

A-43011/02/2019-Admn.I
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi – 110 001
December 27, 2019

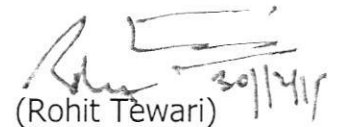
CIRCULAR

Subject: Filling up of employee details in e-HRMS Portal – reg.

The undersigned is directed to refer to the subject cited above and to say that this Department is in process of implementing e-HRMS with a view to preserve employees' most useful information currently available in their manual service book record to electronic form, as per directions issued by the Department of Personnel and Training. It has been indicated by the DOP&T that all functions in respect of officials, whose entire data is not transferred to the online portal of e-HRMS, would be stopped automatically after 31st March 2020, including Leave, LTC, GPF, Salary, etc. The target to complete this time bound exercise is 15th January 2020. The information which is required to be furnished for uploading online in e-HRMS is being provided to all officials on their e-mail addresses. The same can be obtained from Admn.I Section also.

2. In order to achieve the aforesaid target in time, the details of every employee needs to be filled on online portal of e-HRMS. Since, the data is quite exhaustive and the same is required to be authenticated by the individual concerned, the presence of officials is necessary while filling up of data online. The information which is required to be furnished for uploading online in e-HRMS is being provided to all officials on their e-mail address. The same can be obtained from Admn.I Section also.

3. All the officers/employees below the rank of Joint Secretary are, therefore, requested to present themselves in Admn.I Section for filling up of details on e-HRMS portal as and when they are requested for by Admn.I Section. As the whole process takes around 2 hours for one employee, the officials may, alternatively, make note of date and time of their availability in Admn.I Section at least two days in advance.


(Rohit Tewari)

Under Secretary to the Govt. of India
Tele:23382779

To

1. All Sections/Units/Officials in D/o AHD.
2. All Branch Officers of the level of Under Secretary.

Copy to:

1. Sr. PPS to Secretary, AHD
2. PPS to SS&FA, D/o AHD
3. PPSs/PSs to AHC and all Divisional Heads (JSs), D/o AHD

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