



कार्यालय महानिदेशक लेखापरीक्षा (वित्त एवं संचार)
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (FINANCE AND COMMUNICATION)

शामनाथ मार्ग, सिविल लाइन, दिल्ली -110054

SHAMNATH MARG, CIVIL LINES, DELHI-110054

Email: - pdafincom@cag.gov.in, Telephone:- 011-233814747/4623/2666



Circular:

CAG-HRMS was rolled out with effect from 30.01.2026 vide Headquarters' Office letter dated 30.01.2026. Various modules relating to personnel and service matters are being operationalized in CAG-HRMS for maintaining and processing service-related information electronically. The **"Service Book Direct Updation"** module has been made available in CAG-HRMS for updation of the Service Book details of officials.

Accordingly, all officials are hereby directed to update their Service Book through the **"Service Book Direct Updation"** module in CAG-HRMS as per instructions enclosed.

The above process may be followed strictly by all concerned. **This may be accorded TOP PRIORITY.**

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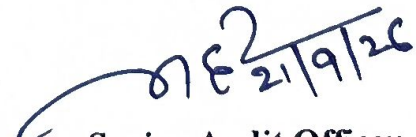
Director (HQ)

No. E-51752/Estt./CAG-HRMS/Misc./2026/1616-23

Dated: - 21.09.2026

Copy forwarded for information and necessary action to:

- (i) Secretary to DGA(F&C), Delhi
- (ii) Director, HQ
- (iii) Director, AMG-I
- (iv) Deputy Director, AMG-II
- (v) Deputy Director, AMG-III
- (vi) All Sections
- (vii) Notice board.
- (viii) ISW for uploading on Office website


**Senior Audit Officer
Establishment**

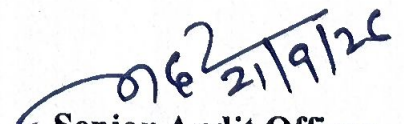
INSTRUCTIONS

All officials are requested to follow the instructions and update the service book records in CAH-HRMS

- (i) log in to CAG-HRMS and access the **“Service Book Direct Updation”** module;
- (ii) verify the basic/personal details available in the Service Book and enter/update all the required information;
- (iii) ensure that the information furnished is complete, accurate and supported by the relevant records/documents, wherever required;
- (iv) submit the details through the prescribed workflow in CAG-HRMS for further processing; and
- (v) go to the **“Preview”** tab and **verify the details as Employee.**

It may be noted that the responsibility for furnishing correct and complete basic details in the employee updation module rests with the concerned employee. The other Service Book entries, which are not required to be entered directly by the employee, shall be processed at the respective workflow levels by the concerned authorities.

The above process may be followed strictly by all concerned.


Senior Audit Officer
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