HRMS/Correspondence.

Kolkata, Dated: 01.08.2025.

All concerned

(As per standard list)

Sub:- Expediting Data entry in e-SR Module of HRMS.

A copy of Ministry of Railways (Railway Board) letter bearing No. PC-VII/2022/HRMS/34 dated 21.07.2025 on the above cited subject is circulated for information and further necessary action.

DA:- As above.

(Sucharita Das)

Chairperson/RRC

for Principal Chief Personnel Officer.

**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

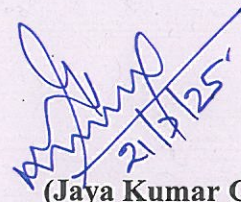
Ref: DG(HR)'s D.O letter No. PC-VII/2022/HRMS/34 dated 08.07.2025

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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Copy to :

- (i) PPS to Secretary, Railway Board for information of Secretary, Railway Board
- (ii) PPS to AM(HR) for information of AM(HR)
- (iii) PED/Accounts, Railway Board and Principal Finance Advisors, All Indian Railways