



प्रधान महालेखाकार (ले.प.।) का कार्यालय, केरल, तिरुवनंतपुरम
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),
KERALA, THIRUVANANTHAPURAM**



No.Au/Admn V/2023-24
Dated: 09.04.2024

Circular No. 11

Sub: Implementation of e-HRMS 2.0- Roll Out.

Based on the instructions received from Hqrs. office it has been decided to roll out e-HRMS 2.0 by 15.04.2024. Shri. VM Gireesh, Sr.AO/Bills/ Cash/Entitlement has been nominated as the Nodal Officer for implementation of e-HRMS 2.0 in this office.

All employees should use the portal for their leave and Reimbursement services since the rollout.

Following instructions are issued in this regard.

1. Employees can login to the portal using the [URL: https://e-hrms.gov.in](https://e-hrms.gov.in) using the “login using Parichay tab” available in the portal and using e-office login credentials.
2. On the first time of logging in, one needs to verify with the OTP to the registered mobile number and submit the declaration provided therein.
3. Employees have to complete his/her profile 100% in order to use e-HRMS. For completing 100% the data in the first three sections viz. Personal details, Service details and Address sections have to be filled in. Family details also have to be updated.
4. After filling in the data in each section keep clicking on “save as draft”.
5. Save the profile and submit the profile to the Nodal Officer.
6. Update the reporting and reviewing officer email ids under the leave tab available in the portal.

A detailed illustrative helpfile for logging in and filling the profile details are also enclosed along with the circular. All are hereby requested to complete the above process latest by 11.04.2024.

(Vide orders of DAG(Admn.) dated 09.04.2024)

Sd/-

Sr.Audit Officer/Admn.

Copy to:

- 1) All Group officers
- 2) All Branch Officers
- 3) All Sections including RAO
- 4) All Branch Offices
- 5) Circular Book
- 6) Notice Board