



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- II)  
तमिलनाडु और पुदुचेरी  
Office of the Principal Accountant General (Audit - II)  
Tamil Nadu & Puducherry  
"LEKHA PARIKSHA BHAVAN", 361, ANNA SALAI,  
TEYNAMPET, CHENNAI - 600 018



सं.प्रमले.(लेप.-II)/प्रशा./V/2024-25/21  
No.PAG (AU-II)/Admn/V/2024-25/21

दि./dt. 05.07.2024

CIRCULAR No.8

As per the instruction of Headquarters, all details in respect of leave, reimbursements (Children's Education Allowance, Medical, Telephone and Newspaper Bills) are being processed through e-HRMS. It is hereby instructed that all kinds of leave/reimbursement for the above Bills may be applied through e-HRMS. It shall be the responsibility of all reporting/reviewing officers to monitor the submission of Medical Certificate/Fitness Certificate/Joining Report by the applicants in eHRMS. It shall be ensured by headquarters wings/sections that all officers/officials apply leave only through e-HRMS, without any omission.

It was noticed that joining reports are not submitted in time. Hence all officers/officials shall update the joining report immediately on joining the duty. Any application for leave or reimbursement made outside e-HRMS and any leave modified after approval should be intimated to Claims and Administration sections. A copy of the Statement of monthly events shall be forwarded by Admn. to all controlling sections for their information.

If any problem is encountered by any official in the usage of e-HRMS application, Nodal Officer (SAO/Admn.) may be contacted for help.

(Vide orders of DAG/Admn.)

*J.P. Palani*  
5/7/24  
Senior Audit Officer/Admn.

To

1. All Group Officers
2. All Branch Officers
3. Secretary to PAG
4. All Sections
5. ISTC