

I/194754/2025

Government of India
Department of Water resources, RD&GR
Central Water Commission
O&M Section

* * * *

3rd Floor(S), Sewa

Bhawan,

R.K. Puram, New Delhi-110066

Dated 17.12.2024

Circular

Implementation of e-Human Resource Management System (e-HRMS) v 2.0 Portal is underway in the Central Water Commission and implementation of its Leave module has been initiated.

All the CWC officials (regular) are requested to update their profile to 100% on e-HRMS 2.0 Portal (<https://e-hrms.gov.in>) and add their Reporting/ Reviewing Officers details in the Leave module on or before 01.02.2025. The Nodal officer for concerned establishment sections are also requested to verify the profile and update the leave details of officers on the portal.

It will be mandatory to apply leave through **e-HRMS 2.0 Portal w.e.f. 1.02.2025** and **user manual** for employee is attached. All the leave approving authority may ensure that officers under their control should apply all kinds of leave mandatorily through e-HRMS 2.0 Portal only failing which the leave may not be sanctioned by leave sanctioning authority.

In case of any query or problem in usage of e-HRMS 2.0 Leave module, technical support team of SMD, CWC may be contacted (**BPL No. 3214/ 3528**) for help/ clarification. All CWC employees are instructed to adhere to these directions without fail

This issue with approval of competent authority.

Enclosed - as above



(Narinder Kumar)
Under Secretary



e-HRMS 2.0

Department of Personnel & Training



कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF

PERSONNEL & TRAINING

User Manual for Employee

e-HRMS 2.0

NeGD



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About e-HRMS 2.0:

e-HRMS 2.0 is an online portal to provide end-to-end HR services to Government employees.

1. Employee Login on e-HRMS 2.0 Portal

Step 1: Go to e-HRMS 2.0 portal by clicking on <https://e-hrms.gov.in/>.



Step 2: Go to e-Parichay icon to login.





e-HRMS 2.0

Department of Personnel & Training

ABOUT E-HRMS 2.0

e-HRMS 2.0 is an online portal to provide end to end HR services to the Government employees

Login With  OR  Subnodal



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4

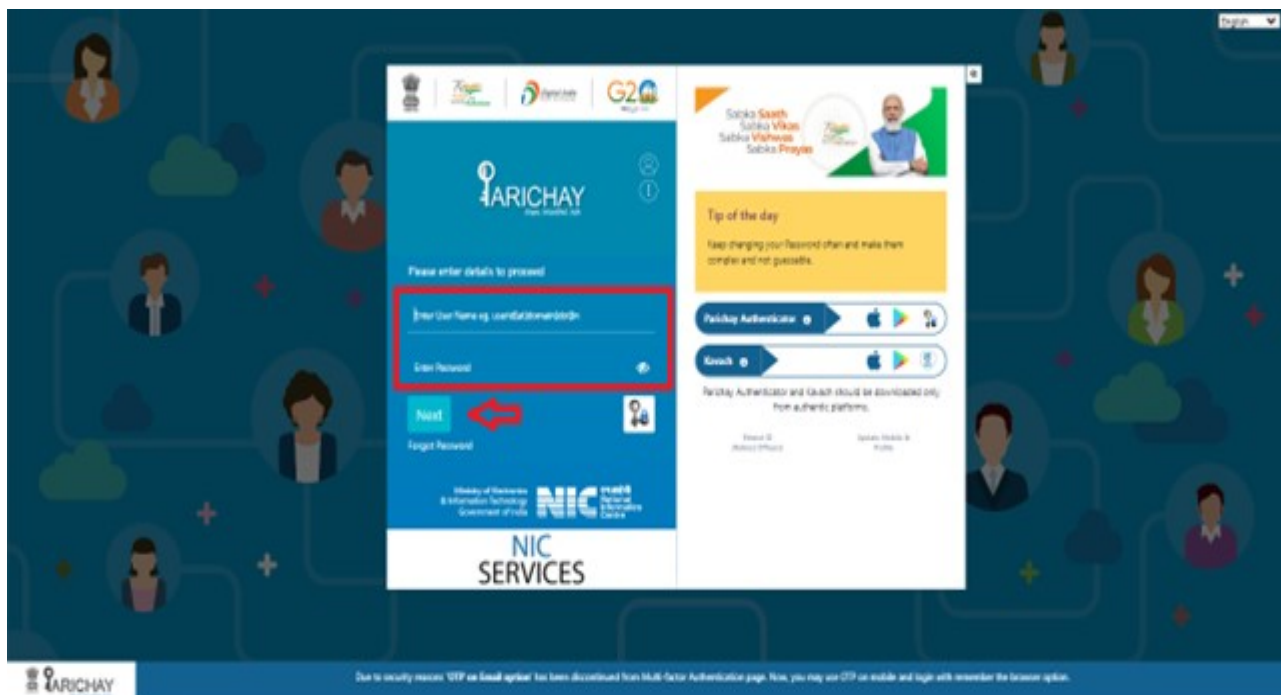
आज अगर केंद्र सरकार के विभागों में इतनी तत्परता इतनी efficiency आई है इसके पीछे 7 - 8 साल की कड़ी मेहनत है,

Step 3: Login through e-Parichay email id.

