

Reminder- I



Government of India
भारत सरकार
Ministry of Jal Shakti
जल शक्ति मंत्रालय
Department of Water Resources, River Development and Ganga Rejuvenation
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
Central Water Commission
केन्द्रीय जल आयोग



स्था. XI, कमरा संख्या 725 (S), सेवा भवन,
आर.के. पूरुष, नई दिल्ली - 110066

Date/ दिनांक 18-09-2025

परिपत्र/Circular

Reference is invited to this Section's Circular dated 03.04.2024, wherein all officers/officials belonging to Hydromet, Scientific, ISS & SSS Cadres were requested to update their profiles on e-HRMS and submit leave applications through the same portal.

2. However, it has been observed that despite the above instructions, physical leave applications/e-mail requests are still being submitted to this Section.

3. In this context, it is once again reiterated that all officers/officials (Hydromet, Scientific, ISS & SSS Cadre) shall update their profiles on e-HRMS and submit leave applications exclusively through the e-HRMS portal. Leave applications submitted in physical form shall not be entertained under any circumstances.

This issues with the approval of the Competent Authority.

Digitally signed by
Gomathy Jayaraman
Date: 18-09-2025 (Gomathy Jayaraman)
12:09:13 Under Secretary(E-XI)
Ph: 011-29583302

To

All the concerned Officers/Officials (through website)