

प्रधान महालेखाकार (लेखापरीक्षा प्रथम) का कार्यालय, मध्य प्रदेश,

ऑडिट भवन, ग्वालियर

प्रशासन समूह

अनुभागीय ईमेल आई डी- admin11.mp1.au@cag.gov.in

No./Admin-11/G-3/eHRMS&CAGHRMS/का.आ.-70

दिनांक:-27.07.2026

कार्यालय आदेश

कार्यालय के समस्त अधिकारियों/कर्मचारियों को सूचित किया जाता है कि सेवा पुस्तिका (Service Book) का CAG e-HRMS पर डिजिटलीकरण (Digitization) किया जाना है। भविष्य में सेवा संबंधी समस्त दावों/प्रकरणों यथा- एल.टी.सी., चिकित्सा प्रतिपूर्ति, यात्रा देयक तथा अन्य सेवा संबंधी मामलों का निस्तारण CAG e-HRMS के माध्यम से किया जाएगा।

All officers and employees of the office are hereby informed that the digitization of their Service Books is to be carried out on the CAG e-HRMS platform. In future, all service-related claims and cases, such as Leave Travel Concession (LTC), Medical Reimbursement, Travelling Allowance (TA) Bills, and other service-related matters, shall be processed through the CAG e-HRMS.

अतः कार्यालय के समस्त अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि वे प्रशासन-11 एवं प्रशासन-12 अनुभाग में उपलब्ध अपनी सेवा पुस्तिका (Service Book) का अवलोकन कर तथा उसमें अंकित समस्त प्रविष्टियों का सावधानीपूर्वक सत्यापन कर लें। सेवा पुस्तिका के CAG e-HRMS पर डिजिटलीकरण हेतु प्रविष्टियों के अपलोड के लिए आवश्यक विवरण संलग्न है।

Accordingly, all officers and employees are directed to examine their respective Service Books, available in the Admin-11 and Admin-12 Sections, and carefully verify all the entries recorded therein. The details required for uploading the entries for the digitization of the Service Book on the CAG e-HRMS are enclosed.

यदि सेवा पुस्तिका में अंकित किसी प्रविष्टि में संशोधन, अद्यतन अथवा सुधार अपेक्षित हो अथवा कोई आवश्यक अभिलेख उपलब्ध न हो, तो संबंधित प्रमाण-पत्र/दस्तावेज यथाशीघ्र प्रशासन अनुभाग में उपलब्ध कराना सुनिश्चित करें। विशेष रूप से निम्नलिखित विवरणों/दस्तावेजों का सत्यापन एवं उपलब्धता सुनिश्चित करें-

1. परिवार के आश्रित सदस्यों के नाम, जन्मतिथि एवं संबंध का विवरण;
2. पति/पत्नी एवं बच्चों की जन्मतिथि से संबंधित अभिलेख;
3. विवाह संबंधी विवरण (जहाँ लागू हो);
4. आधार कार्ड एवं पैन कार्ड का विवरण सेवा पुस्तिका में अंकित विवरण के अनुरूप होना चाहिए।

If any entry in the Service Book requires correction, up-dation, or modification, or if any essential document is not available, the concerned supporting certificate(s)/document(s) should be submitted to the Admin. Section at the earliest. In particular, all officers and employees should verify and ensure the availability of the following details/documents:

1. Details of dependent family members, including their names, dates of birth, and relationship;
2. Documents relating to the dates of birth of the spouse and children;
3. Marriage-related details/documents (where applicable);
4. Aadhaar Card and PAN Card details should be consistent with the particulars recorded in the Service Book.

सभी अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि उपर्युक्त कार्य दिनांक 14.08.2026 तक अनिवार्य रूप से पूर्ण कर लें, ताकि सेवा पुस्तिका का डिजिटलीकरण समयबद्ध रूप से पूर्ण किया जा सके तथा CAG e-HRMS में सभी अभिलेख अद्यतन किए जा सकें। इससे भविष्य में सेवा संबंधी दावों एवं प्रकरणों के त्वरित एवं सुचारु निस्तारण में किसी प्रकार की कठिनाई उत्पन्न नहीं होगी।

All officers and employees are instructed to complete the above exercise by 14.08.2026 without fail, so that the digitization of the Service Books may be completed within the stipulated timeline and all records in the CAG e-HRMS can be duly updated. Timely completion of this exercise will facilitate the prompt and smooth processing of all future service-related claims and cases through the CAG e-HRMS, without any inconvenience or delay.

