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|  | **क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर**  **Regional Capacity Building and Knowledge Institute, Jaipur** |

**"e-HRMS"**

**(02.01.2025 to 03.01.2025)**

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| **Training Schedule** | | | | |
| **SESSION TIMINGS** | | | **NON-SESSION TIMINGS** | |
| I 10:15 AM to 11.30 AM  II 12:00 Noon to 1:15 PM  III 02:15 PM to 03.30 PM  IV 04:00 PM to 5.15 PM | | | 11.30 AM to 12.00 Noon  1.15 PM to 2.15 PM;  03.30 PM to 04.00 PM | |
| **Date** | **Session** | **Topic** | | **Faculty Sh./Ms.** |

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|  | **10.00 AM** | **Inauguration** | **Principal Director, RCB&KI, Jaipur** |
| 02.01.2025Thursday | I | * Introduction to e-HRMS 2.0 * Central Civil Services (Leave) Rules, 1972 | Sh. Dinesh Kr lohar, Core Faculty (eHRMS), RCB&KI, Jaipur |
| II | * CCS (Leave) Rules 1972 * Reimbursement Rules. * Updating employee profiles in e-HRMS 2.0. * Addition of/Updating Reporting and Reviewing officers for leave. | Sh. Rajendra Meena,  Core Faculty (eHRMS), RCB&KI, Jaipur |
| III | * Leave Module, Application of various types of leave and leave approval process * Role of Reporting and Reviewing Officer in leave approval process | Sh. Dinesh Kr lohar, Core Faculty (eHRMS), RCB&KI, Jaipur |
| IV | * Timelines for service delivery through e-HRMS 2.0 * Reimbursement Module in e-HRMS 2.0. | Sh. Rajendra Meena,  Core Faculty (eHRMS), RCB&KI, Jaipur |
| 03.01.2025  Friday | I & II | * Role of Nodal Officer (Managing Calendar for Hqrs and field, Workflow setup etc.) * Role of Sub Nodal Officer | Sh. Dinesh Kr lohar, Core Faculty (eHRMS), RCB&KI, Jaipur |
| III | * Ticket Raising and discussion on issues raised by user offices | Sh. Rajendra Meena,  Core Faculty (eHRMS), RCB&KI, Jaipur |
| IV | End Couse Assessment & Feedback | |
| **Valediction** | | | **PD, RCBKI, Jaipur** |