

MOST URGENT

**GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATION BRANCH)
LEVEL - II, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI.**

F. No.18/21/2024/e-HRMS/GAD/Admn./ 34362

Dated: 23/07/2024

OFFICE ORDER

Sub: **Implementation of e-HRMS project for IAS/DANICS/DSS/Steno cadre in GAD.**

Kindly refer to the Office Order No. 18/21/2024/e-HRMS/GAD/Admn./34234 dated 22.07.2024 on the subject cited above.

In this regard, it is informed that the leave details of the officers/officials who are working on the strength of GAD is need to be updated for proper functioning of leave module of e-HRMS project.

Therefore, all the dealing assistants of GAD (Admn.) are hereby directed to provide the leave details of the officers/officials who are working on the strength of GAD as per enclosed template to Sh. Nitish Bhardwaj, Assistant Section Officer and Sh. Manav Shakya, Data-Processing Assistant, GAD latest by 24.07.2024.

Further, all the officers/officials are again requested to update their profile (100%) on e-HRMS portal as per timeline given in Office Order dated 19.07.2024.

This may please be accorded **TOP PRIORITY.**

Encl: **As above.**


(Pradeep Tayal)
Deputy Secretary (GAD)/H.O.O

Copy forwarded to :-

- 1) PS to Addl. Chief Secretary (GAD).
- 2) PPS to Special Secretary (GAD).
- 3) All Deputy Secretaries, GAD.
- 4) DCA, GAD.
- 5) All Branch Incharges, GAD with the request to provide RH & CL balance of all the employees who are working on the strength of GAD.
- 6) All Dealing Assistants, GAD (Admn.) with the request to provide the leave details of all the employees who are working on the strength of GAD as per enclosed template.
- 7) Data Processing Assistant, GAD.
- 8) Guard File.


(Pradeep Tayal)
Deputy Secretary (GAD)/H.O.O

Suptadm/1861

Leave balance details of employees who are working on strength of GAD.