No. AN/IV/4456/EHRMS   **Dated : 23/01/2025**

Important Circular

To

All PCDA/CDA/PIFA/IFA

Subject: **Implementation of e-HRMS 2.0 in the Defence Accounts Department.**

This is with regard to implementation of e-HRMS and in continuation of HQrs Office Circular of even No Dated 03.01.2025 and 09.01.2025.

2.   In this connection, it is intimated that Defence Account Department is moving ahead for complete rolling out of e-HRMS right from Hqrs office and down upto the field offices and also utilizing the available tools in e-HRMS portal for moving towards e-Governance and paperless functioning.

3.   Further, it is to inform that the Hqrs office has successfully implemented leave module of e-HRMS 2.0 w.e.f 01/01/2025, which is functioning smoothly in Hqrs office in paperless manner. In addition, full data and profile of Officers and staff of Hqrs office has been onboarded in e-HRMS 2.0 portal. It is also heartening to note that with all the efforts of PCDA/CDA offices, more than 15000 Officers and staff have been fully on boarded on the portal of e-HRMS 2.0.

4.   Moving forward towards full roll out of the e-HRMS 2.0, the Competent Authority has decided to take forward e-HRMS portal as per the following:-

(i) **All field offices will fully onboard all the Officers and staff on e-HRMS portal by 31/01/2025**. It has been desired by the Competent Authority that PCDA/CDA will personally monitor the progress and confirm the same by 31/01/2025 to AN-IV section of CGDA office at email **an4-pay.cgda@nic.in** for perusal of the CGDA.

(ii) **Implementation of leave module of e-HRMS 2.0 -** It has also been decided by the Competent Authority to implement the leave module e-HRMS 2.0 portal across DAD formation to be active latest by 01.02.2025. SOP regarding leave module is enclosed as **Annexure 'A'**.

5.   All Field Controllers may personally take note of the above and monitor the progress.

6.   Compliance report on the above two agenda mentioned in Para 4 above has to be sent for perusal of CGDA by **01.02.2025** without fail at email **an4-pay.cgda@nic.in**.
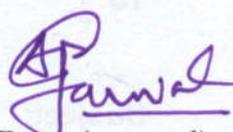
(Rozy Agarwal)
Sr. Jt. CGDA (AN)

Copy To :-

1.	SPS to CGDA	For Kind Information
2.	SPS/PS/Steno to Spl CGDA	For Kind Information
3.	SPS/PS/Steno to Addl CGDA (RKA), Addl CGDA (VS), Addl CGDA (AND)	For Kind Information
3.	Dy. CGDA (AN)	For Similar Action
4.	IT & S Section (local)	For information with request to upload on CGDA WAN
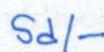
Sd/-
(Geetika Singh Battu)
Dy. CGDA (AN)

SOP for Leave Module of e-HRMS 2.0

Leave

Types of leaves available on eHRMS

There are different leave types available on the eHRMS portal, as listed below:
- Casual Leave
- Child adoption Leave
- Commuted Leave
- Compensatory Leave
- Earned Leave
- Extraordinary Leave
- Half pay Leave
- Leave not due
- Maternity Leave
- Restricted Leave
- Special casual Leave
- Study Leave
- Station Leave

Prerequisites for using leave services on e-HRMS 2.0

A. Ensuring Profile Completion
The entire profile of each and every employee must be complete.

B. Assigning Reporting and Reviewing Officers
Each employee must be assigned a reporting and a reviewing officer.

Update > Employee List > Select Employee Name > Action > Update Email > Update Reporting Reviewing > Fill Details > Submit

Employees can also update their reporting and reviewing officer (details available in the user manual for employees).

Ensuring Correct Leave Balances

The Nodal Officer should ensure that the leave balance for all types of leave for all employees is accurate and up-to-date. If any discrepancies are found, the Nodal Officer can rectify them using the following process:

Dashboard > Employee Details > Filter Search > Select the employee > Action > Update/Email > Update Leave Balance > Choose Credit/Debit > Enter Leave Amount > Put Remarks > Click on Update