(उप महालेखाकार/प्रशासन महोदय द्वारा अनुमोदित)

हस्त/-

वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष

प्रतिलिपि:- ई-मेल के माध्यम से इस अनुरोध सहित प्रेषित कि, कृपया अपनी शाखा/अनुभाग में पदस्थ सभी अधिकारियों/कर्मचारियों को उक्तानुसार निर्देशित करने का कष्ट करें-

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम), म.प्र. ग्वालियर ।
2. उप महालेखाकार/प्रशासन, ए.एम.जी. - I, II, III, IV,V से उनके अंतर्गत कार्यरत सभी अधिकारियों/कर्मचारियों को निर्देशित किये जाने का अनुरोध है।
3. व.ले.प.अ./प्रशासन-12,13,14, सामान्य अनुभाग, कार्यपालन शाखा, गोपनीय कक्ष, विधि कक्ष, रिपोर्ट, रिपोर्ट (पी.ए.सी.), आई.टी.ए., हिन्दी कक्ष, फाप, केन्द्रीय समन्वय, ए.एम.जी. - I, II, III, IV,V
4. वरिष्ठ लेखापरीक्षा अधिकारी, आई एस विंग को इन्ट्रानेट/इन्टरनेट पर अपलोड करने हेतु।
5. श्री महेश अलोरिया, स.ले.प.अ./प्रशासन-14 इन्ट्रानेट/इन्टरनेट पर प्रविष्टि करने हेतु।

हार्ड-कापी के माध्यम से:-

6. सूचना पटल/आडिट भवन।
7. गार्ड फाईल।

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11
27.07.26

Employee Personal Detail

** e-HRMS Code

** Salutation

Middle Name (In English)

* Gender

Email Id

* Date of Confirmation

* Joining date

* PAN No

* Mobile No

Alternate Mobile No.

* Employee ID

** First Name (In English)

Last Name (In English)

** Designation

** Office Location

** Date Of Birth

* Aadhaar No

* Retirement date

Blood Group

* Marital Status

Note :- ** Mandatory Fields for Save As Draft

Save As Draft

Father and/or Mother Name

* Father Salutation

Select



* Father Name

* Mother Salutation

Select



* Mother Name

Height Measurement

Height (In
Feet)

Feet

Inches

Different
Abled ?☐Height (in
Cm)

meters

cm

Color
Vision

Nationality (if not citizen of India, number and date of Eligibility Certificate)

* Nationality ☐ Indian ☐ Other Country

* Certificate No.

* Domicile

Select



* Religion

Select



* Country Name

* Certificate Date



* Mother Tongue

Select



Save As Draft

Address

Add Address

* Address Type

Select



* State

Select



* City

Select



* District

Select



* House No.

* Address

* Pin Code

* Mobile No.

Save As Draft

Education Details

Add Education Details

Time of first
Appointment ☐

* University/Institute
Board

* Qualification

Select



* Specialization

Select



Sub-Specialization

* Passout Year

* Divison CGPA

Upload Doc

Browse...

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Save As Draft

Technical Qualification Details

Add Technical Qualification Details

Time of first
Appointment ☐

University/Institute
Board

Training Type

Select



Marks

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Passout Year

Caste

* Category

Select



Caste

Save As Draft

Personal Marks of Identification

Add Personal Marks of Identification

* Personal Marks of Identification

Phone Details

Primary Ext.

Mobile No.

Fax

Other Contact No.

Save As Draft

Administrative Detail

Add Administrative Detail

*** Employee Type**

Select ▼

*** Pay Level**

Select ▼

C.G.H.S. No**Pension Scheme**

Select ▼

*** Appointing Authority**

Select ▼

*** Basic Pay**₹ **Reporting Authority****Upload Doc**

Browse...

