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

Table of Contents

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 onhttps://e-hrms.gov.in/.
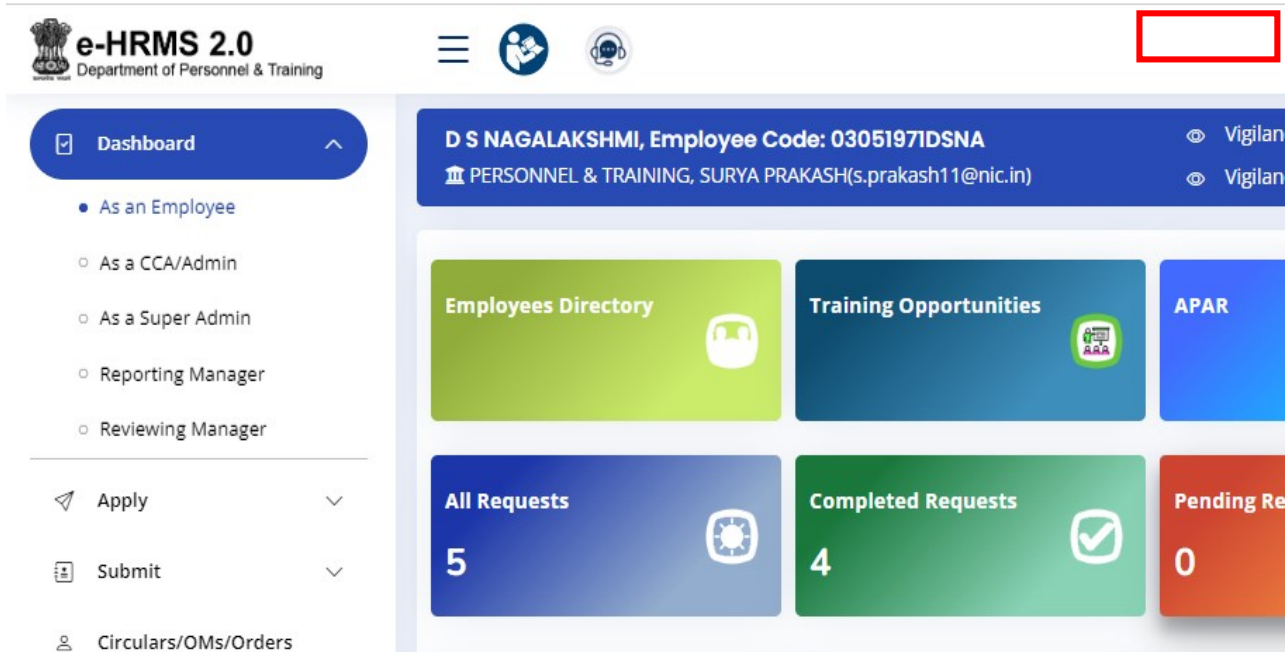

Step 2: Go to e-Parichay icon to login.