Manage holiday calendar

Note: The Nodal Officer can create multiple calendars, but only one calendar can be assigned to an employee at a time. If a new calendar is assigned, the previous one needs to be removed.
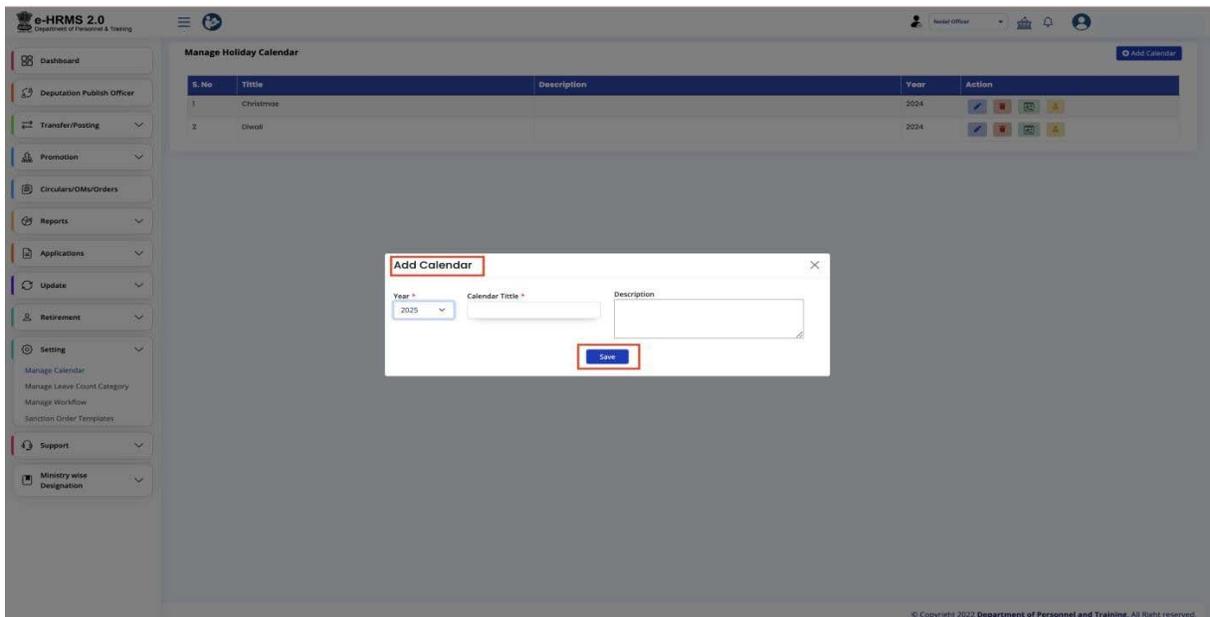
The first option allows the Nodal Officer to edit the existing calendar, enabling changes to the year, title, and description. Additionally, they can create a new calendar by selecting the "Add Calendar" option located in the top right corner.
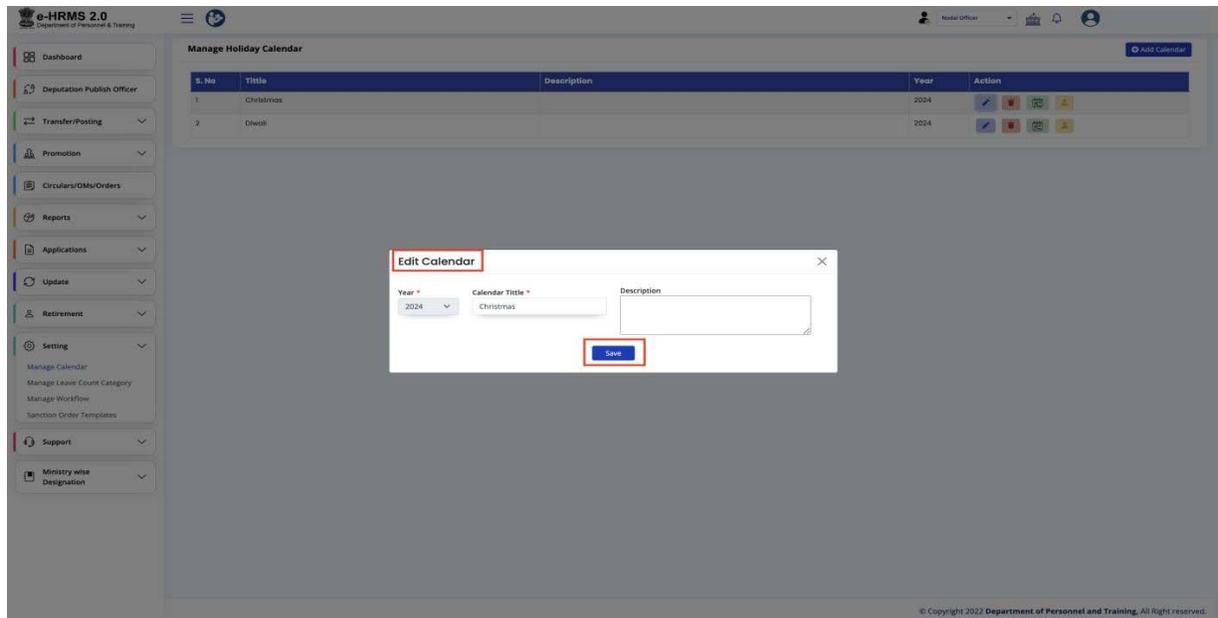
Setting > Manage Calendar