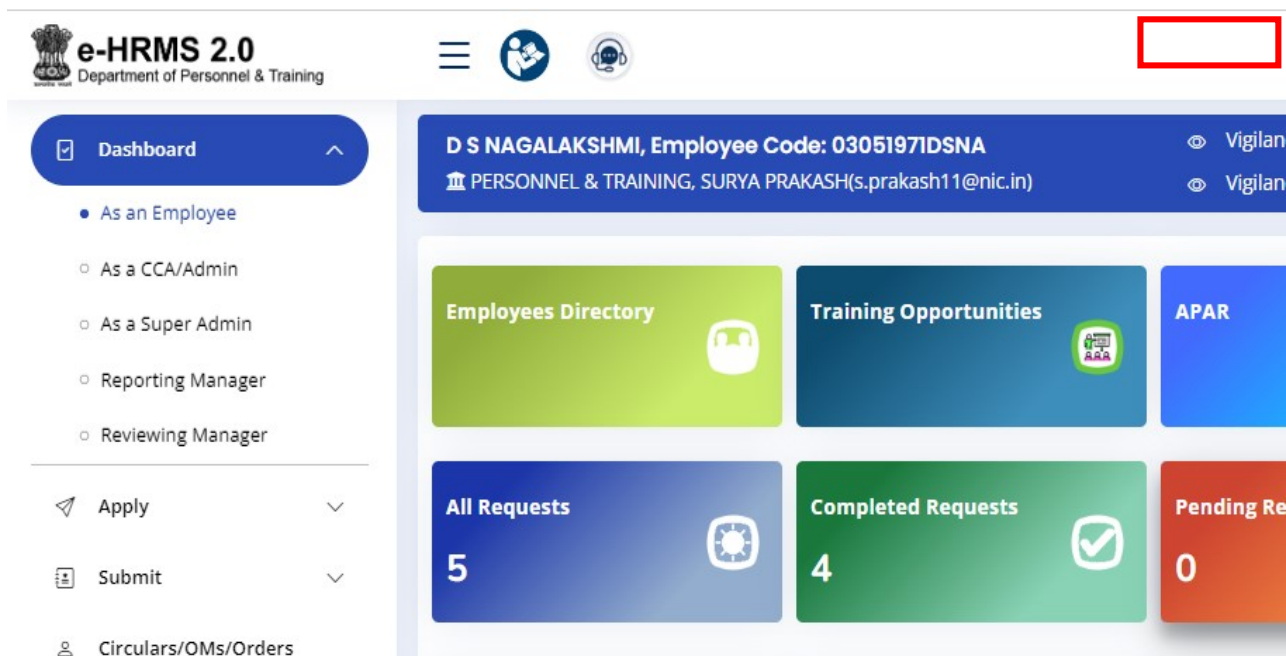


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Step 4: Employee dashboard would appear as per shown in below screenshot.





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Step 5: Employees can update their profile related details by clicking 'My Profile'.

The screenshot shows the e-HRMS 2.0 dashboard for an employee named D S NAGALAKSHMI. The dashboard includes a sidebar with navigation options like 'Dashboard', 'As an Employee', 'As a CCA/Admin', 'As a Super Admin', 'Reporting Manager', 'Reviewing Manager', 'Apply', 'Submit', 'Circulars/OMs/Orders', 'Raise Issue', and 'Compulsory Retirement'. The main content area displays various metrics and options: 'Employees Directory', 'Training Opportunities', 'APAR', 'Deputation Opportunities' (18), 'All Requests' (5), 'Completed Requests' (4), 'Pending Requests' (0), and 'Rejected Requests' (1). A 'My Profile' link is highlighted in the top right corner, along with 'My Calendar' and 'Sign Out'. Below the metrics, there is a 'Pending Requests' section with a table showing application details. The URL at the bottom is <https://staging-e-hrms.gov.in/employee/profile/WnZsQULyRUNIRDFia2E1YWJCUXpuUT09>.

Step 6: Complete profile 100% by filling in all the details like employee details, basic details, Address, Experience, Training, Qualifications and click on "submit" button. So that Nodal officer can validate the details and mark as "Freeze". In case an employee wants to make further corrections, he must approach his Nodal officer to mark his profile as "Un freeze", to enable employee to make required changes.

The screenshot shows the e-HRMS 2.0 profile completion page for an employee named RATNESH KUMAR GUPTA. The page has a progress bar at the top with steps: Employee Details, Basic Details, Address, Experience, Training, and Qualifications. The 'Employee Details' step is currently active. Below the progress bar, there is a profile picture of the employee. The form fields include: First Name (SHRI), Middle (KUMAR), Last (GUPTA), Employee Code (28121977RATN1), Date of Birth (28/12/1977), Mode of Recruitment (SQ), Gender (Male), and Rank. A 'Next' button is visible at the bottom right. A note at the bottom states: 'Note: Declaration given by you on date 19/10/2022'. The copyright notice at the bottom reads: '© Copyright 2022 Department of Personnel and Training, All Right reserved.'



Step 7: Employees can see their Calendar-related details by clicking 'My Calendar'.

The screenshot displays the e-HRMS 2.0 interface. On the left, a sidebar contains a 'Dashboard' menu with a sub-menu for 'As an Employee' and other roles like 'As a CCA/Admin', 'As a Super Admin', 'Reporting Manager', and 'Reviewing Manager'. Below this are 'Apply', 'Submit', and 'Circulars/OMs/Orders' options. The main header area shows the user's name 'D S NAGALAKSHMI', Employee Code '0305197IDSNA', and the department 'PERSONNEL & TRAINING, SURYA PRAKASH(s.prakash11@nic.in)'. In the top right corner, a red box highlights the 'Vigilance' link. The main content area features six tiles: 'Employees Directory', 'Training Opportunities', 'APAR', 'All Requests' (with a count of 5), 'Completed Requests' (with a count of 4), and 'Pending Requests' (with a count of 0).

Step 8: My calendar details can be seen by clicking on it.



☒ Dashboard

• As an Employee

○ As a CCA/Admin

○ As a Super Admin

○ Reporting Manager

○ Reviewing Manager

📁 Apply

📄 Submit

👤 Circulars/OMs/Orders

Event Calender



today

June 2023

| Sun | Mon | Tue | Wed | Thur |
|-----|--------------|-------------------------|-----|------|
| 28 | 29 | 30 | 31 | 1 |
| | | RTP for UNDER SECRETARY | | |
| | | RTP for UNDER SECRETARY | | |
| 4 | 5 | 6 | 7 | 8 |
| | Casual Leave | | | |

Deputation Opportunity

Step 1: All published and appeared if eligible under the '**Deputation Opportunity**' tab. On clicking on 'Deputation Opportunities' detail and apply options would be listed bottom of the page.



