No. A-50013/261/2021 -Admn
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Department of Water Resources, River Development & Ganga Rejuvenation
(प्रशासन अनुभाग/Administration Section)
***

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 29th October, 2026

CIRCULAR

Subject: Mandatory updation of e-HRMS profile in respect of all the officials of this Department – reg.

The undersigned is directed to state that this Department is in the process of onboarding various modules of e-HRMS 2.0, viz. Reimbursement of Newspaper Claims/Telephone Bills/Briefcase, Passport Intimation/NOC/Identity Certificate, LTC and Leave Encashment/Advance, Ex-India Leave and Children Education Allowance (CEA).

2. In view of the above, all the requests, applications and claims pertaining to the aforesaid services will be processed through e-HRMS 2.0. Accordingly, all officials of this Department are hereby directed to ensure that their e-HRMS 2.0 user profiles are duly updated and all requisite details are correctly entered, verified and complete in all respects. The details to be updated, wherever applicable, shall include the following:

i. **Personal particulars:** Name, date of birth, gender, mobile number, email ID, residential address and other relevant personal details.

ii. **Service particulars:** Date of joining the Government service, date of joining the present Department, designation, cadre/service, present place of posting, date of appointment to the present post and other relevant service details.

iii. **Pay and salary details:** Pay Level, Grade Pay (where applicable), Basic Pay, Pay Matrix Level, date of effect of the present pay level and other relevant pay-related particulars.

iv. **Educational qualifications:** Details of educational qualifications, including the highest qualification attained and other relevant academic particulars.

v. **Family and dependent details:** Details of spouse, children and other eligible family members/dependants, as applicable, particularly for availing LTC and Children Education Allowance.

vi. **Identity and other supporting details:** PAN, Aadhaar or other identification particulars, wherever required under the applicable rules and

instructions, along with other requisite information/documents prescribed in the e-HRMS 2.0 portal.

vii. **Other relevant information:** Any additional service-related particulars, declarations, supporting documents or information required to enable the smooth processing of applications and claims through the aforesaid modules.

3. All officials are advised to carefully verify the accuracy of the information entered in their profiles and ensure that the details are consistent with their service records and other official documents. Any discrepancy or missing information should be rectified at the earliest, in consultation with the concerned Establishment/Administration Section, wherever necessary.

4. All officials shall be personally responsible for ensuring the correctness, completeness and authenticity of the information furnished and documents uploaded in their e-HRMS 2.0 profiles. Any incorrect, incomplete or misleading information furnished by an official, resulting in issuance of an incorrect order, inadmissible reimbursement or any other irregular benefit, shall be the sole responsibility of the concerned official and shall be liable for the consequences thereof as per the applicable rules and instructions. Therefore, all officials are directed to exercise due care while updating their profiles and complete the updation latest by **5 November, 2026**, without fail.

5. All concerned Sections/Units are requested to bring the contents of this Circular to the notice of the officials working under their administrative control and ensure timely compliance.

Digitally signed by
SAKET SOURAV
Date: 29-10-2026
12:10:03

(Saket Sourav)
Under Secretary to the Government of India
Tel. No. 23738126
Email: - usadmn-mowr@nic.in

To

1. Wing Head/Division Head
2. All Sections of DoWR, RD & GR.
3. All the officials of DoWR, RD & GR through Intranet.