The "Add Calendar" option in the top right allows the Nodal Officer to add a new calendar as needed. Further, the first option next to the selected calendar name enables them to edit the existing calendar.

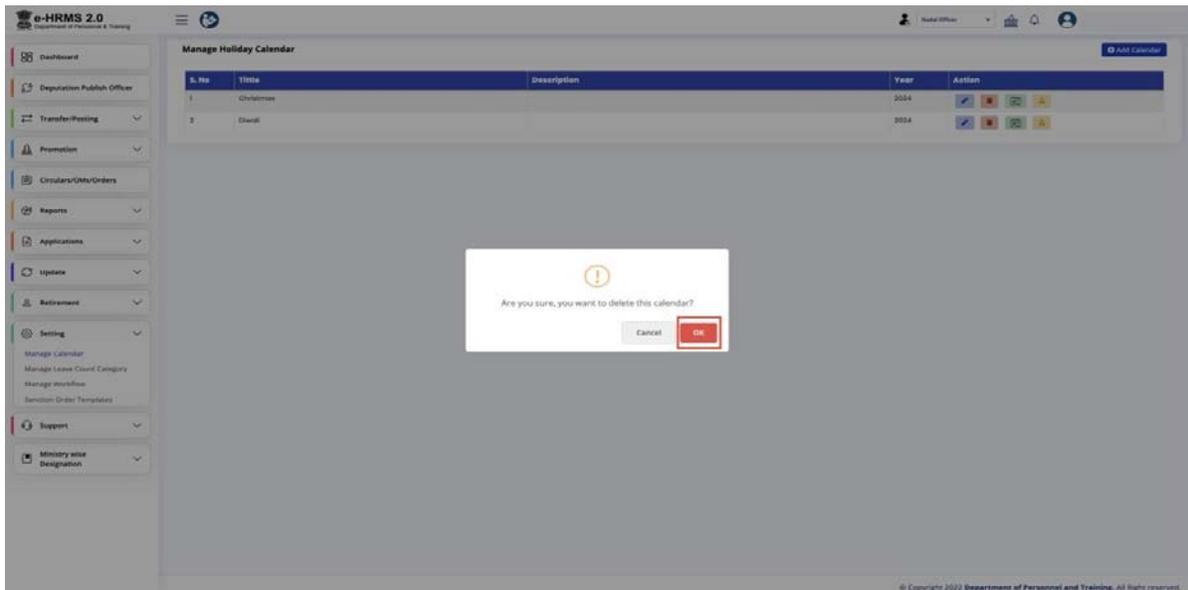A new calendar can be added as shown below-

The existing calendar can be edited as demonstrated below-

The second option allows the Nodal Officer to delete an existing calendar if they wish to remove a specific holiday calendar.

The third option enables the Nodal Officer to manage the holiday list, allowing them to add GH/RH and manage working days.

The Nodal Officer can add GH/RH by entering details such as Holiday Name, Holiday Type, and Date.

After entering all the required details, click on "Save."