Dashboard

- As an Employee
- As a CCA/Admin
- As a Super Admin
- Reporting Manager
- Reviewing Manager

Apply

Submit

Circulars/OMs/Orders

D S NAGALAKSHMI, Employee Code: 0305197IDSNA

PERSONNEL & TRAINING, SURYA PRAKASH(s.prakash11@nic.in)

Vigilance

Vigilance

Employees Directory



Training Opportunities



APAR

All Requests

5



Completed Requests

4



Pending Requests

0



Dashboard

- As an Employee
- As a CCA/Admin
- As a Super Admin
- Reporting Manager
- Reviewing Manager

Apply

Submit

Circulars/OMs/Orders

D S NAGALAKSHMI, Employee Code: 0305197IDSNA

PERSONNEL & TRAINING, SURYA PRAKASH(s.prakash11@nic.in)

Vigilance

Vigilance

Employees Directory



Training Opportunities



APAR

All Requests

5



Completed Requests

4



Pending Requests

0



Training Opportunities

Step 1: By clicking on “**Training Opportunities**” tab, users can choose their preference, see and apply mandatory and others training as listed in below screenshot.

The screenshot shows the 'Preference' tab selected in the top navigation bar. Below the tab, the heading 'Preference' is displayed. The main content area contains the instruction 'Select from list of domain and give your preference' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Select' (at the top), 'People First / Citizen Centricity' (highlighted in blue), 'Accident and Incident Response Management', 'Account Management', 'Accountability', 'Accreditation Structure Management', and 'Adherence to Vigilance Guidelines'.


The screenshot shows the 'Mandatory Training' tab selected in the top navigation bar. Below the tab, the heading 'Mandatory Training' is displayed. The main content area contains a message: 'You have already completed mandatory training. You will be informed according to your eligibility for next training.'






| Preference | Mandatory Training | Other Training |
|---|------------------------------|----------------|
| Other Training | | |
| Show <input type="text" value="10"/> entries | | |
| Search: <input type="text"/> | | |
| Course Name | Action | |
| "बजट" पाठ्यक्रम | View Batches | |
| (1) Mining Lease up to Letter of Intent (2) Mining Plan | View Batches | |
| 5G Core Network Architecture | View Batches | |
| 5G New Radio Frame Structure | View Batches | |
| 5G New Radio Spectrum Related Aspects | View Batches | |
| A Course on Environmental Social and Governance | View Batches | |
| Acquisition of Land for Defence Purposes | View Batches | |

Annual Performance Assessment Report (APAR)Details


Step 1: Employees can check their Annual Performance Assessment Report (APAR) by clicking on 'APAR' tab in the screenshot below.


**e-HRMS 2.0**
Department of Personnel & Training




[Dashboard](#)


- As an Employee
- As a CCA/Admin
- As a Super Admin
- Reporting Manager
- Reviewing Manager


 Apply


 Submit


 Circulars/OMs/Orders


D S NAGALAKSHMI, Employee Code: 0305197IDSNA

 Vigilance


 Vigilance




Employees Directory

Training Opportunities

APAR

All Requests
5

Completed Requests
4

Pending Requests
0

2. Apply



a. Computer Advances

Step 1: Go to 'Computer Advances' under 'Apply' tab and enter the required details. One can print the details by clicking the "Print" Tab.

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Department of Personnel & Training

Dashboard
Apply
Computer Advances
GPF Advance/Withdrawal
HBA
Leave
LTC
Private Foreign Visit
Rotation Transfer
Reimbursements
Resignation/ Technical Resignation
Tour
Transfer & Posting
Unemployment Allowance

Computer Advance **Print** **Apply Computer Advance**

Excel CSV Search:

| Sr. No. | Anticipated cost of Computer | Amount required as Advance | Number of instalments in which advance is desired to be repaid | Whether advance for similar purpose obtained earlier | Status | Action |
|---------|------------------------------|----------------------------|--|--|---------|--------|
| 1 | 3445.00 | 565.00 | 19 | Yes | Pending | Action |

Showing 1 to 1 of 1 entries Previous 1 Next

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Step 2: Add all the Mandatory Fields Required and Click on "Submit".

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Department of Personnel & Training

Dashboard
As an Employee
As a CO/Supervisor
As a Super Admin
As a Reporting Manager
Apply
Submit
Circulars/Orders
Create Ticket

Computer Advance

Name* DDPF Team, DDPF, Inactive, Jigar KUMAR BHATIA Designation* SECTION OFFICER Date of Birth* 22-05-1965 Pay Level* --Select--
Basic Pay* Date of joining Government service 27-04-1982 Present Cadre* NA Present Sub Cadre* NA
Anticipated cost of Computer (₹)* Amount required as Advance (₹)*
Enter Anticipated cost of Computer(₹) Enter Amount required as Advance (₹)
Number of instalments in which advance is desired to be repaid* Whether advance for similar purpose obtained earlier*
Enter Number of instalments --Select--

☒ I Certify that the information provided above is correct to the best of my knowledge and I have not purchased the PC/Laptop/IT paid for which I am applying for the advance and shall purchase within 30 days of drawal of advance.

Submit

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b. GPF Advance /Withdrawal

Step 1: Go to “**GPF Advance/GPF Withdrawal**” under ‘**Apply**’ tab and click on apply to enter the required details. One can print the details by clicking the “**Print**” Tab.

