



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.



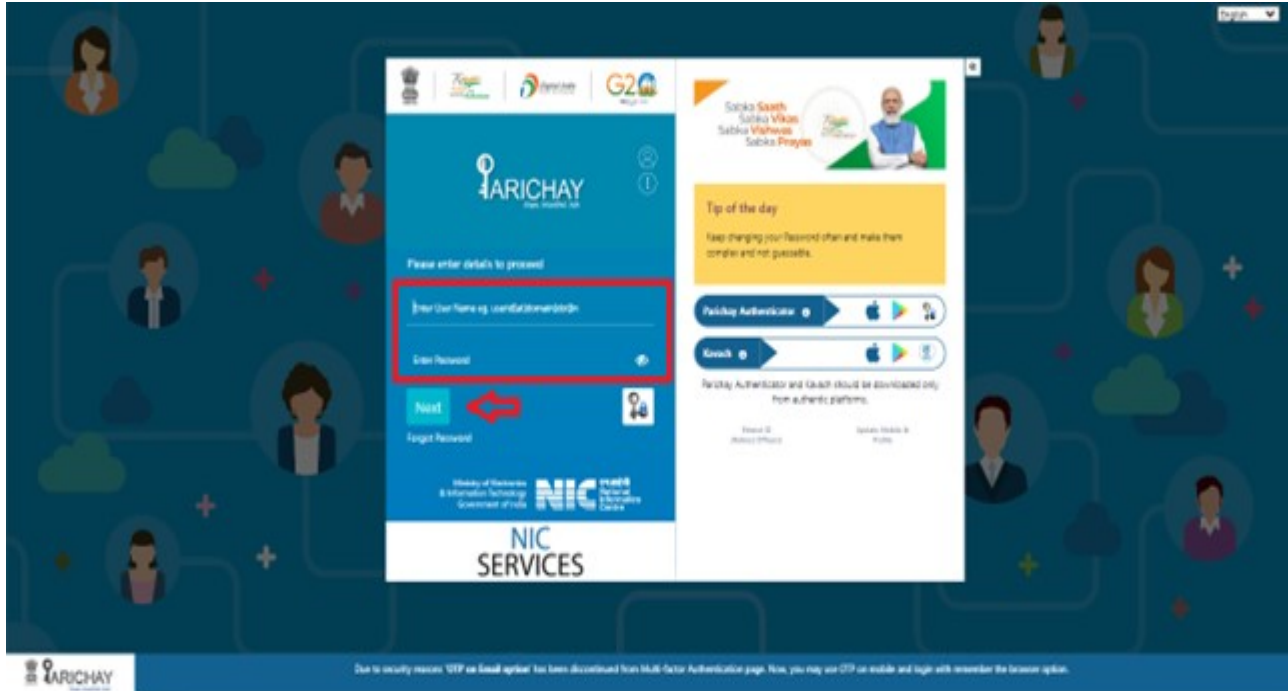
सत्यमेव जयते

The image shows a composite of two parts. On the left is a screenshot of the e-HRMS 2.0 login page. At the top left, it features the Government of India emblem and the text 'e-HRMS 2.0 Department of Personnel & Training'. Below this, the heading 'ABOUT E-HRMS 2.0' is displayed. A yellow rectangular box highlights the text: 'e-HRMS 2.0 is an online portal to provide end to end HR services to the Government employees'. At the bottom of the screenshot, there are two login options: 'Login With' (with a QR code icon) and 'Login as' (with a 'Subnodal' label). On the right is a graphic with a large white number '4' on a dark background. To its right, there is a quote in Hindi: 'आज अगर केंद्र सरकार के विभागों में इतनी तत्परता इतनी efficiency आई है इसके पीछे 7 - 8 साल की कड़ी मेहनत है,'. In the top right corner of the graphic, there is a logo with 'G2' and the motto 'सत्यमेव जयते'.