The Nodal Officer can also manage the working days for all the employees.
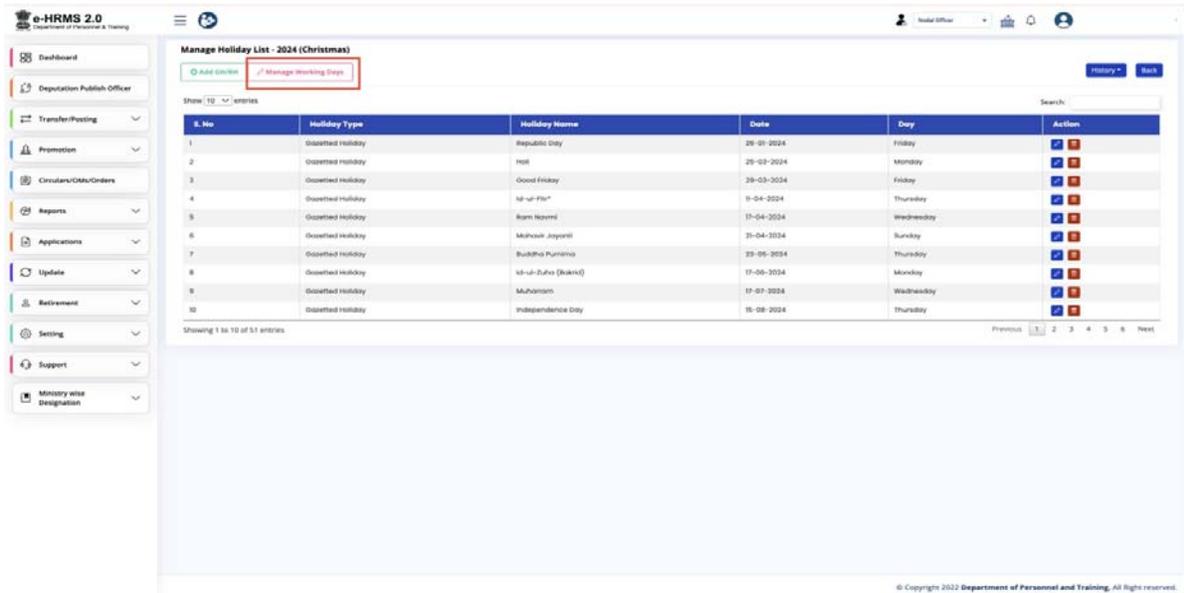
The Nodal Officer can designate specific days for weekly off and mark the days that are counted as working days.
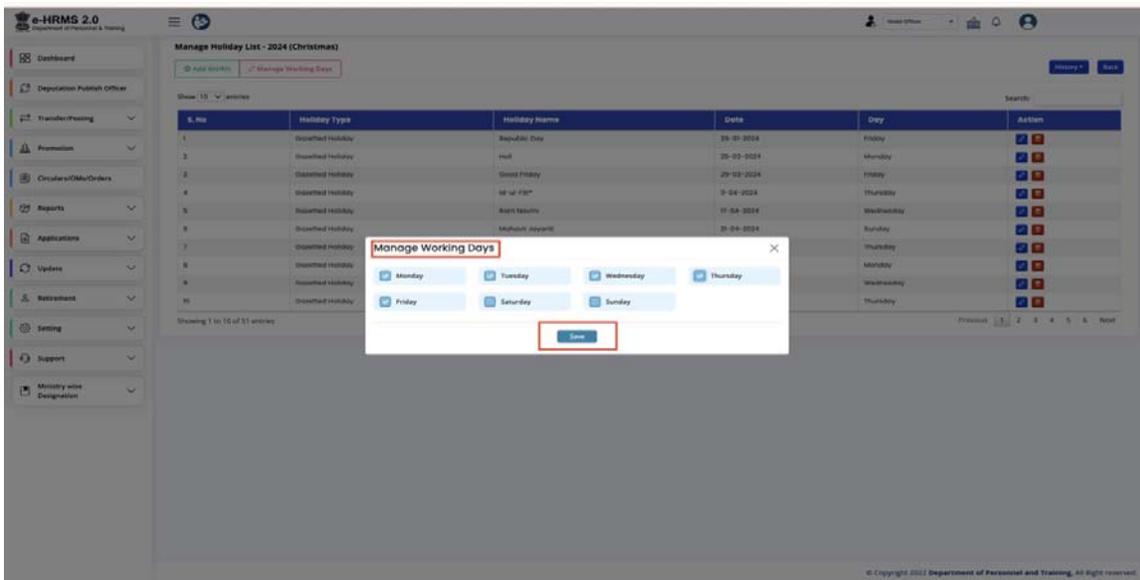
The fourth option enables them to assign employees to the specific calendar type they have created as a Nodal Officer.