Step 3: Login through e-Parichay email id.
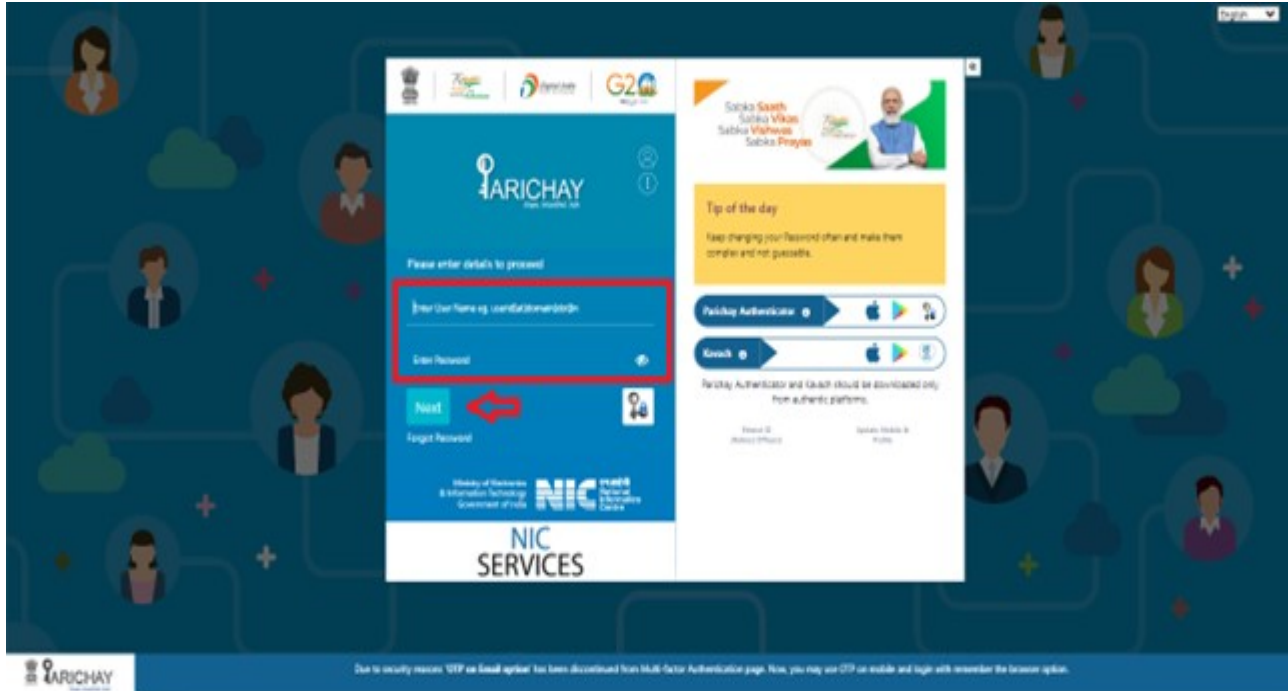
Step 4: Employee dashboard would appear as per shown in below screenshot.

Step 5: Employees can update their profile related details by clicking '**My Profile'**.

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 enableemployee to make required changes.

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

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

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.

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 |

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.

2. Apply

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.

Step 2: Add all the Mandatory Fields Required and Click on "**Submit**".

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.

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

c. GPF Advance/Withdrawal

Step 1: Click "GPF Advance/Withdrawal" and complete the form by filling required information and "Submit" the same.

d. HBA

Step 1: Go to HBA under '**Apply**' tab and click on "**HBA**" to enter the required details.

Step 2: Click "Submit" after entering all the required details.

Leave

Step 1: Go to Leave under '**Apply**' tab and click on "**Apply Leave**" to enter the required details.

Step 2: Add all the Mandatory Fields Required and Click on '**Submit**"
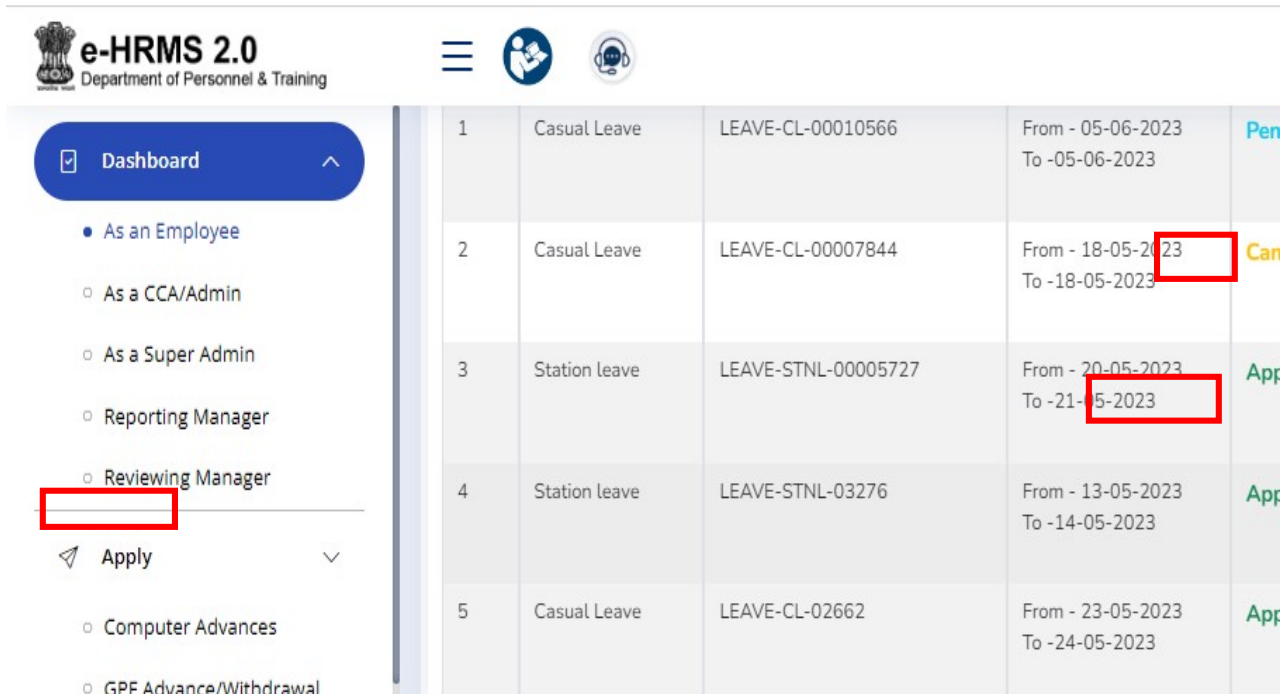
e. How to give Joining after leave:

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.

f. LTC:

Step 1: Go to "**LTC**" under '**Apply**' tab and click on add to enter the required details.

Step 2: Enter all the mandatory details required and Click on the "**Submit**" the same.

g. Private Foreign Visit

Step 1: Go to "**Private Foreign Visit**' under '**Apply**' tab and click on "**add**" to enter the required details.

Step 2: Add all the Mandatory Fields Required and click on "**Submit**'.

h. Rotation Transfer

Step 1: Go to '**Rotation Transfer**' under '**Apply**' tab and one can see the details on the dashboard.

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.

Step 2: After adding all the details click on '**Add**' and then '**Submit for Approval Button**'.

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.

2. Add Reimbursement:

Step 1: Click on 'Add Reimbursement' then select the type of Status from the Drop-Down menu.
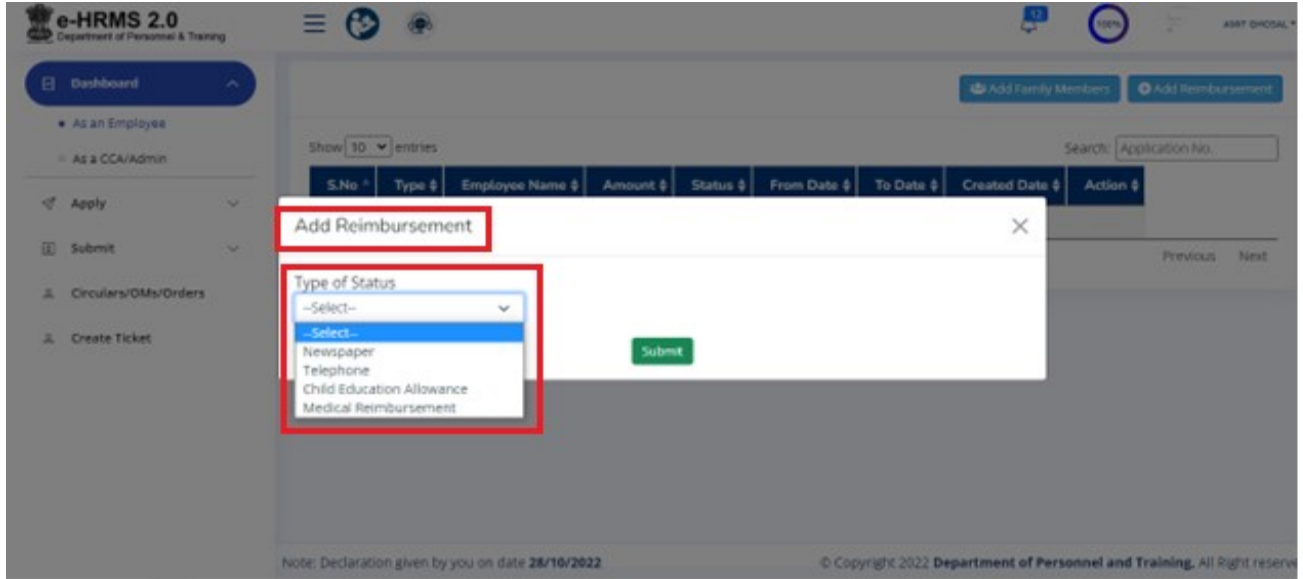
Step 2: After selecting the typeof status, addall the Mandatory Fields Required and Click '**Submit**'.
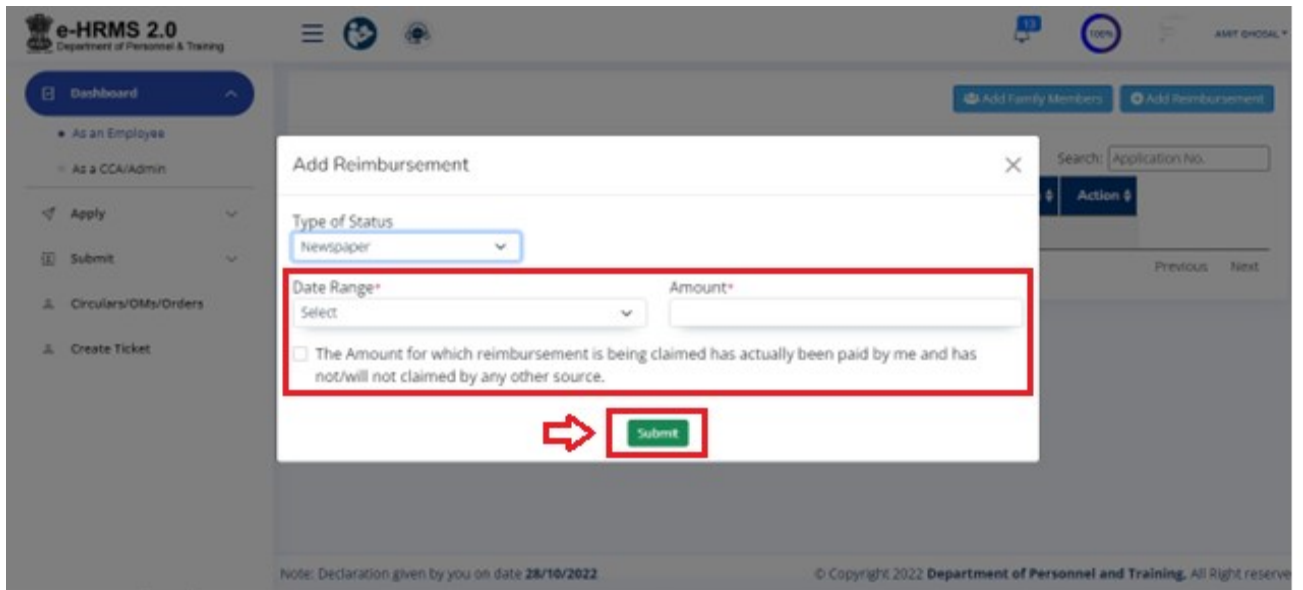
j. Resignation/Technical Resignation

Step 1: Under the Apply tab, click Resignation/ Technical Resignation.

Step 2: Select the required response from the drop down whether **Yes/No.**

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

Step 4: Click **Submit.**

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

k. Tour

Step 1: Under Apply tab, click "**Tour**" and click on "**Add Tour**" to Apply.

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.

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.

m. **Voluntary Retirement**

Step 1: Under the Apply tab, click Voluntary Retirement.

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

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

Step 4: Click **Submit.**

Step 5: After submission, click on the icon to **View** and **Withdraw.**

3. Submit

Property

- Lok Pal Returns

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

Step: 2 Then click on "Add" and fill all the required fields

Step 3: Fill all the required details and click on "Add" Button

- Intimation

Step 1: Under Submit tab, click on Property Tab then on "Intimation" then on "add intimation".