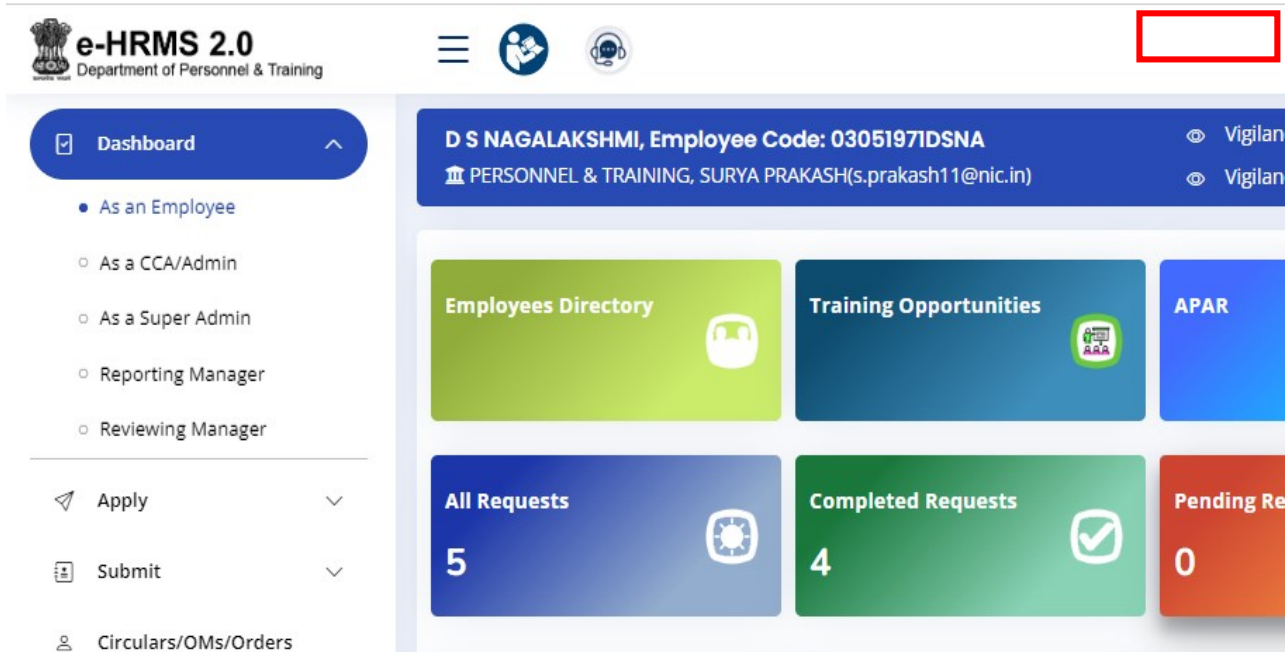
Step 3: Login through e-Parichay email id.



सत्यमेव जयते



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





सत्यमेव जयते

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

The screenshot shows the e-HRMS 2.0 dashboard for user D S NAGALAKSHMI. The user's profile completion status is 100%. The 'My Profile' option is highlighted in a red box in the top right navigation menu. The dashboard includes a sidebar with options like 'As an Employee', 'Apply', 'Submit', and 'Compulsory Retirement'. The main content area shows various request statistics: All Requests (5), Completed Requests (4), Pending Requests (0), and Rejected Requests (1). Below this is a table for Pending Requests, which is currently empty.

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 profile completion form for user RATNESH KUMAR GUPTA. The profile is 100% complete. The form includes sections for Employee Details, Basic Details, Address, Experience, Training, and Qualifications. The 'Employee Details' section is currently active and shows the following information:

- First Name: SHRI (dropdown), RATNESH
- Middle: KUMAR
- Last: GUPTA
- Employee Code: 28121977RATN1
- Date of Birth: 28/12/1977
- Mode of Recruitment: SQ (dropdown)
- Gender: Male (dropdown)
- Rank: (empty field)

A 'Next' button is visible at the bottom right of the form. A note at the bottom states: 'Note: Declaration given by you on date 19/10/2022'. Copyright 2022 Department of Personnel and Training, All Right reserved.



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

The screenshot displays the e-HRMS 2.0 interface for the Department of Personnel & Training. The user profile at the top right shows the name 'D S NAGALAKSHMI' and Employee Code '03051971DSNA'. A red box highlights the 'Vigilance' icon in the profile area. 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', and 'Circulars/OMs/Orders'. The main content area features several cards: 'Employees Directory', 'Training Opportunities', 'APAR', 'All Requests' (5), 'Completed Requests' (4), and 'Pending Requests' (0).

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



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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	Thu
28	29	30	31	1
		RTP for UNDER SECRE		
		RTP for UNDER SECRE		
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.



सत्यमेव जयते



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

Vigilan

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

Vigilan

Employees Directory



Training Opportunities



APAR

All Requests

5



Completed Requests

4



Pending Re

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

Vigilan

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

Vigilan

Employees Directory



Training Opportunities



APAR

All Requests

5



Completed Requests

4



Pending Re

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.

Preference Mandatory Training Other Training

Preference

Select from list of domain and give your preference

Select

- People First / Citizen Centricity
- Accident and Incident Response Management
- Account Management
- Accountability
- Accreditation Structure Management
- Adherence to Vigilance Guidelines

Preference Mandatory Training Other Training

Mandatory Training

You have already completed mandatory training. You will be informed according to your eligibility for next training.