The Nodal Officer can check off the employees they wish to add to that particular calendar. Once done, those employees will see only that calendar in their holiday list.
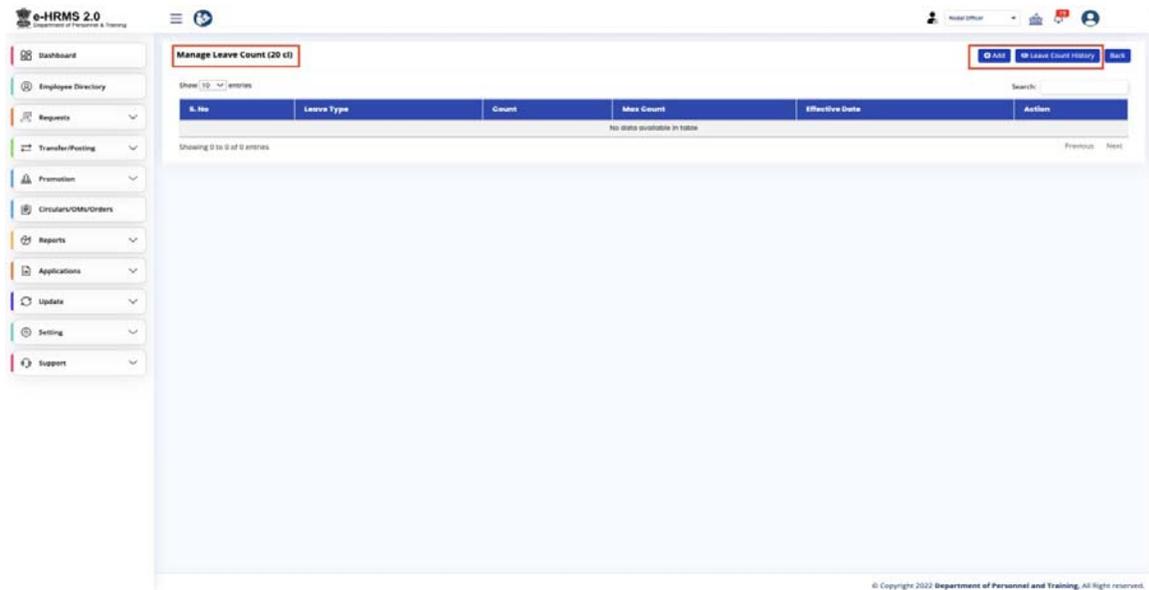
Manage leave count category

The Nodal Officer can also manage the leave count category by going to Settings >
Manage Leave Count Category.

After clicking on the third option next to the selected title, the Nodal Officer can add new leave type details and view the leave count history.