Step 2: Fill all the details required and "**Submit**"

Step 3: Once submitted can also be Edited.

- IPR

Step 1: Under Submit tab, click on Property Tab then on IPR

Step 2: Click on Add **IPR**.

Step 3: Click on Add IPR again
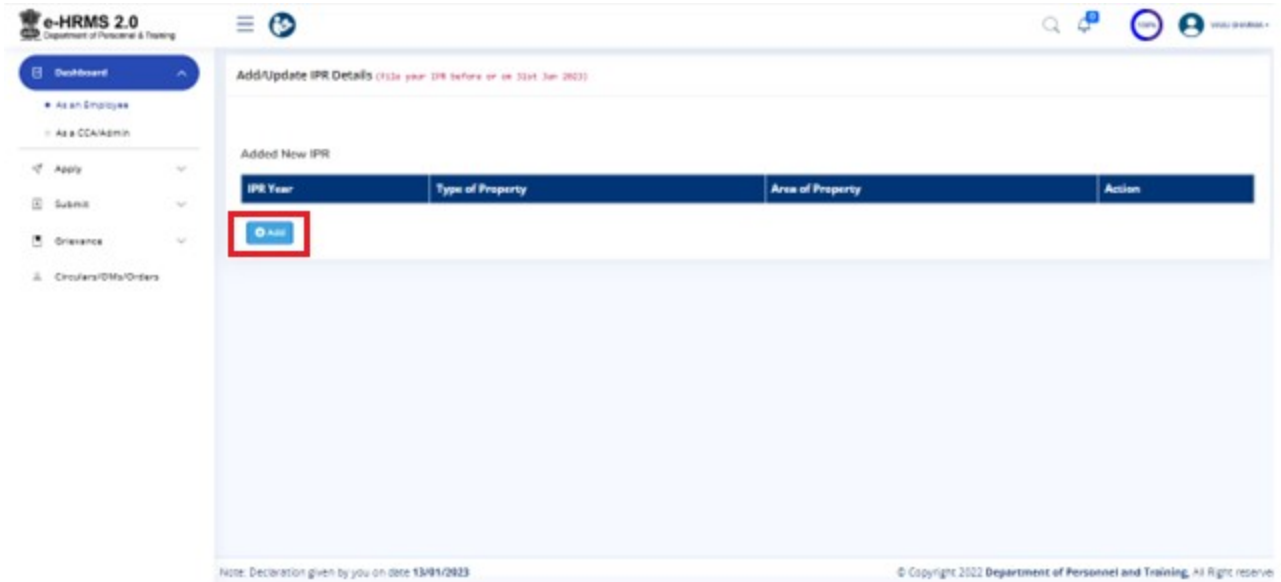
Step 4: Fill all the required details need to be filled in and Click on **Submit**.
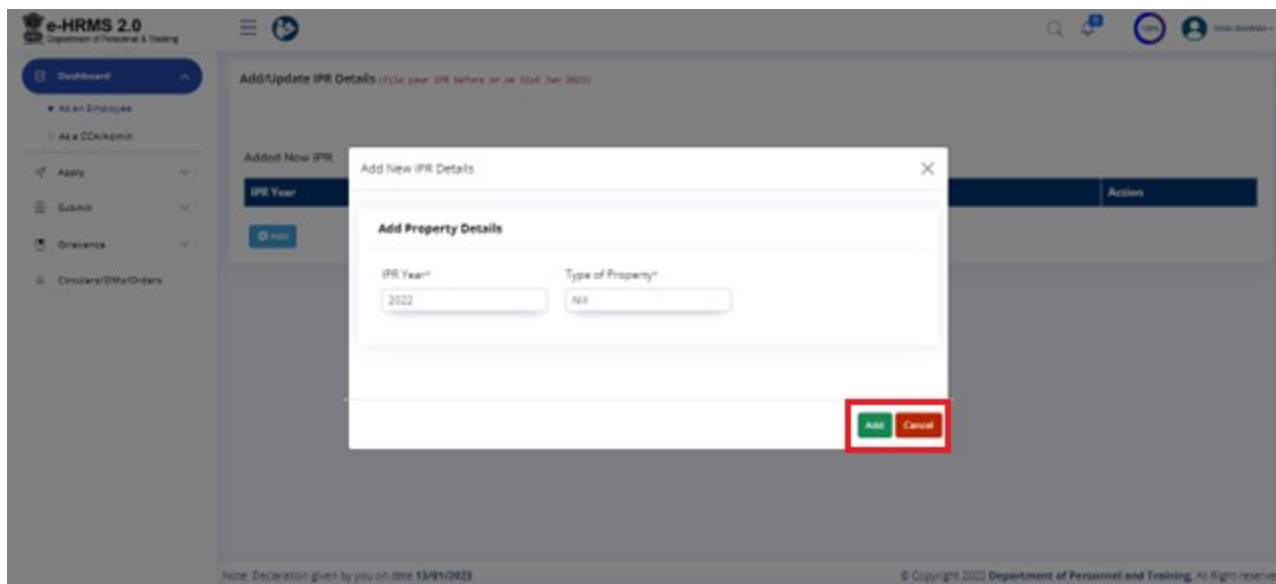
Step 5: Once submitted can be seen on the Dashboard, also can be Edited.
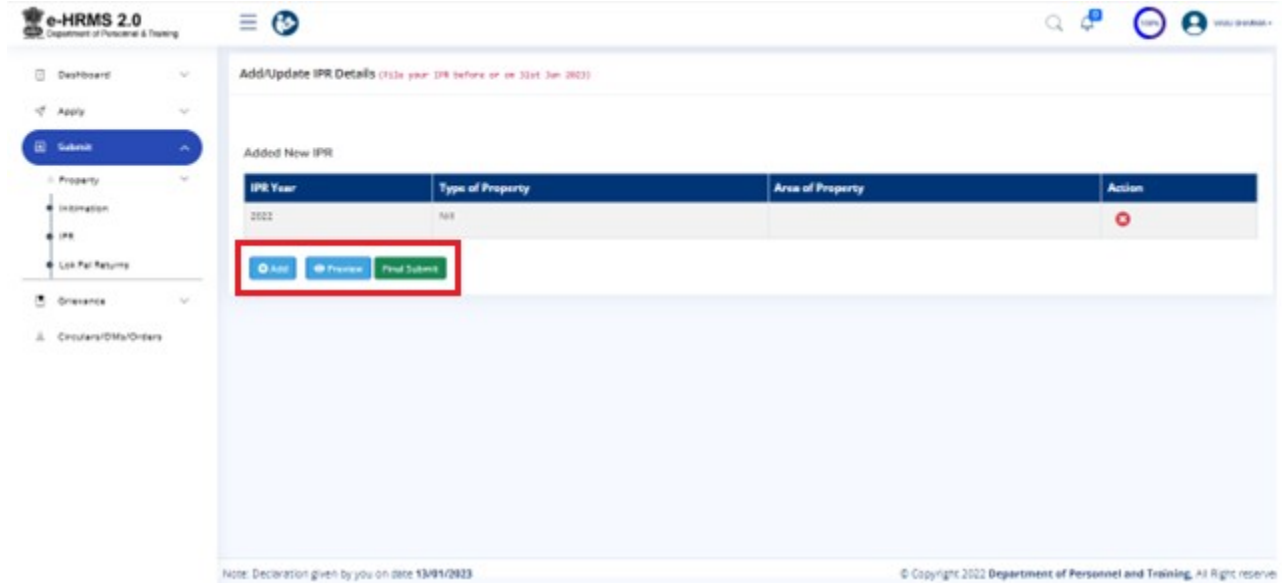
- Disposal List

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

Step 2: Add the Required fields and click on **Submit** to add the details and **cancel** to not add the details.

4. Circulars/Oms/Orders

Step 1: Go to '**Circulars/Oms/Orders**' click to viewdetails. One can print the details by clicking the Eye and Pdf Figure Tab.

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.

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- ☑ **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 ❶
Choose File   No file chosen

Subject ❶

Message

Submit