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Preference Mandatory Training **Other Training**

Other Training

Show 10 entries Search:

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

PERSONNEL & TRAINING, SURYA PRAKASHI(s.prakashin@nic.in)

Employees Directory

Training Opportunities

APAR

All Requests 5

Completed Requests 4

Pending Requests 0

2. Apply



सत्यमेव जयते

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.

e-HRMS 2.0
Department of Personnel & Training

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

Computer Advance

Name* DDPF_Team_Dom_Inactive_Vijai KUMAR BHATIA Designation* SECTION OFFICER Date of Birth* 22-05-1965 Pay Level* --Select--

Basic Pay* Date of joining Government service 25-04-1983 Present Cadre* NA Present Sub Cadre* NA

Anticipated cost of Computer (₹)* Enter Anticipated cost of Computer(₹) Amount required as Advance (₹)* Enter Amount required as Advance (₹)

Number of instalments in which advance is desired to be repaid* Enter Number of instalments Whether advance for similar purpose obtained earlier* --Select--

I Certify that the information provided above is correct to the best of my knowledge and I have not purchased the PC/laptop/ pad 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.

The screenshot shows the e-HRMS 2.0 interface. The left sidebar has a menu with 'Apply' expanded, and 'GPF Advance/Withdrawal' is selected. The main content area is titled 'GPF Advance/GPF Withdrawal' and contains a table with columns: Sr. No., Type of Application, Main Reason, Sub Reason, Amount required, Number of Installments in which advance is decided to be repaid, Date, Status, and Action. A red box highlights the 'Apply GPF Advance/Withdrawal' button in the top right corner. The bottom of the page has a note: 'Note: Declaration given by you on date 25/11/2022' and a copyright notice: '© Copyright 2022 Department of Personnel and Training. All Right reserved'.

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

The screenshot shows the e-HRMS 2.0 interface with the 'GPF Advance/GPF Withdrawal' application form. The form fields are highlighted with a red box. The fields are: Name* (A SUNANDA BHARGAVI), 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), and GPF Balance* (0). A red box highlights the 'Submit' button in the bottom right corner. The bottom of the page has a note: 'Note: Declaration given by you on date 26/01/2023' and a copyright notice: '© Copyright 2022 Department of Personnel and Training. All Right reserved'.



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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 for GPF Advance/Withdrawal. The left sidebar has a menu with 'Apply' highlighted in a red box. Under 'Apply', 'GPF Advance/Withdrawal' is selected. 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-- (highlighted in a red box)
- Amount required (₹)*: [Empty field]

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 for House Building Advance (HBA). The left sidebar has a menu with 'Apply' highlighted in a red box. Under 'Apply', 'GPF Advance/Withdrawal' is selected, and 'HBA' is highlighted in a red box. The main form contains the following fields:

- House Building Advance: [Form title]
- Print: [Print icon]
- Apply House Building Advance: [Apply button, highlighted in a red box]
- Search: [Search input field]
- 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.



सत्यमेव जयते



- 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
Location with address	Plinth area (in sq mtrs)	Present fair marke

Relevant construction plan approved by Municipal Authority concerned

Detailed cc schedule

* No file chosen

*

- 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.

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

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

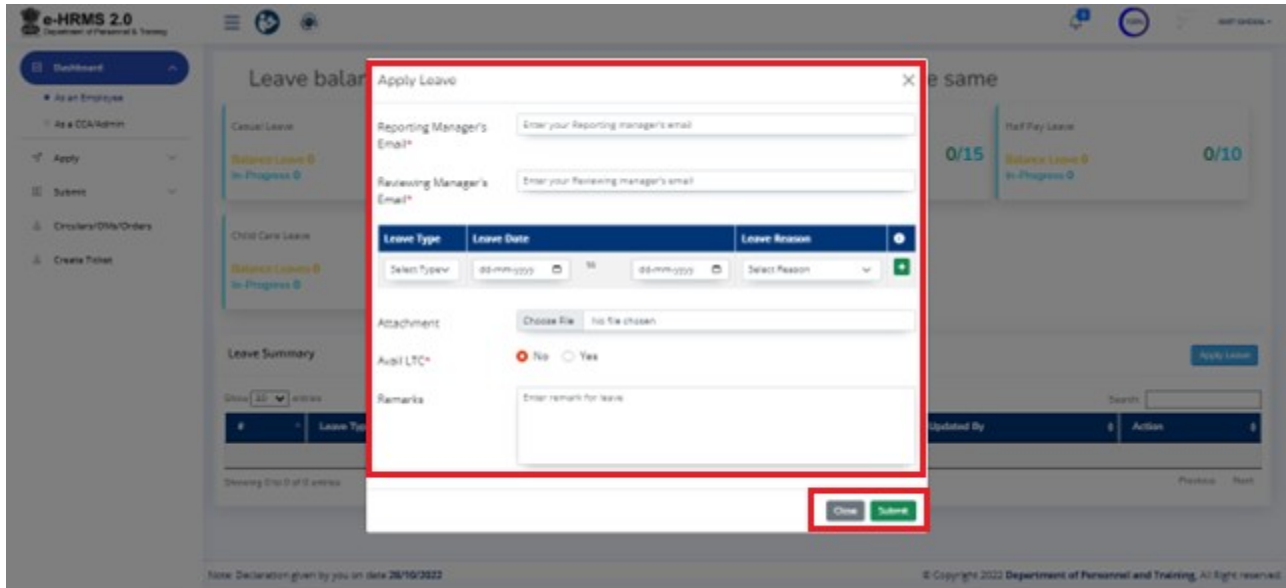
Showing 0 to 0 of 0 entries

[Apply Leave](#)