The leave type details whether it's CL, EL or HPL can be filled as shown below-
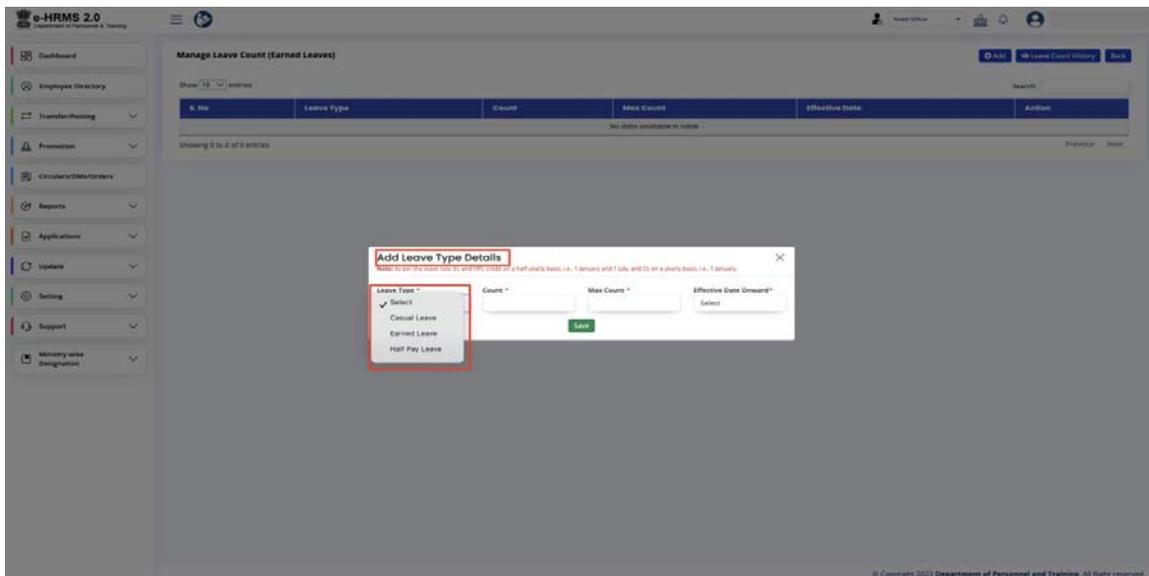
Approving certain type of leaves by nodal officer
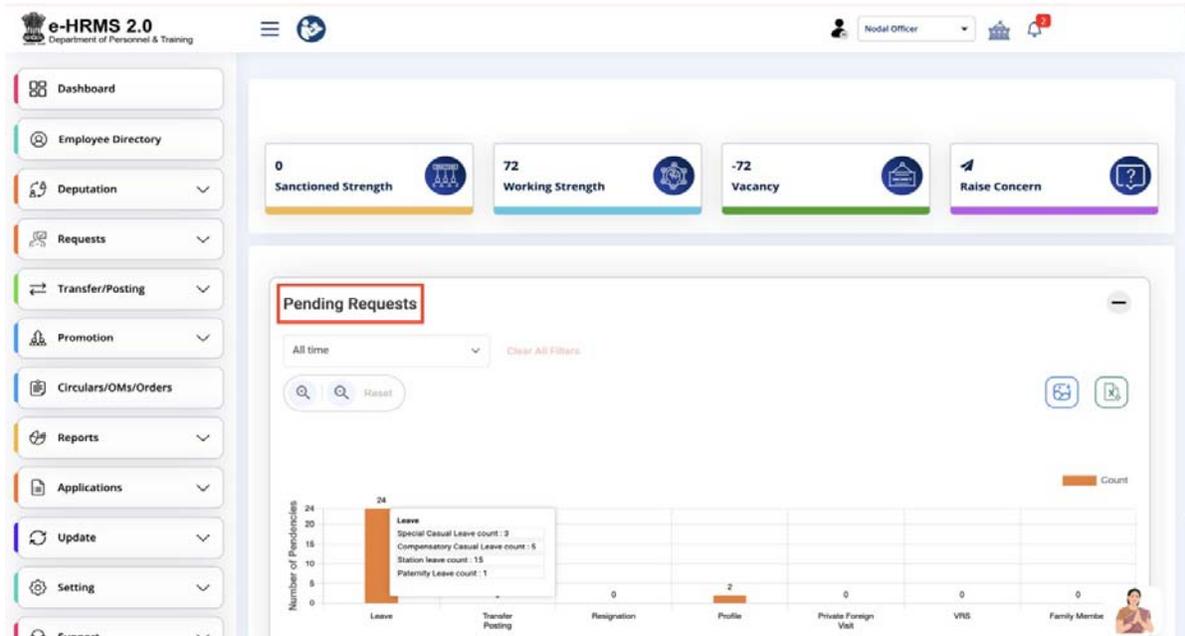
For certain types of leave, approval is sent to the Nodal