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Hindi Knowledge**Hindi Knowledge Level**

Select ▼

Save As Draft

Family Members

Add Family Members

Leave Encashment

Add Leave

Leave From Date



Leave To Date



Leave Type

Select



No Of Days

Upload Doc

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Leave Travel Concession

Add LTC

LTC Type	Select	Block Year	Select
		Sub Block Year	Select
LTC Bill No		LTC Bill Date	
Inward Journey Date		Outward Journey Date	
Journey Commenced On		Amount	₹
Place Of Visit		Member Of The Family	
		Relationship with the Government Servant	Select
		Family Member Age	
		Upload Doc	Browse... No file selected.

Save As Draft

Awards/Achievements

Add Awards/Achievements

Awards/Achievements

Award Publisher

Award year

Description

Award Subject

* Upload Doc

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Passport Details

Passport No

Place of Issue

Issue Date



Expiry Date



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Bank Account Details*** Bank Name** ▼*** Branch***** I.F.S.C. CODE***** Complete Address***** Account No.***** Branch Code***** M.I.C.R. CODE****Upload Doc**

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Certificate & Attestation

Medical Examination ☐ Yes ☐ No

Issuing Authority

Issue Date



Upload Doc

No file selected.

Police Verification ☐ Yes ☐ No

Issuing Authority

Issue Date



Upload Doc

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Oath

Oath of Secrecy

Verification of Entries ☐ Yes ☐ No

Regional Exam Qualified ? ☐ Yes ☐ No

Save As Draft

Additional Detail

Add

Detail Type

Select

**Upload Doc**

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Description

Save As Draft

Gratuity Details

I, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount

The form below contains nominee tables for Gratuity, General Provident Fund (GPF) and CGEGIS Contribution as in the original scanned document.

Add

Gratuity Type	Select	Major / Minor	☐ Major ☐ Minor
Nominee Name		Upload Doc	Browse... No file selected.
Date Of Birth			
Relationship with employee/pensioner	Select		
Address			
Share to be paid			
	%		

Save As Draft

Foreign Service Details

Add Foreign Service Details

From Date



To Date



Post Held

Document(s) on the
basis of which the
entry is made

Upload Doc

Browse...

No file selected.

Previous Qualifying Service

Add Previous Qualifying Service

Period of Service From
Date



Period of Service To
Date



Leave and Pension
contribution payable by

Amount of Leave and
Pension contribution
actually received

Upload Doc

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Non-Qualifying Service

Add Non-Qualifying Service

From Date



To Date



Organization Type

Organization Name

Remarks

Upload Doc

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Past Experience

Add Past Experience

From Period



To Period



Organization Name

Organization Type



Work Experience

Skill Code

Location

Work Description

Grade

Remarks

Basic

Upload Doc

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No file selected.

Save As Draft

Last Pay Certificate

Add Last Pay Certificate

Pay Certificate

Select



Upload Doc

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Deputation Details

Add Deputation Details

Deputation to the
department

Designation

Select



Effective Date

Relieving Date



Period of Deputation

Relieving Office



* Pay Level

Select



* Basic Pay

₹

Attachment

Browse...

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Save As Draft

Transfer Posting

Add Transfer Posting

Effective date of transfer

Admissible Joining time

Date of joining



Relieving Office

Relieving Date



Joining office



* Pay Level

* Basic Pay

Reason of Transfer/
Remarks

Attachment
(to upload
the transfer
order)

No file selected.

Save As Draft

Promotion

Add Promotion

Date of Promotion

Pay (As on)

Designation



Select ▼

Pay level

Select ▼

Remarks

Attachment
(To upload
the
increment
details)

Browse...

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Pay Increment Details

Add Pay Increment Details

Date of Joining the
service

Date of Increment



Pay (As on)

Remark

Pay commission

Select

Date of Next
Increment

Upload Doc

Browse...

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Disciplinary Proceedings

Add Disciplinary

Type Of Penalty

Select



Date Of Imposition



Remarks

Upload Doc

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Save As Draft

Vigilance Records

Add Vigilance

First Category

Select



Second Category

Select



Nodal

Select



Nodal

Select



AVD

Select



AVD

Select



Upload Doc

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Save As Draft

Save As Draft

Loan/Advance

Add Loan

Type of Loan/ Advance	Select	Financial Year	Select
Sanctioned Amount	₹	Total Sanctioned Amount	₹
Bill No		Bill Date	
No of Installments		Upload Doc	Browse... No file selected.

Save As Draft