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

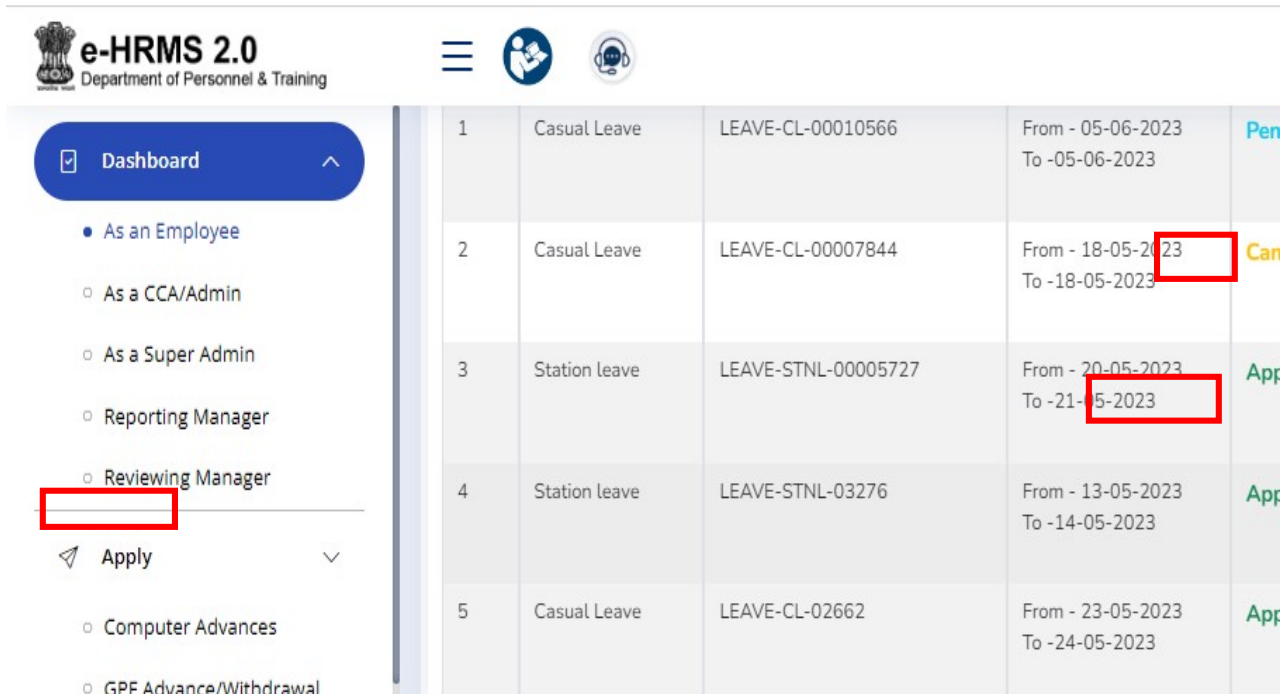


सत्यमेव जयते



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**



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



सत्यमेव जयते

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.

e-HRMS 2.0
Department of Personnel & Training

- Dashboard
- 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



सत्यमेव जयते

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 is a navigation menu with 'Dashboard' selected and 'Apply' expanded. The main content area is titled 'LTC Details' and contains the following information:

- LTC Details:** Nature of leave sanctioned* is 'Casual Leave' and Period of leave sanctioned* is '05-06-2023 TO 05-06-2023'.
- LTC Advance:** Whether advance required?* is set to '--Select--'.
- A checked checkbox indicates: 'I or the family member for whom I wish to avail LTC has/ have not availed [redacted]'. Below this, a text field contains '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 in one lumpsum. That my husband/wife is not employed in [redacted]'.

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 with the 'Private Foreign Visit' form. The 'Apply' tab is selected, and 'Computer Advances' is highlighted with a red box. The form fields are as follows:

- Name:** D S NAGALAKSHMI
- Designation:** DEPUTY SECRETARY
- Whether completed probation:** Yes
- Status:** SQ
- IPR Submission Date:** 2023-01-08
- Vigilance Status:** Clear

Below the form is a section titled 'Details of private visits'.