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Department of Personnel & Training

Dashboard

- As an Employee
- As a CCA Admin
- As a Super Admin
- As a Reporting Manager

Apply

- Computer Advances
- GPF Advance/Withdrawal**
- WDA
- Leave
- LTC
- Private Foreign Visit
- Rotation Transfer
- Reimbursements
- Resignation/ Technical Resignation
- Tour
- Transfer & Posting
- Voluntary Retirement

GPF Advance/GPF Withdrawal

Apply GPF Advance/Withdrawal

| Sr. No. | Type of Application | Main Reason | Sub Reason | Amount required | Number of Installments to which advance is divided to be repaid | Date | Status | Action |
|----------------------------|---------------------|-------------|------------|-----------------|---|------|--------|--------|
| No data available in table | | | | | | | | |

Showing 0 of 0 GPF entries

Previous Next

Note: Declaration given by you on date 25/11/2022

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Step 2: Add and check all the Mandatory Fields Required and click on “**Submit**”.

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Department of Personnel & Training

Dashboard

- Apply
- Submit
- Circulars/OMs/Orders
- Create Ticket

GPF Advance/GPF Withdrawal

Name* A SUNANDA BHARGAVA Designation* PRIVATE SECRETARY Date of Birth* 01-06-1974 Date of joining Service 26-03-1999

Pay Level LEVEL-08(47600-151100) Present Cadre* EXPENDITURE Present Sub Cadre* ECONOMIC AFFAIRS Basic Pay* 58600.00

GPF Balance* 0

Submit

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c. GPF Advance/Withdrawal

Step 1: Click “GPF Advance/Withdrawal” and complete the form by filling required information and “Submit” the same.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' tab is selected, and 'GPF Advance/Withdrawal' is highlighted. The main form contains the following fields:

- Name*: RATNESH KUMAR GUPTA
- Designation*: UNDER SECRETARY
- Date of Birth: 12/28/197
- Pay Level: LEVEL-11(67700-208700)
- Present Cadre*: Education
- Present Status: Education
- GPF Balance*: Enter GPF Balance
- Type of Application*: GPF Advance
- Main Reason*: --Select--
- Sub Reason*: --Select--
- Amount required (₹)*:
- Number of days:

d. HBA

Step 1: Go to HBA under ‘Apply’ tab and click on “HBA” to enter the required details.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' tab is selected, and 'GPF Advance/Withdrawal' is highlighted. The main form contains the following fields:

- House Building Advance: Apply House Building Advance
- Excel CSV
- Search:
- Table with columns: Sr. No., Employee, Application Type, Purpose, Date, Status, Action
- Showing 0 to 0 of 0 entries
- Previous Next

Step 2: Click “Submit” after entering all the required details.



e-HRMS 2.0
Department of Personnel & Training

☰

☒ Dashboard

As an Employee

As a CCA/Admin

As a Super Admin

Reporting Manager

Reviewing Manager

Apply

Computer Advances

Location with address*

Plinth area (in sq mtrs)*

Present fair mark

Relevant construction plan approved by Municipal Authority concerned

Detailed cc schedule

Choose File

No file chosen

Choose File

☒ I declare that the information furnished by me above is true to the best of my knowledge.

☒ I have read the rules and regulations of grant of advances to Central Government employees.

Leave

Step 1: Go to Leave under 'Apply' tab and click on "Apply Leave" to enter the required details.

e-HRMS 2.0
Department of Personnel & Training

☰

Dashboard

Apply

Computer Advances

GPF Advance/Withdrawal

HSA

Leave

LTC

Private Foreign Visit

Rotation Transfer

Reimbursements

Resignation/Technical Resignation

Tour

Transfer & Posting

Voluntary Retirement

Submit

Circulars/DOs/Orders

Create Ticket

Leave balance may differ. Please contact Nodal Officer to update the same

Casual Leave

Balance Leave 0

In-Progress 0

0/8

Restricted Holiday

Balance Leave 0

In-Progress 0

0/2

Earned Leave

Balance Leave 0

In-Progress 0

0/15

Half Pay Leave

Balance Leave 0

In-Progress 0

0/10

Child Care Leave

Balance Leave 0

In-Progress 0

0/730

Leave Summary

Choose 10 entries

Search

| # | Leave Type | Leave Date | Leave Status | Updated By | Action |
|----------------------------|------------|------------|--------------|------------|--------|
| No data available in table | | | | | |

Showing 0 of 0 entries

Previous Next

Apply Leave

Step 2: Add all the Mandatory Fields Required and Click on 'Submit'



e. How to give Joining after leave:

Step 1: Go to the leave section then click on “Action” of approved leave for which joining is to be given by the employee and click on **Joining Report**

| ID | Leave Type | Leave ID | From/To | Status |
|----|---------------|---------------------|--------------------------------------|--------|
| 1 | Casual Leave | LEAVE-CL-00010566 | From - 05-06-2023 To - 05-06-2023 | Pen |
| 2 | Casual Leave | LEAVE-CL-00007844 | From - 18-05-2023 To - 18-05-2023 | Can |
| 3 | Station leave | LEAVE-STNL-00005727 | From - 20-05-2023 To - 21-05-2023 | App |
| 4 | Station leave | LEAVE-STNL-03276 | From - 13-05-2023 To - 14-05-2023 | App |
| 5 | Casual Leave | LEAVE-CL-02662 | From - 23-05-2023 To - 24-05-2023 | App |

Step:2 Click on Joining Report and click on the declaration and **update** the same.



e-HRMS 2.0
Department of Personnel & Training

Dashboard

- As an Employee
- As a CCA/Admin
- As a Super Admin
- Reporting Manager
- Reviewing Manager

Apply

- Computer Advances
- GPF Advance/Withdrawal

| # | Leave Type | Leave Application No. | Leave Date | Lea |
|---|--------------|-----------------------|-------------------------------------|------|
| 1 | Casual Leave | LEAVE-CL-00011830 | From - 02-06-2023 To -02-06-2023 | Pend |
| 2 | Casual Leave | LEAVE-CL-00007844 | From - 18-05-2023 To -18-05-2023 | Canc |

Submit Joining Report

☒ I hereby declared that i have joined.

mm/dd/

f. LTC:

Step 1: Go to “LTC” under ‘Apply’ tab and click on add to enter the required details.

