

MOST IMMEDIATE

F.No.A-44011/8/2018-Admn.I
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
[Establishment (Hqrs.) Section]

Krishi Bhawan, New Delhi-110001
23/1 January, 2020

OFFICE MEMORANDUM

Subject: Implementation of e-HRMS – filling up of employee details in e-HRMS Portal – information required – reg.


The undersigned is directed to refer to the above cited subject and to say that as per instructions of the DoP&T, e-HRMS is to be implemented in a time-bound manner, which aims at creating a comprehensive and integrated system through adoption of principles of e-Governance that would serve as a single authentic source of truth of employee information to the Govt. of India. It has been informed by DoP&T that the details of employees are to be merged with PFMS and salary would not be drawn after 31.03.2020 if details of employees are not available in e-HRMS.

2. It was also informed earlier vide OM of even number dated 09.12.2019 that all attached and subordinate offices under the administrative control of this Department are required to take all necessary actions to include all permanent employees under e-HRMS. In this regard, a blank proforma containing mandatory parameters for e-HRMS portal is enclosed herewith for obtaining information/details in r/o all permanent employees of attached/subordinate offices under the administrative control of this Department. This would be required for uploading online in e-HRMS portal.

3. It may be noted that beyond March, 2020 everything would be processed by online and non-availability of information might lead to non-sanction of leave, LTC, GPF etc. and even stopping of pay by the online system. It is in the own interest of the employee concerned.

4. In the view of above, it is requested that the consolidated information (not in part) as per the proforma enclosed in r/o all permanent employees, attached/ subordinate office-wise, may be provided to Establishment (Hqrs.) Section **urgently**.

Encl.: As above.


(Rohit Tewari)

Under Secretary to the Government of India
Tel. # 23382779

To,

Under Secretary(Admn.-C&DD)/ Under Secretary(Admn.-LH)/ Under Secretary(Admn.-NLM)/
Under Secretary(IC/AQCS)

Copy for information to:-

Sr. PPS to Secretary(AHD)/PS to Joint Secretary (GNS)/PPS to Joint Secretary(MKS)/Joint Secretary(UB)/Joint Secretary(OPC)

✓ → NIC, DADF for uploading. Pl. website of Department.

Information for filling up in e-HRMS
(electronic Human Resource Management System)

Name of the Office:

1.	Name of the employee	
2.	Designation	
3.	Date of Birth	
4.	Date of entry into Govt. service	
5.	Date of joining current organisation	
6.	Present post held	
7.	Father's/Husband's name	
8.	Mother's name	
9.	Marital status (married/unmarried)	
10.	Spouse's name (if married)	
11.	Blood Group	
12.	Aadhaar No.	
13.	PAN No.	
14.	E-mail ID (preferably Govt.)	
15.	Mobile No. (linked with Aadhaar)	
16.	Permanent address (Home Town)	
17.	Present/Local address	
18.	Office address	
19.	Religion	
20.	Category	
21.	Service to which belongs	
22.	Employee code	
23.	Pension scheme (old/new)	
24.	PRAN No. (for NPS)	
25.	Identification mark	
26.	LTC Home Town declared	
27.	Qualification (higher)	

28.	Annual increment date	
29.	Details of family (dependent)	
30.	Emergency contact person's details (name/relation/address/mobile no.)	
31.	Salary details	Basic-Rs. _____, Level-
32.	Leave at credit (as on 30.06.2020)	EL- _____ HPL-
33.	Annual verification of service	
34.	CGEGIS entries	

Employee's signature _____

Name _____

Designation _____

Signed by Head of Office _____
(Name & Designation)