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



e-HRMS 2.0
Department of Personnel & Training

AMIT GHOSAL

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.

e-HRMS 2.0
Department of Personnel & Training

AMIT GHOSAL

Rotation Transfer

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

Rotation Transfer

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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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1. Add Family Members:

a) Family Member

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

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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**

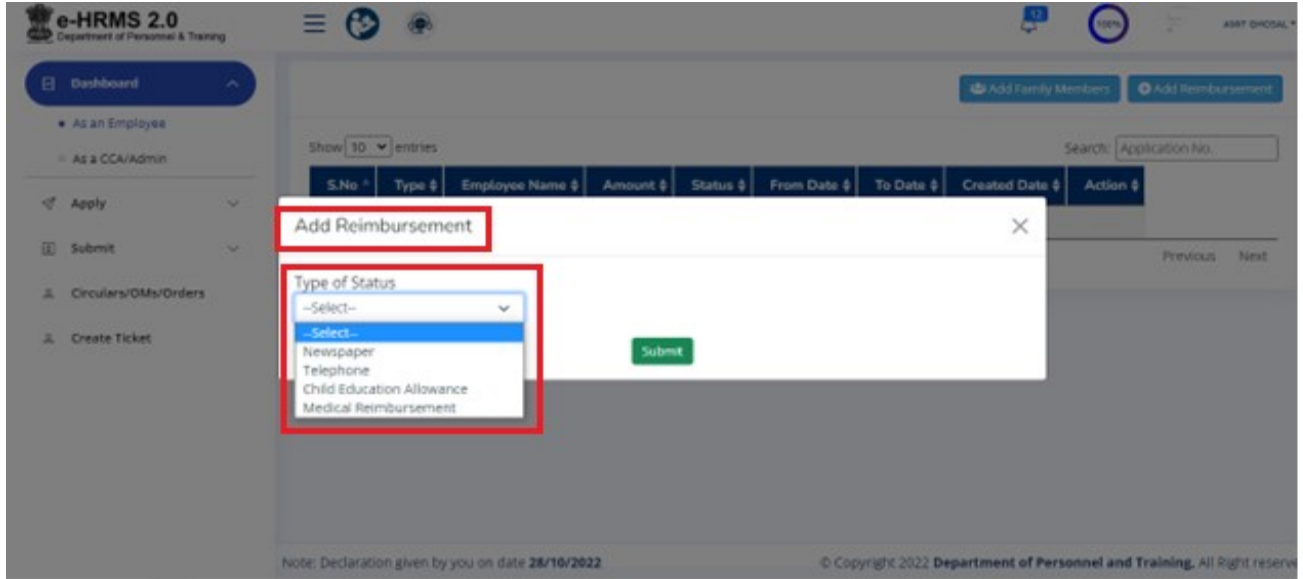
Name	Relation	D.O.B	Marital Status	Status	Action
Name of Member		Date of Birth			
Marital status	--Select--	Relation with Government Servant	--Select--		
Name of Ministry/ Department/ Attached/ Subordinate/ PSUs/ State Govt/ UT Govt		Name of Service			
Post/Designation		Employment Status	Select		

Add

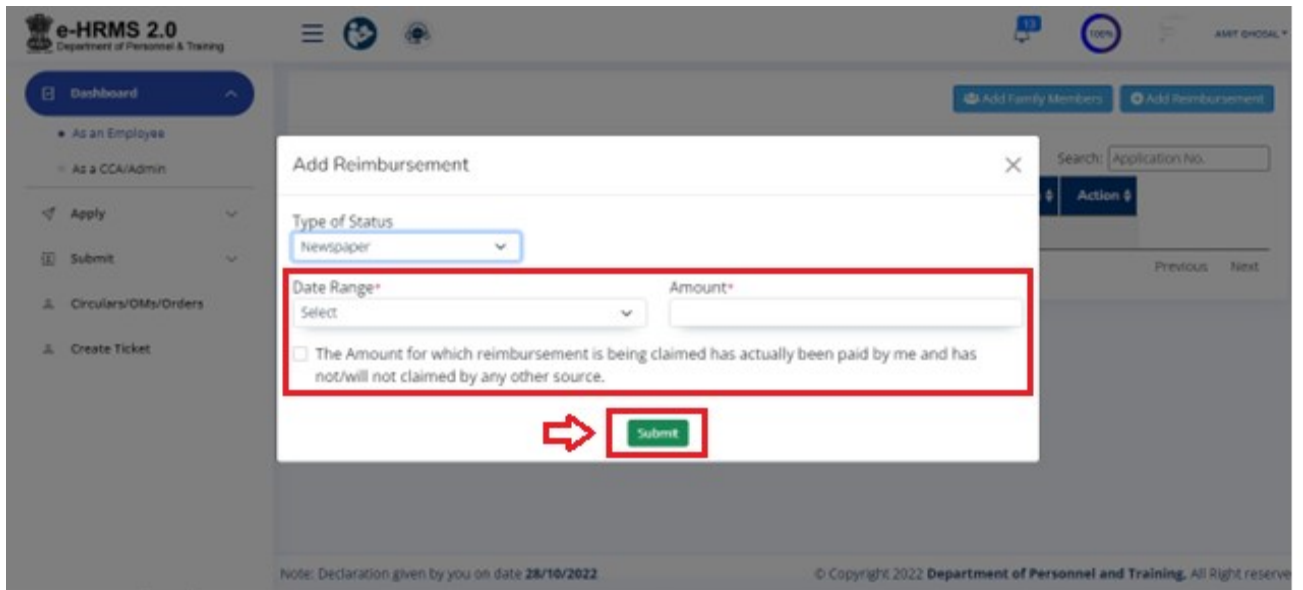
Note: Declaration given by you on date 28/10/2022 © Copyright 2022 Department of Personnel and Training, All Right reserved

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.