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Dashboard

- As an Employee
- As a CCA/Admin
- As a Super Admin
- Reporting Manager
- Reviewing Manager

Apply

- Computer Advances
- GPF Advance/Withdrawal

LTC

Show 10 entries

| Sr. No. | Date from which residing | Nearest Railway Station | Nature of LTC |
|---------|--------------------------|-------------------------|---------------|
| 1 | N/A | | EARNED LEA |
| 2 | N/A | | EARNED LEA |
| 3 | N/A | | EARNED LEA |
| 4 | N/A | | EARNED LEA |
| 5 | N/A | | EARNED LEA |



Step 2: Enter all the mandatory details required and Click on the “Submit” the same.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Dashboard' menu is expanded, showing options like 'As an Employee', 'As a CCA/Admin', 'As a Super Admin', 'Reporting Manager', 'Reviewing Manager', 'Apply', 'Computer Advances', and 'GPF Advance/Withdrawal'. The 'Apply' option is selected. The main content area displays 'LTC Details' and 'LTC Advance' sections. Under 'LTC Details', 'Nature of leave sanctioned*' is 'Casual Leave' and 'Period of leave sanctioned*' is '05-06-2023 TO 05-06-2023'. Under 'LTC Advance', 'Whether advance required?*' is '--Select--'. A checkbox is checked, indicating 'I or the family member for whom I wish to avail LTC has/ have not availed'. Below this, there is a text box for 'I undertake to produce the tickets for the outward journey within 10 days; cancellation of the journey or if I fail to produce the tickets within 10 days entire advance is ex-gratia. That my husband/wife is not employed in'.

g. Private Foreign Visit

Step 1: Go to “Private Foreign Visit” under ‘Apply’ tab and click on “add” to enter the required details.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' menu is expanded, showing options like 'Computer Advances' and 'GPF Advance/Withdrawal'. The 'Computer Advances' option is selected. The main content area displays the 'Private Foreign Visit' form. The form fields are: 'Name' (D S NAGALAKSHMI), 'Designation' (DEPUTY SECRETARY), 'Whether completed probation' (Yes), 'Status' (SQ), 'IPR Submission Date' (2023-01-08), and 'Vigilance Status' (Clear). Below the form, there is a section for 'Details of private visits'.

Step 2: Add all the Mandatory Fields Required and click on “Submit”.



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12

100%

AMIT GHOSAL

- Dashboard
- As an Employee
- As a CCA/Admin
- Apply
 - Computer Advances
 - GPF Advance/Withdrawal
 - HBA
 - Leave
 - LTC
 - Private Foreign Visit
 - Rotation Transfer
 - Reimbursements
 - Resignation/ Technical Resignation
- Tour

Proposed Private Visit

Country visit *
Select Country

Passport No. *

Validity Of Passport *
dd-mm-yyyy

Valid From *
dd-mm-yyyy

Valid To *
dd-mm-yyyy

Leave Status
Select

Purpose of visit *

Expenditure incurred *

Source of fund *

Remarks *

Submit

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h. Rotation Transfer

Step 1: Go to 'Rotation Transfer' under 'Apply' tab and one can see the details on the dashboard.

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12

100%

AMIT GHOSAL

- Dashboard
- As an Employee
- As a CCA/Admin
- Apply
 - Computer Advances
 - GPF Advance/Withdrawal
 - HBA
 - Leave
 - LTC
 - Private Foreign Visit
 - Rotation Transfer
 - Reimbursements
 - Resignation/ Technical Resignation
- Tour

Rotation Transfer

| Application ID | Employee Name | Date of Birth | CSL Number | Preference 1 | Preference 2 | Preference 3 | Alloted Ministry | Action |
|----------------|---------------|---------------|------------|--------------|--------------|--------------|------------------|--------|
|----------------|---------------|---------------|------------|--------------|--------------|--------------|------------------|--------|

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i. Reimbursement

Step 1: Go to Reimbursement under 'Apply' tab and click on 'Add Family Members' and 'Reimbursement details' to enter the required details.



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The screenshot shows the e-HRMS 2.0 interface. On the left sidebar, the 'Reimbursements' option is highlighted with a red box and a red arrow. In the top right corner, the 'Add Family Members' button is highlighted with a red box. The main content area displays a table with columns: S.No, Type, Employee Name, Amount, Status, From Date, To Date, Created Date, and Action. Below the table, it says 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search bar is present with the text 'Search: Application No.'.

1. Add Family Members:

a) Family Member

Step 1: Click on 'Add Family Member' then add all the Mandatory Fields Required.

The screenshot shows the 'Family Members' form in e-HRMS 2.0. The 'Family Member' tab is selected and highlighted with a red box. The form contains the following fields: 'Name of Member' (text input), 'Date of Birth' (date picker), 'Relation with Government Servant' (dropdown menu), 'Marital status' (dropdown menu), and 'Occupation' (dropdown menu). The 'Add' button is highlighted with a red box. The 'Submit for Approval' button is also visible. The background shows the e-HRMS 2.0 interface with the 'Add Family Members' button highlighted in the top right.

Step 2: After adding all the details click on 'Add' and then 'Submit for Approval Button'.



Family Members

Family Member Government Employee

| Name | Relation | D.O.B | Marital Status | Occupation | Status | Action |
|---------------------------------------|------------|----------------|----------------|------------|------------|--------|
| Name of Member | | Date of Birth | | | | |
| Relation with Government Servant | --Select-- | Marital status | --Select-- | Occupation | --Select-- | |
| Add Submit for Approval | | | | | | |

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b) Govt Employee

Step 1: Click on 'Government Employee' and add all the Mandatory Fields Required and Click on 'Add' button to enter all the details.

