

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.

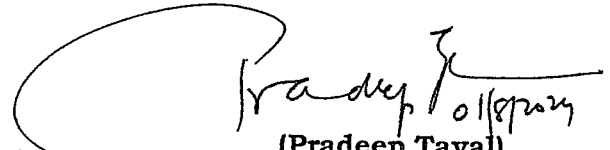
In this regard, it has been noticed that many officers/officials have not yet updated their Reviewing and Reporting officers in their e-HRMS profile which is necessary for proper implementation of leave module in e-HRMS.

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.

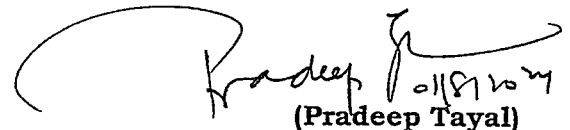
This may please be accorded **TOP PRIORITY.**

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

Suptadmr/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,
2th 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-GOT, 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.

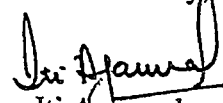
In this regard, your good self is kindly requested to issue necessary direction to the Nodal Officer for e-HRMS and employees on strength of your department for following the steps given in the table below for start availing the services of the e-HRMS portal.

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).

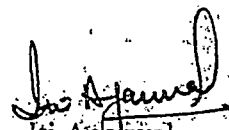
Services Department

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- 1, Delhi
4. Guard File


Iti Agarwal

(Deputy Secretary)

Services Department