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 ?->

Whether applied through proper channel ?

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

Reasons to opt for technical resignation

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 ?->

Whether applied through proper channel ?

Reasons to opt for technical resignation

Technical Resignation List

Show 10 entries Search:

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



सत्यमेव जयते

The screenshot shows the 'Technical Resignation' form in the e-HRMS 2.0 system. The left sidebar contains a menu with 'Apply' selected. The main form area has the following fields:

- 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 : (This field is highlighted with a red border)

A green 'Submit' button is located at the bottom right of the form. Below the form is a 'Technical Resignation List' section with a 'Show 10 entries' dropdown and a search box.

Step 4: Click Submit.

This screenshot shows the 'Technical Resignation' form after submission. The 'Submit' button is now highlighted with a red border. The form fields are filled with the following values:

- 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 : (This field is highlighted with a blue border)

The 'Submit' button is highlighted with a red border. The 'Technical Resignation List' section is visible at the bottom.

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



सत्यमेव जयते

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Apply' tab is selected, with a sub-menu containing options like 'Private Foreign Visit', 'Transfer & Posting', 'Rotation Transfer', 'Leave', 'Advances/Claims', 'Loan/Advances', 'Reimbursements', 'Resignation/ Technical Resignation', 'Voluntary Retirement', 'Post Retirement Services', and 'Other Services'. The main content area displays a 'Technical Resignation List' with a table containing two entries. The first entry has a status of 'WITHDRAWN' and the second has a status of 'Pending'. A red box highlights the 'Withdraw' button in the 'Action' column of the second entry.

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

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 with the 'Tour' option selected in the left-hand menu. The main content area displays a 'Tour List' table with columns: Sr.No., Application ID, Tour, From Date, To Date, Travel Mode, Requested On, Status, and Action. The table is currently empty, showing 'No data available.' A red box highlights the 'Apply for Tour' button in the top right corner of the table area. Another red box highlights the 'Tour' option in the left-hand menu, with a red arrow pointing from it to the 'Apply for Tour' button.

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'.

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.

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 displays the e-HRMS 2.0 interface for the Department of Personnel & Training. The main content area is titled 'Transfer & Posting' and has two tabs: 'Request for Transfer' and 'Mutual Transfer'. The 'Mutual Transfer' tab is active, showing a form with two input fields: 'User ID' and 'Email ID'. A green 'Search' button is located below these fields, with a red arrow pointing to it. Below the form are three tables: 'SEND REQUEST', 'RECEIVED REQUEST', and another 'SEND REQUEST' table. Each table has columns for S.No., User ID, Name, Email, and Status. The left sidebar shows a list of menu items, with 'Transfer & Posting' highlighted. The footer contains a note: 'Note: Declaration given by you on date 20/01/2023' and a 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 displays the e-HRMS 2.0 interface for the Department of Personnel & Training. The main content area is titled 'VOLUNTARY RETIREMENT'. The left sidebar shows a list of menu items, with 'Apply' and 'Voluntary Retirement' highlighted. The main content area has two dropdown menus: 'Rule under which VRS sought*' and 'Whether curtailment of Notice period is required*'. A green 'Submit' button is located at the bottom right. Below the form is a 'VOLUNTARY RETIREMENT LIST' table with columns for Sr., Resignation No, Requested On, Status, and Action. The footer contains a note: 'Note: Declaration given by you on date 20/01/2023' and a copyright notice: '© Copyright 2022 Department of Personnel and Training, All Right reserved'.

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



सत्यमेव जयते



- 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

VOLUNTARY RETIREMENT

Rule under which VRS sought*

Select

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.



- 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

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 Carriage

VOLUNTARY RETIREMENT

Rule under which VRS sought*
Select

Whether curtailment of Notice period is required*
Yes

Reasons for seeking curtailment of notice period
[Text Area]

Requested date of relieving
dd-mm-yyyy

Submit

VOLUNTARY RETIREMENT LIST

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

Whether curtailment of Notice period is required*
Select

Submit

VOLUNTARY RETIREMENT LIST

Show 10 entries Search: [Text Box]

Sr.	Resignation No	Requested On	Status	Action
1	VRETI-150633911	06-02-2023	Pending	Withdraw