Family Members

Family Member Government Employee

| Name | Relation | D.O.B | Marital Status | Status | Action |
|--|------------|----------------------------------|----------------|--------|--------|
| Name of Member | | Date of Birth | | | |
| Marital status | --Select-- | Relation with Government Servant | --Select-- | | |
| Name of Ministry/ Department/ Attached/ Subordinate/ PSUs/ State Govt/ UT Govt | | Name of Service | | | |
| Post/Designation | | Employment Status | Select | | |
| Add | | | | | |

Note: Declaration given by you on date 28/10/2022

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2. Add Reimbursement:

Step 1: Click on 'Add Reimbursement' then select the type of Status from the Drop-Down menu.



Step 2: After selecting the type of status, add all the Mandatory Fields Required and Click 'Submit'.

j. Resignation/Technical Resignation

Step 1: Under the Apply tab, click Resignation/ Technical Resignation.



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Department of Personnel & Training

Dashboard

Apply

- Private Foreign Visit
- Transfer & Posting
- Rotation Transfer
- Leave
- Advances/Claims
- Loan/Advances
- Reimbursements
- Resignation/ Technical Resignation
- Voluntary Retirement
- Post Retirement Services
- Other Services

Technical Resignation

Whether Technical Resignation is to take up another employment in Government ?
Select

Whether applied through proper channel ?
Select

If applied before joining Government service, whether informed after joining?
Select

Reasons to opt for technical resignation

Submit

Technical Resignation List

Show 10 entries

Search:

Step 2: Select the required response from the drop down whether **Yes/No**.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Apply

- Private Foreign Visit
- Transfer & Posting
- Rotation Transfer
- Leave
- Advances/Claims
- Loan/Advances
- Reimbursements
- Resignation/ Technical Resignation
- Voluntary Retirement
- Post Retirement Services
- Other Services

Technical Resignation

Whether Technical Resignation is to take up another employment in Government ?
Select
Select
Yes
No

Whether applied through proper channel ?
Select

Reasons to opt for technical resignation

Submit

Technical Resignation List

Show 10 entries

Search:

Step 3: All the Mandatory details need to be filled in.



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Department of Personnel & Training

Dashboard

Apply

- Private Foreign Visit
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- Resignation/ Technical Resignation
- Voluntary Retirement
- Post Retirement Services
- Other Services

Technical Resignation

Whether Technical Resignation is to take up another employment in Government ?
Select

Whether applied through proper channel ?
Select

If applied before joining Government service, whether informed after joining?
Select

Reasons to opt for technical resignation

Submit

Technical Resignation List

Show 10 entries

Search:

Step 4: Click Submit.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Apply

- Private Foreign Visit
- Transfer & Posting
- Rotation Transfer
- Leave
- Advances/Claims
- Loan/Advances
- Reimbursements
- Resignation/ Technical Resignation
- Voluntary Retirement
- Post Retirement Services
- Other Services

Technical Resignation

Whether Technical Resignation is to take up another employment in Government ?
Yes

Whether applied through proper channel ?
Yes

If applied before joining Government service, whether informed after joining?
Yes

Reasons to opt for technical resignation

Submit

Technical Resignation List

Show 10 entries

Search:

Step 5: After submission, click on the icon to view and withdraw.



The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' tab is selected, and 'Resignation/ Technical Resignation' is highlighted. The main area displays the 'Technical Resignation List' with a table containing two entries. The first entry is 'WITHDRAWN' and the second is 'Pending'. The 'Pending' entry has a red box around the 'Withdraw' button in the 'Action' column.

| Sr. | Resignation No | Requested On | Status | Action |
|-----|----------------|--------------|-----------|--------------------------|
| 1 | RESI-150851158 | 06-02-2023 | WITHDRAWN | Withdraw |
| 2 | RESI-150838486 | 06-02-2023 | Pending | Withdraw |

k. Tour

Step 1: Under Apply tab, click “Tour” and click on “Add Tour” to Apply.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' tab is selected, and 'Tour' is highlighted. The main area displays the 'Tour List' with a table containing no data. A red box highlights the 'Add Tour' button in the 'Action' column.

| Sr.No. | Application ID | Tour | From Date | To Date | Travel Mode | Requested On | Status | Action |
|--------------------|----------------|------|-----------|---------|-------------|--------------|--------|--------|
| No data available. | | | | | | | | |



Step 2: Add all the Mandatory Fields Required and click on 'Submit'.

e-HRMS 2.0
Department of Personnel & Training

Tour Approval

Reporting Officer Email ID: [Text Field]
Reviewing Officer Email ID: [Text Field]
Tour approval authority Email ID: [Text Field]

Apply for Tour: [Select]

Apply Tour Programme

From Date & Time: [dd/mm/yyyy] [hh:mm] To Date & Time: [dd/mm/yyyy] [hh:mm]

Place: [Select or Add] Mode of Travel: [Select]

Purpose of Tour: [Text Field]

Note: Declaration given by you on date 28/10/2022

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I. Transfer and Posting

Request for Transfer: Go to 'Transfer and Posting' under 'Apply' button and submit request for desired one. All requests done by employee would appear below in grid with their status.

e-HRMS 2.0
Department of Personnel & Training

Transfer & Posting

Request for Transfer Mutual Transfer

Request for Transfer

Designation: [PRIVATE SECRETARY] Present Cadre: [EXPENDITURE] Present Sub Cadre: [ECONOMIC AFFAIRS]

Current Job: [21-10-2013] Pay level: [58600.00] State: [DELHI]

Cadre where transfer sought: [Select] Sub Cadres where transfer sought: [Select] Whether the transfer sought is outstation?: [Select]

Reason for Transfer request: [Text Field]

Submit

| S.No. | Application ID | Outstation | Reason | Status | Order Generated | Action |
|-------|----------------|------------|--------|--------|-----------------|--------|
|-------|----------------|------------|--------|--------|-----------------|--------|



