

அரசு அலுவலர்களின் பணிப்பதிவேடு பதிவுகளை எண்ணிமமாக்கம் தொடர்பான சில அறிவுரைகள்

(Instruction for Digitization of Service Register)

ANNEXURE-1

Digitization of Service Register of all Government Servants:

I) Data Entry of all information available in the physical Service Register in the computer:

- 1) The Service Register digitization activity is scheduled to capture all the available information in the physical Service Register at the time of digitization work by the SI. **Therefore all the officials who maintain the Service Register of Government servants are required to update the SR with all the recordings up to date.**
- 2) The Service Registers of all the employees of aided schools and aided colleges have to be digitized. The AEEO, AEO, DEO, CEO or JD-Collegiate education shall ensure that all the SRs of such employees are digitized.
- 3) The SI would be performing the digitization work of all offices at the respective Sub Treasuries / District Treasuries to which the offices are attached as a Drawing and Disbursing officers with respect to all districts except Chennai.
- 4) At District Treasuries, the Treasury Officer has to provide space for accommodating 10 persons and at Sub Treasuries; the ATO has to provide space for accommodating 3 to 5 Persons for doing this activity.
- 5) With regard to Chennai, the location for digitization has been fixed as respective PAO where the salary bill of the Government servant is claimed if the number of employees / Service Register is less than 100 in an office. For the offices where the number of Service Registers maintained is more than 100, the digitization location is fixed at the respective office instead of Treasury / PAO.
- 6) If the digitization location is fixed as respective office other than Treasury/ PAO, the officers concerned have to accommodate the persons authorized of the System Integrator.
- 7) Digitization Schedule will be furnished by the SI to the HOO/DDO through PAO/TO/ST. Based on the schedule, the digitization activity will happen at the respective Locations identified.
- 8) For the purpose of digitization of Service Registers, the Sub Treasury Officers / Treasury Officers and Pay and Accounts Officers are designated as Coordinators with their respective Drawing and Disbursing Officers and the SI.
- 9) The Regional Joint Directors of the Treasuries and Accounts department are designated as Nodal Officers for their Region for ensuring smooth and timely completion of the digitization work.

- 10) All the District Level DDOs are requested to appoint one single point of contact (SPOC) person for arrangement of space, furnishing of SRs, addressing the difficulties, coordinating with treasuries and SI and for giving clarifications, if needed, at District level.
- 11) The main function of the SPOC person would be to arrange free flow of Service Registers for digitization without any delay.
- 12) All HOOs/DDOs should maintain a register in the format prescribed in form I(a) of Annexure- 2 to maintain overall status of Service Register with HOD/DDO.
- 13) It has been mandated that the first 3 pages of the Service Register and the nomination for terminal benefits furnished by the employee are to be scanned. Other than this, any additional important document attached with SR have to be scanned, the number of pages to be scanned shall not exceed 10 pages.
- 14) If the Service Book is not readable condition, the concerned HOO/DDO shall provide necessary assistance.
- 15) The SI will affix a mark on every page digitized.
- 16) On completion of digitization of a Service Register, the print out of the information digitized shall be handed over by the SI to the offices concerned.
- 17) All the Officers who maintain the Service Registers are required to verify every detail digitized with that of physical Service Register without any omission and certify the same to the SI. Corrections, if any, shall be intimated to SI who will only update the same in the presence of the official concerned.
- 18) The officials are strictly instructed neither to alter any entry nor to insert any new entry in the pages already digitized by the SI.
- 19) If any entry (or multiple entries) is omitted in the physical Register these entries will have to be made in new page of the current volume of the Service Register. No entries shall be inserted into any of the pages where SI has already affixed digitized mark. The Service Register will again be handed over to the SI for entering in to computer. This activity will continue roll out IFHRMS project.
- 20) The future entry (or multiple entries) herein after will have to be made in a new page of the current volume of the Service Register. The Service Register will again be handed over to the SI for entering in to the computer. This activity will continue till the roll out IFHRMS project.
- 21) In case transfer of any employee, the Service Register will have to move to the new station.

- 22) In case of transfer of an employee from one location to another location, an intimation of the transfer shall be given to the SI by the HOO/DDO of the old location with details like CPS number and the HOO/DDO Code of the new location. Any assistance needed for this activity shall be provided by Treasury/PAO.
- 23) For all new employee who are joining during this period, physical Service Book will be created by the respective officials and the same process of digitization will be done by SI.

II) After Rollout of the application

- 1) For all the new employees who are joining Government service after the roll-out of IFHRMS Project, the Service Register would be maintained in e-form in IFHRMS portal.
- 2) On the roll out of the IFHRMS Project the online updation of Service Register will be have to be made in the appropriate window.
- 3) The training and detailed manual will be issued in this regard in due course.

Any clarification on any of the above mentioned points can be addressed to the respective PAO/TO/ST who will coordinate and respond.

In the case of Self Drawing Officer (SDO), including All India Service Officers all the entries available in the Service Records maintained at Pay and Accounts Office / Accountant General, Chennai will be captured by the System Integrator. If the Self Drawing Officer (SDO) is a promotee, then the entries up to the period of Non Self Drawing Officer will be updated in the system by the Head of Office who keeps the Service Register.

III) Registers & Forms:

- 1) All HOOs/DDOs shall maintain a register in the prescribed format in **Form 1(a)** and in **Form 1(c)**. **Form 1(c)** shall be updated daily.
- 2) All HOOs/DDOs shall prepare **Form 1(b)** before handing over the SRs to SI and get acknowledgement for the SI after verification by the SI.
- 3) The SI shall given an acknowledgement for receipt of the SRs for digitization.
- 4) All Sub Treasuries / District Treasuries/ Pay and Accounts Offices shall maintain a register in the prescribed format in **Form 2**.
- 5) All Sub Treasuries / District Treasuries/ Pay and Accounts Offices shall prepare a weekly report in the prescribed format in **Form 3** and send the same to the Regional Joint Director concerned / O/o Principal Secretary/ Commissioner of Treasuries and Accounts.
- 6) All Regional Joint Directors shall send the weekly report in the prescribed format in **Form 4**.

ANNEXURE-2

Form 1(a)

Register to be maintained by HOO/DDO

Name of the Office

Designation of the HOO/DDO

Name of the Treasury / PAO Attached

Total No of Employees (Sanctioned)

Total No of Employees (Filled-up)

Signature of the HOO/DDO

Form 1(b)

SR Handing over Form

Date	SL. No	Name of the Employee	GPF/TPF/CPS No	Designation of the Employee	Verification by the SI	Remarks

Signature of the HOO/DDO

Form 1(c)

Register to be maintained by HOO/DDO

Date:

Total No of SRs Available

Total No of SRs Updated as on Date

Total No of SRs Handed over to SI with Date

Total No of Digitized SRs received from SI with Date

No of SRs Pending for Updation

No of SRs to be Handed over to SI

Signature of the HOO/DDO