Showing 1 to 1 of 1 entries Previous 1 Next



सत्यमेव जयते

3. Submit

Property

- Lok Pal Returns

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

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Apply

Submit

Property

Lok Pal Returns

Initiation

IPR

Disposal list

Circulars/OMs/Orders

Lokpal Return

Show 10 entries

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

Showing 0 to 0 of 0 entries

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



सत्यमेव जयते



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

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"/>	



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**

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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

Submit

- Property
- Lok Pal Returns
- Intimation**
- IPR
- Disposal list

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”



सत्यमेव जयते



- [Dashboard](#)
- [Apply](#)
- [Submit](#)
 - [Property](#)
 - [Lok Pal Returns](#)
 - [Initiation](#)
 - [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	<input type="text"/>
Bank loan	<input type="text"/>
Gift / Any other (specify)	<input type="text"/>

Step 3: Once submitted can also be Edited.



- [Dashboard](#)
- [Apply](#)
- [Submit](#)
 - [Property](#)
 - [Lok Pal Returns](#)
 - [Initiation](#)
 - [IPR](#)
 - [Disposal list](#)
- [Circulars/OMs/Orders](#)

Initiation

Show 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



सत्यमेव जयते



- Dashboard**
- Apply
- Submit
- Property**
 - Lok Pal Returns
 - Initimation
 - IPR**
 - Disposal list
- Circulars/OMs/Orders

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

Show 10 entries

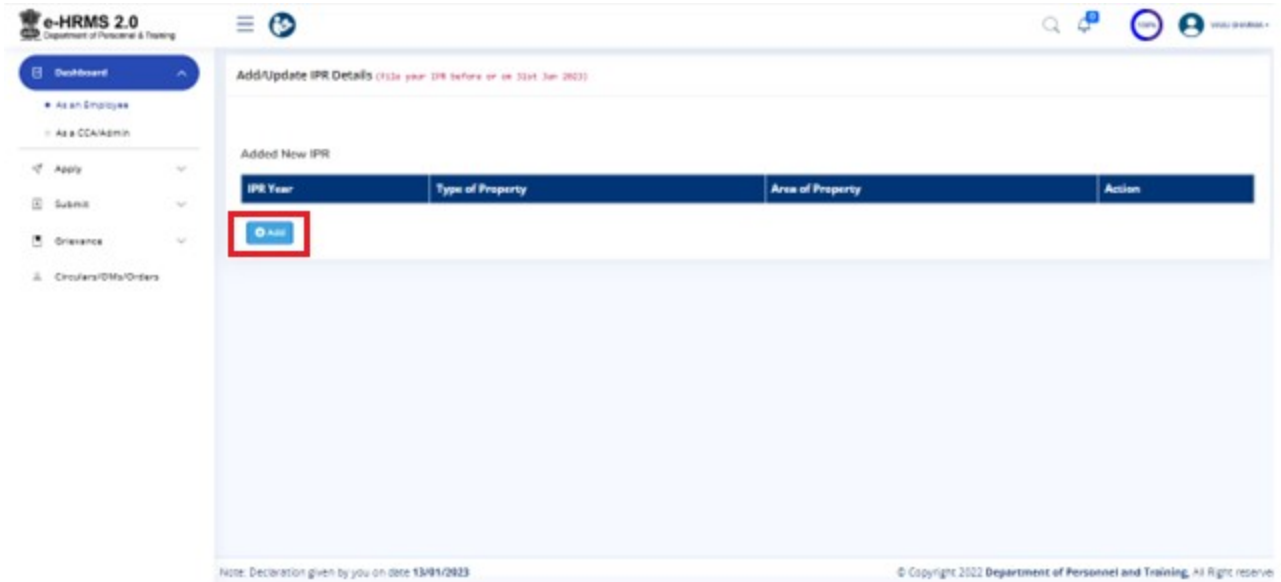
S.No.	IPR Year	Submission Date
1	2022	18-01-2023
2	2021	10-01-2022
3	2020	12-01-2021
4	2019	03-01-2020
5	2018	19-01-2019

Step 2: Click on Add IPR.