1. **Request For Mutual Transfer:** Go to 'Mutual Transfer' tab under 'Transfer and Posting' and search by user id or email id and request for mutual transfer if available.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Transfer & Posting' menu is highlighted. The main area shows the 'Mutual Transfer' tab. A red box highlights the search fields for 'User ID' and 'Email ID', with a red arrow pointing to the 'Search' button. Below the search fields are three tables: 'SEND REQUEST' and 'RECEIVED REQUEST', both with columns for S.No., User ID, Name, Email, and Status. A note at the bottom states: 'Note: Declaration given by you on date 20/01/2023'. The footer includes the copyright notice: '© Copyright 2022 Department of Personnel and Training. All Right reserved'.

m. Voluntary Retirement

Step 1: Under the Apply tab, click Voluntary Retirement.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' menu is highlighted. The main area shows the 'VOLUNTARY RETIREMENT' section. A red box highlights the 'Apply' menu. The 'VOLUNTARY RETIREMENT' section has two dropdown menus: 'Rule under which VRS sought*' and 'Whether curtailment of Notice period is required*'. A 'Submit' button is visible. Below the form is the 'VOLUNTARY RETIREMENT LIST' table, which has columns for Sr., Resignation No., Requested On, Status, and Action. The table shows 10 entries.

Step 2: Select the required response from the drop down whether **FR 56(K)/Rule 43 of CSS** accordingly



e-HRMS 2.0
Department of Personnel & Training

VOLUNTARY RETIREMENT

Rule under which VRS sought*

Select

FR 56(X)

Rule 43 of CSS Pension Rules 2021

Select

Submit

VOLUNTARY RETIREMENT LIST

Show 10 entries

Search:

| Sr. | Resignation No | Requested On | Status | Action |
|-----|----------------|--------------|--------|--------|
|-----|----------------|--------------|--------|--------|

Step 3: All the required details need to be filled in.

e-HRMS 2.0
Department of Personnel & Training

VOLUNTARY RETIREMENT

Rule under which VRS sought*

Select

Whether curtailment of Notice period is required*

Yes

Requested date of relieving

dd-mm-yyyy

Reasons for seeking curtailment of notice period

Submit

VOLUNTARY RETIREMENT LIST

Show 10 entries

Search:

Step 4: Click Submit.



e-HRMS 2.0
Department of Personnel & Training

Dashboard

- As an Employee
- As a CCA/Admin

Apply

- Private Foreign Visit
- Transfer & Posting
- Rotation Transfer
- Leave
- Advances/Claims
- Loan/Advances
- Reimbursements
- Resignation/ Technical Resignation
- Voluntary Retirement**
- Post Retirement Services

VOLUNTARY RETIREMENT

Rule under which VRS sought*

Select

Whether curtailment of Notice period is required*

Yes

Reasons for seeking curtailment of notice period

Requested date of relieving

dd-mm-yyyy

Submit

VOLUNTARY RETIREMENT LIST

Showing 1 to 1 of 1 entries

Step 5: After submission, click on the icon to **View** and **Withdraw**.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

- As an Employee
- As a CCA/Admin

Apply

- Private Foreign Visit
- Transfer & Posting
- Rotation Transfer
- Leave
- Advances/Claims
- Loan/Advances
- Reimbursements
- Resignation/ Technical Resignation

VOLUNTARY RETIREMENT

Rule under which VRS sought*

Select

Whether curtailment of Notice period is required*

Select

Submit

VOLUNTARY RETIREMENT LIST

Show 10 entries

Search:

| Sr. | Resignation No | Requested On | Status | Action |
|-----|----------------|--------------|---------|--------|
| 1 | VRET-150833911 | 06-02-2023 | Pending | |

Showing 1 to 1 of 1 entries

Previous 1 Next



3. Submit

Property

- Lok Pal Returns

Step :1 Click “**submit**” section then on property on “**Fill Lok Pal Return**”

The screenshot shows the e-HRMS 2.0 interface. The left sidebar contains a menu with 'Dashboard' (checked and highlighted with a red box), 'Apply', 'Submit', 'Property', 'Lok Pal Returns' (selected), 'Initiation', 'IPR', and 'Disposal list'. The main content area is titled 'Lokpal Return'. It features a 'Show 10 entries' dropdown. Below this is a table with the following structure:

| S.No. | Property Return Year | PR Status |
|----------------------------|----------------------|-----------|
| No data available in table | | |

Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom of the sidebar, there is a link for 'Circulars/OMs/Orders'.

Step: 2 Then click on “Add” and fill all the required fields

Dashboard

Apply

Submit

Circulars/OMs/Orders

Raise Issue


Add New Lokpal PR Details

Property Return Year

Type of Property

+ Add

Step 3: Fill all the required details and click on “Add” Button


e-HRMS 2.0
 Department of Personnel & Training

Dashboard

Apply

Submit

Circulars/OMs/Orders

Raise Issue

Add New Lokpal Return Details

Add Property Details

| | | |
|-----------------------------------|---------------------------------------|---|
| IPR Year* | Type of Property* | Purchase Date |
| <input type="text" value="2023"/> | <input type="text" value="Select"/> | <input type="text" value="dd-mm-yyyy"/> |
| Area of Property* | Construction/Acquirement Cost(Rs.)* ⓘ | Present Property (Approx.) ⓘ |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Property Ownership* | Extent of Interest/Share(%) ⓘ | |
| <input type="text"/> | <input type="text"/> | |



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Department of Personnel & Training

How Acquired

Mode of Acquiring*
Purchase

Name of person/org. from whom acquired*

Address of person from whom acquired*

Remarks*

Details of Public Servant, his/her spouse and dependent children

| Relationship with Govt. Servant | Name | Position Held | Return Filled | Action |
|---------------------------------|------|---------------|---------------|-------------------|
| Select | | | Select | + |

[Add](#) [Cancel](#)

Note: Declaration given by you on date 19/10/2022

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• Intimation

Step 1: Under Submit tab, click on Property Tab then on “Intimation” then on “add intimation”.

e-HRMS 2.0
Department of Personnel & Training

Intimation

Show 10 entries

| S.No. | Name | Property Type | Cost of Construction(Rs.) |
|----------------------------|------|---------------|---------------------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Step 2: Fill all the details required and “Submit”



Dashboard

Apply

Submit

Property

Lok Pal Returns

Intimation

IPR

Disposal list

Circulars/OMs/Orders

Select

dd-mm-yyyy

Construction/Acquirement Cost(Rs.)