Officer, who can approve them by accessing the Pending Leaves tab/Leave List.
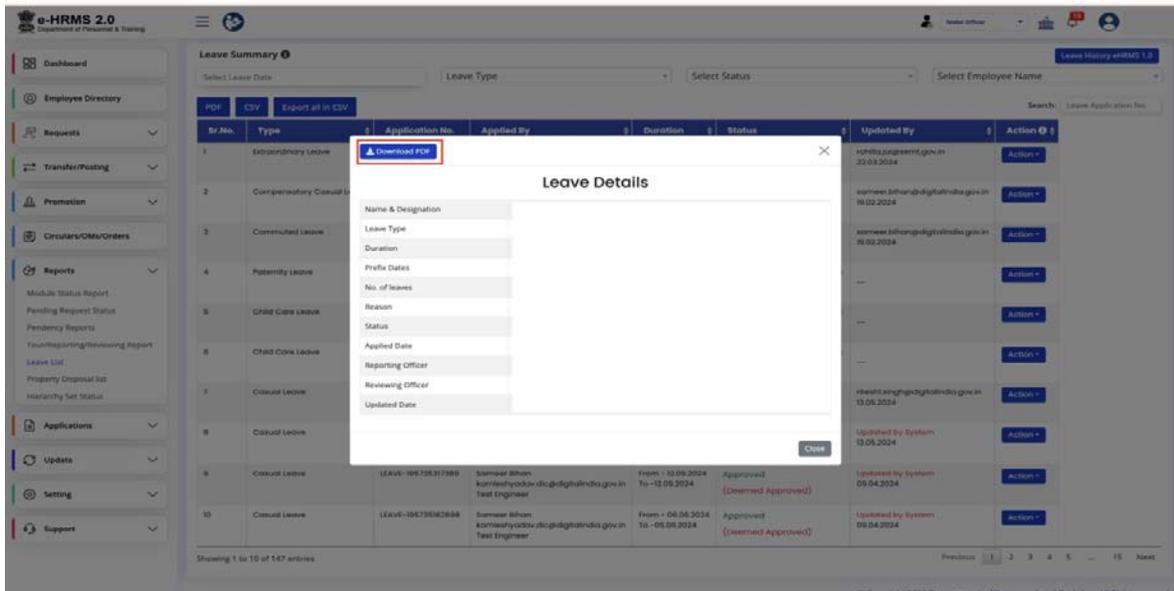
The Nodal Officer can view all pending leave approvals by clicking on Dashboard > Pendencies, as shown below.
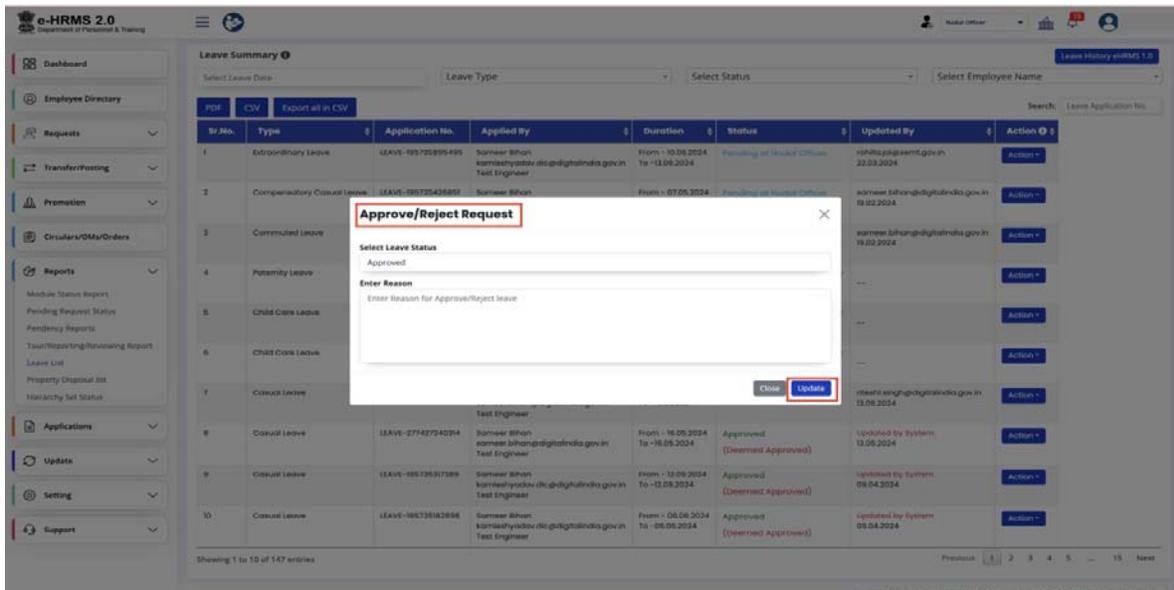