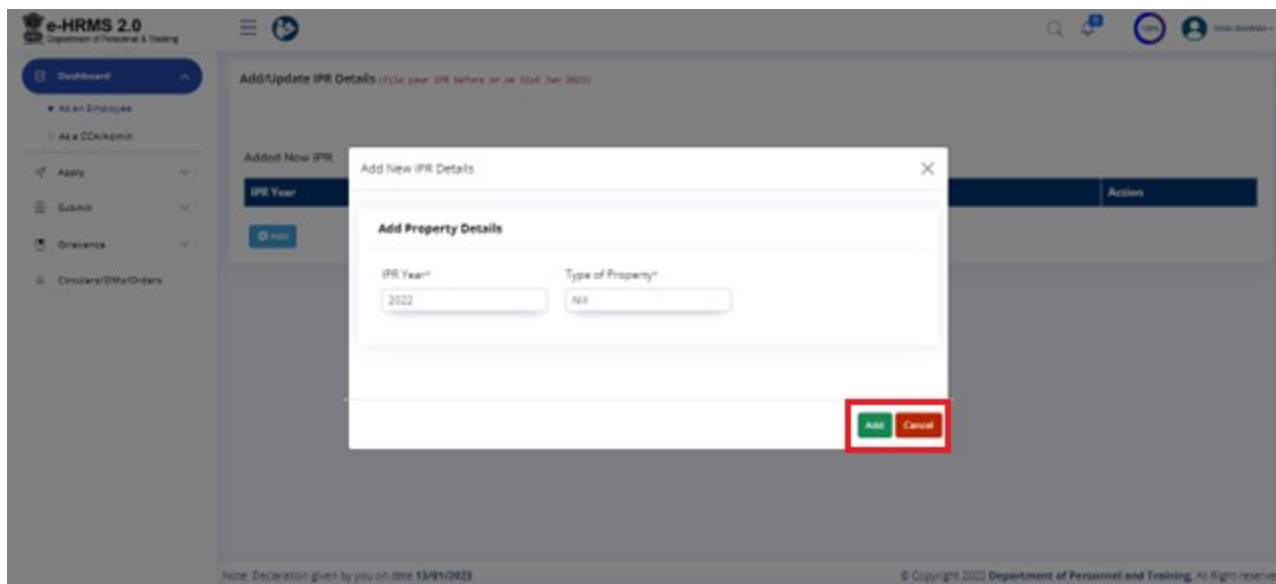
The screenshot shows the e-HRMS 2.0 interface. The left sidebar contains navigation options: Dashboard, Apply, Submit, Property (with sub-items: Lok Pal Returns, Initimation, IPR, Disposal list), and Circulars/OMs/Orders. The main content area is titled 'IPR Details (File your IPR before or on 31st Jan 2023)'. It features a search bar, a table with columns 'S.No.', 'IPR Year', 'Submission Date', and 'Action', and a message 'No data available in table'. A blue button labeled 'File Your IPR' is highlighted with a red box in the top right corner of the main content area. At the bottom, there is a note: 'Note: Declaration given by you on date: 13/01/2023' and a copyright notice: '© Copyright 2022 Department of Personnel and Training. All Right reserved.'



Step 3: Click on Add IPR again

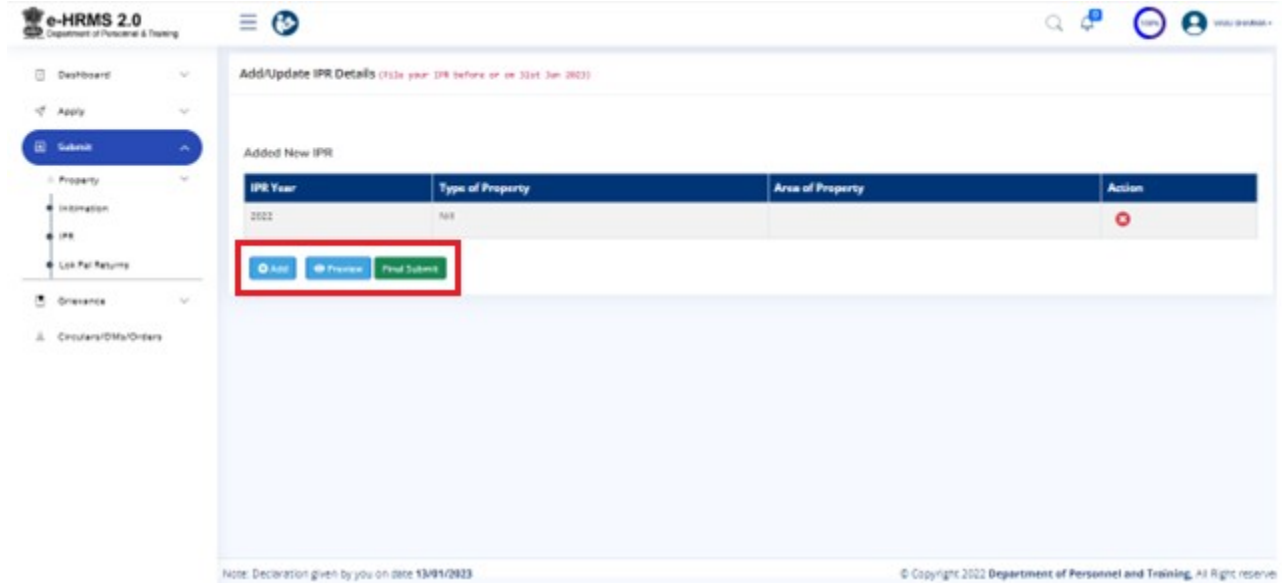


Step 4: Fill all the required details need to be filled in and Click on **Submit**.





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



- Disposal List

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



सत्यमेव जयते



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.



सत्यमेव जयते



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