Property Ownership

Select

Source of acquisition

| Source | Amount (in Rs) |
|----------------------------|----------------|
| Self savings | |
| Bank loan | |
| Gift / Any other (specify) | |

Step 3: Once submitted can also be Edited.



Dashboard

Apply

Submit

Property

Lok Pal Returns

Intimation

IPR

Disposal list

Circulars/OMs/Orders

Intimation

Show 10 entries

| S.No. | Name | Property Type | Cost of Construction(Rs.) |
|-------|--------|---------------|---------------------------|
| 1 | vinita | OTHERS | 1000 |

Showing 1 to 1 of 1 entries

• IPR

Step 1: Under Submit tab, click on Property Tab then on IPR



☒ Dashboard

Apply

Submit

Property

Lok Pal Returns

Initiation

IPR

Disposal list

Circulars/OMs/Orders

IPR Details (File your IPR before or on 31st Jan 2023)

Show 10 entries

| S.No. | IPR Year | Submission Date |
|-------|----------|-----------------|
| 1 | 2022 | 18-01-2023 |
| 2 | 2021 | 10-01-2022 |
| 3 | 2020 | 12-01-2021 |
| 4 | 2019 | 03-01-2020 |
| 5 | 2018 | 19-01-2019 |

Step 2: Click on Add IPR.



☒ Dashboard

As an Employee

As a CCA/ADMIN

Apply

Submit

Property

Initiation

IPR

Lok Pal Returns

Disposal list

Circulars/OMs/Orders

IPR Details (File your IPR before or on 31st Jan 2023)

Show 10 entries

Search:

| S.No. | IPR Year | Submission Date | Action |
|----------------------------|----------|-----------------|--------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Previous Next

[File Your IPR](#)



Step 3: Click on Add IPR again

The screenshot shows the 'Add/Update IPR Details' page in the e-HRMS 2.0 system. The page title is 'Add/Update IPR Details (13th year IPR before or on 30th Jun 2023)'. Below the title, there is a section 'Added New IPR' with a table. The table has four columns: 'IPR Year', 'Type of Property', 'Area of Property', and 'Action'. The 'Add' button is highlighted with a red box. The footer of the page contains the text 'Note: Declaration given by you on date 13/01/2023' and '© Copyright 2022 Department of Personnel and Training, All Right reserve'.

Step 4: Fill all the required details need to be filled in and Click on **Submit**.

The screenshot shows the 'Add/Update IPR Details' page in the e-HRMS 2.0 system. A modal form titled 'Add New IPR Details' is open. The modal has a section 'Add Property Details' with two input fields: 'IPR Year*' and 'Type of Property*'. The 'IPR Year*' field contains the value '2022' and the 'Type of Property*' field contains the value 'NS'. At the bottom right of the modal, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red box. The background of the page is dimmed. The footer of the page contains the text 'Note: Declaration given by you on date 13/01/2023' and '© Copyright 2022 Department of Personnel and Training, All Right reserve'.



Step 5: Once submitted can be seen on the Dashboard, also can be Edited.

e-HRMS 2.0
Department of Personnel & Training

Dashboard
Apply
Submit
Property
Information
IPR
Link For Return
Grievance
Circulars/DMs/Orders

Add/Update IPR Details (113a year IPR before or on 31st Jan 2023)

Added New IPR

| IPR Year | Type of Property | Area of Property | Action |
|----------|------------------|------------------|--------|
| 2022 | Not | | |

Add **Previous** **Final Submit**

Note: Declaration given by you on date 13/01/2023

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- Disposal List

Step 1: Under the Submit tab, click on the Property Tab, then on Disposal List, and then click on Add Disposal.



Dashboard

Apply

Submit

Property

Lok Pal Returns

Intimation

IPR

Disposal list

Circulars/OMs/Orders

Acquiring Property/Disposal of Property

Show 10 entries

| S.No. | Type of property | Property Address | Party from whom acquired |
|----------------------------|------------------|------------------|--------------------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Step 2: Add the Required fields and click on **Submit** to add the details and **cancel** to not add the details.

Dashboard

Apply

Submit

Circulars/OMs/Orders

Raise Issue

Acquiring Property/Disposal of Property

Type of Property

Select

Property Address

Party from whom acquired

Type of disposal of property

Select

Cost of Sale(In INR.)

Name of Party to whom property is Sale

4. Circulars/Oms/Orders



Step 1: Go to 'Circulars/Oms/Orders' click to view details. One can print the details by clicking the Eye and Pdf Figure Tab.

e-HRMS 2.0
Department of Personnel & Training

Dashboard ^

Apply v

Submit v

Circulars/Oms/Orders

? Raise Issue

Circulars/Oms/Orders

Show 10 entries

| S.No. ^ | Service ^ | Subject ^ | Reference No ^ | Reference |
|---------|-----------------------------------|--|-------------------|------------|
| 1 | | Transfer of Shri AJay Kumar from Civil Aviation to Consumer Affairs | Tesr123 | 06/06/2023 |
| 2 | Central Secretariat Service (CSS) | Level 'D' Training programme at ISTM for SOs from 24.04.2023 to 02.06.2023 (115th Batch) | 8/3/2023-CS-I (T) | 02/06/2023 |

5. Raise Issue/Create Ticket

Step 1: Go to 'Raise Issue'/'Create Ticket' add all the details and click on "Submit" to raise the issue.



Dashboard

Apply

Submit

Circulars/OMs/Orders

Raise Issue

Raise Issue

Name

SHRI RATNESH KUMAR GUPTA

Email

ratnesh.kg@nic.in

Topic

— Select a Help Topic —

Attachment

Choose File

No file chosen

Subject

Message

Submit