By clicking on the bar shown above, the Nodal Officer will be able to take further actions.

The complete leave details will be displayed as follows, and the Nodal Officer can also download a PDF of these details.

The Nodal Officer can approve/reject the request stating the reason for the same and then click on "Update".

To view the leave summary, the Nodal Officer can download the details in excel format. The details will be displayed as shown below:
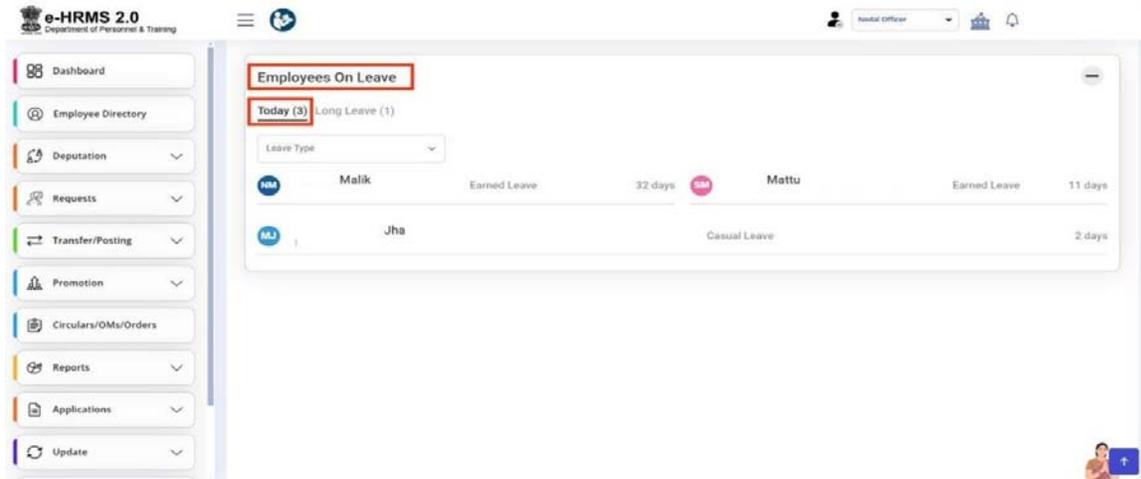
To view employees that are on leave

Through "Leave Metrics", the Nodal Officer can view the list of employees on leave "Today" and those on "Long Leave"

Dashboard > Leave Metrics
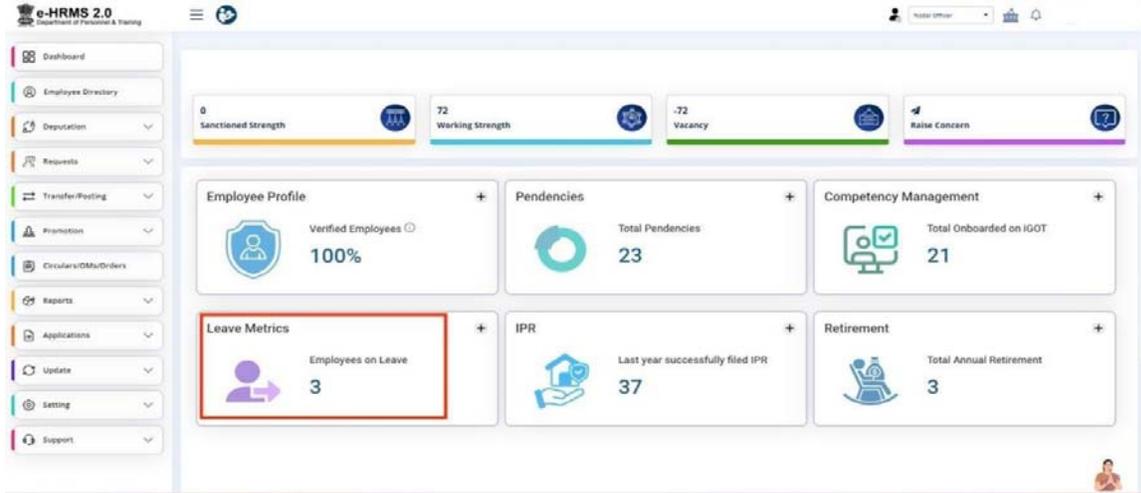
All details related to an employee on leave, including the type of leave and the number of days of leave taken, will be displayed as follows-

How to apply Leave

(i) Login through e-Parichay using email id (gov/nic only) and its password

(ii) Go to tab "employee services "

(iii) Click on "leave" under employee services tab

(iv) Then click on apply leave to enter the required details

(v) If officials want to add more than one spell, the same can be added.

(vi) Click on "submit application". If more than one application has been added by the official, all the application will be submitted together.

(vii) On clicking the 'submit' button, the leave application will be submitted to the Reporting officer for further action (Approval or Forward to Reviewing Officer).

Approval of leave by Reporting and Reviewing Officer

(i) Login through e-Parichay using email id (gov/nic only) and its password.

(ii) Select role as Reporting or Reviewing (as the case may be)

(iii) All the requests submitted by subordinates will reflect on the dashboard.

(iv) Click on action button and approve /reject /forward the leave application. As reviewing officer, the officer can only approve or reject the application.