

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./ 36182

Dated: 01/08/2024

CIRCULAR

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

Please find enclosed herewith Services Department's letter No. 377-379 dated 30.07.2024 on the subject cited above.

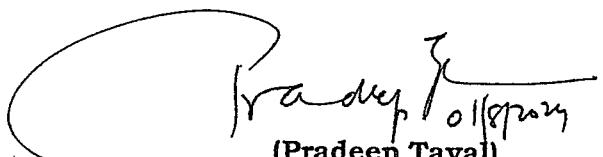
In this regard, it has been noticed that many officers/officials have not yet updated their Reviewing and Reporting officers in their e-HRMS profile which is necessary for proper implementation of leave module in e-HRMS.

Therefore, all the officers/officials are requested to update their Reviewing and Reporting officers in their e-HRMS profile by tomorrow i.e. 02.08.2024.

The compliance report of the same may be forwarded to GAD(Admn.) by 11a.m. on 05.08.2024.

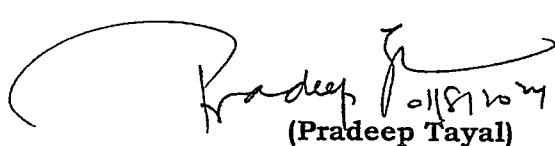
This may please be accorded **TOP PRIORITY.**

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 Section Officers , GAD.
- 6) Data Processing Assistant, GAD with the direction to upload the same on department's website.
- 7) Guard File.


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

Suptael m/s/ 1965

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: IT CELL
5TH LEVEL, "B WING", DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI 110002

No.F.10(119)/2015/COORD./081320029/ 377-379

Dated: 30-07-2024

To,

1. The Head of the Department,
Services Department,
5th Level, B-Wing,
Delhi Secretariat
2. The Head of the Department,
General Administration Department,
2nd Level, A-Wing,
Delhi Secretariat
3. The Head of the Department,
Land & Building Department,
B- Block, Vikas Bhawan,
New Delhi-110002

Subject:- Regarding implementation of e-HRMS project.

Sir/Madam,

I am directed to inform you that a demonstration/training for the implementation of e-HRMS project through DoPT/NeGD was organized by this branch on 11.07.2023, which was duly attended by the representatives of your departments in which the e-HRMS project is being implemented as a pilot run.

In regard to the e-HRMS project it is informed that the following modules/features are available on e-HRMS 2.0, as detailed below:-

Available Modules in e-HRMSv2

- Leave
- Reimbursements (Telephone, Newspaper, Child Education Allowance)
- Loan/Advances/Claims (LTC, GPF, Computer, HBA)
- View Real time Status (Vigilance, APAR, IPR)
- Transfer/Postings including Mutual Transfer
- Rotation Transfer
- Deputation/ Tour
- Promotion (Post Based Reservation Roster (PBRR), Select/Seniority List, Vacancy Report, Eligibility Report, Zone of Consideration)
- Departmental Promotion Committee (DPC) (Agenda, Composition, Minutes, Promotion orders)
- Resignation/ Technical Resignation/ Voluntary Retirement Scheme
- Intimation of acquiring Property
- Seek Permission for Private Foreign Visit
- Dynamic Service Book
- Grievance Redressal
- Integration with I-COT, SPARROW, PFMS, Probity Portal

Further, it is informed that employees on the strength/drawing salary from your department mentioned have been on boarded onto the e-HRMS 2.0 portal by the DoPT/NeGD.

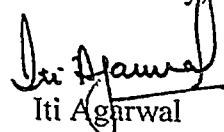
In this regard, your good self is kindly requested to issue necessary direction to the Nodal Officer for e-HRMS and employees on strength of your department for following the steps given in the table below for start availing the services of the e-HRMS portal.

| | |
|--------|---|
| STEP 1 | Use the url: https://e-hrms.gov.in |
| STEP 2 | Login through e-Parichay using email id (gov/nic only) and its password. (The same credentials as being used for e-SPARROW portal) |
| STEP 3 | On successful login Employee will land on e-HRMS 2.0. |
| STEP 4 | Verify/edit/add the details related to Profile of employee. The employee has to complete the profile 100% for going further. |
| STEP 5 | Submit the profile |
| STEP 6 | Details submitted by Employee will be verified by Nodal Officer of the Department. |
| STEP 7 | The Nodal Officer of the department will create workflow for Leave, Tour, Reimbursements, Advances/Loans/Claims etc. |
| STEP 8 | Start availing the services of Leave, Tour, Reimbursements, Advances/Loans/Claims etc. |
| STEP 9 | For any clarifications/resolving issues, the Nodal Officer can send email on support.ehrms-dopt@gov.in from his/her official gov/nic email id issued by the department |

This issues with the prior approval of the competent authority.

This may be given TOP PRIORITY.

Yours Faithfully,


Iti Agarwal

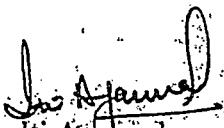
(Deputy Secretary),
Services Department

Dated: 30-07-2024

No.F.10(119)/2015/COORD./081320029/ 377-379.

Copy To:

1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi
4. Guard File


Iti Agarwal
(Deputy Secretary)
Services Department