

No. A-50013/261/2021-Admn.
Government of India
Ministry of Jal Shakti
Department of Water Resources,
River Development & Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, 7th November, 2023

OFFICE MEMORANDUM

Subject: Onboarding and validating profiles of employees on e-HRMS 2.0.

The undersigned is directed to refer to DO letter dated 02.11.2023 of Secretary, DoPT on the above mentioned subject. It is stated that various services such as Deputation, Training, Vigilance, APAR /IPR and other pay related issues and common services can be availed in an easy, transparent and paperless manner by the employees on e-HRMS 2.0 but validation of service profile of every employee is a pre-requisite for delivery of these services.

2. Therefore, it is requested to expedite onboarding and validating of employee profiles (updated by employee) on e-HRMS 2.0 by Nodal Officer.

Encl.: As Above



(Raju)

Under Secretary to the Govt. of India
Tele: 011-23738126
Email:-usadmn-mowr@nic.in

To

1. All the Nodal Officers of Organisations for e-HRMS 2.0 as per list attached.
2. All Officers/Officials of the Department of Water Resources RD & GR

List of Services enabled for Employees on e-HRMS 2.0

- i. Deputation: Deputation notices can be readily seen and the application process also can be completed at the individual level for further selection. VR/Resignation can also be accessed by the employees.
 - ii. Training: Training module is complete and is linked with IGOT. The employee can use the facility for applying for trainings and automatically the profile gets updated accordingly after the completions of training.
 - iii. Vigilance: Vigilance clearance can be seen and updated on the portal and the status of disciplinary matters are also mapped for updating.
 - iv. APAR /IPR: This module is completely functional and very easy to access and is also linked to promotions/deputations etc. which enables timely action. IPRs can be updated and seen easily and this module is also linked to Vigilance requirement for various service matters.
 - v. Leave, Tour, LTC & EL encashment: These services are simplified and the portal runs smoothly.
 - vi. Advances/Withdrawal: Advance/withdrawal services such as GPF, Computer, HBA etc. can be easily applied and processed.
 - vii. Allowances/Reimbursements: Services such as CEA, Telephone, Medical and other claims are easily settled.
 - viii. Others: VRS, Resignation, GPF and other common services are made smooth and easy.
2. The pre-requisite for availing the services at e-HRMS 2.0 is that the employee profile needs to be updated (by employee) and approved (by Nodal Officer) and the same can be done by visiting **MY Profile**.
3. For smooth and easy facilitation the support for users is available on e-HRMS 2.0 through Video Tech Support which instantly resolves the issues. User can also raise a ticket for addressing the issues. **Dedicated help desk is available to facilitate on-boarding and may be contacted on support.ehrmsdopt@gov.in.**
