एस. राधा चौहान
सचिव
S. RADHA CHAUHAN
Secretary

आज़ादी का अमृत महोत्सव

सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Government of India
Department of Personnel & Training
Ministry of Personnel, Public
Grievances and Pensions

D.O NO.1/1/2019-e-HRMS

20th March, 2023

Dear Sir/Madam,

As you may be aware, the existing e-HRMS has been completely revamped and upgraded and e-HRMS 2.0 was launched by Hon'ble MoS(PP) on 25th December 2022. As cadre Controlling Authority for CSS Services, DoPT since then has operationalised most of its personnel services on HRMS 2.0. Now it is proposed that other CCAs are also migrated to HRMS 2.0 and necessary training to Nodal officers are provided accordingly.

2. e-HRMS 2.0 is AI enabled with bespoke prompts for career path and progression based on employees' competence and profile. It also is equipped to use data analytics tools through dynamic dashboards, to assist in efficient and effective management of the service matters of government officials; leading to reduction in transaction time and cost, real time monitoring of manpower deployment, besides serving as a productivity enhancement tool as well.

3. It has been already integrated with iGOT and would be gradually integrated with other HR applications such as PFMS etc.to provide a seamless experience to both the employees and the government.

4. As a Cadre Controlling Authority, you may like to onboard the Cadre(s) managed in your Ministry/Department on to e-HRMS 2.0. For this purpose, the **details of Nodal officer** (Joint Secretary handling the Cadre(s) with email id and telephone number) may be shared with the e-HRMS 2.0 team (details given in the SOP). The e-HRMS 2.0 team will give a **Demo of e-HRMS 2.0** to the e-HRMS Nodal Officer and subsequently coordinate for identification and customization of Modules in accordance with the specific requirement of the Cadre(s). The Standard Operating Procedure (SoP) along with User Manual is attached herewith. It is to be noted that migration to eHRMS 2.0 is to be completed by 30th April 2023, beyond which services on HRMS will be completely available only on 2.0 version.

5. I shall be grateful for expeditious response from the CCAs to avail the services of e-HRMS 2.0.

With regards,

Yours sincerely

Encl: As Above

(S Radha Chauhan)

To

All CCAs (as per list attached)

सूचना
का अधिकार

कमरा न. 112, नॉर्थ ब्लाक नई दिल्ली-110001, Room No.112, North Block, New Delhi-110001
टेली/Tel: 23094848, 23092056 टेलीफैक्स/Telefax : 23094500, E-mail : secy_mop@nic.in Website : www.dopt.gov.in

Draft STANDARD OPERATING PROCEDURE

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1. Introduction

1.1 Executive Summary

e-HRMS 2.0 project is an initiative of Department of Personnel and Training (DOPT) and is being designed, developed and implemented in collaboration with National e-Governance Division (NeGD), Ministry of Electronics and Information Technology (MeitY). e-HRMS 2.0 has been launched on 25th December 2022 with the objective to make the portal as a one-point solution for HR needs of employees to avail end to end online services.

It 2.0 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 aims at providing a human resource management solution to all Government employees with requisite flexibility for customization. The employee can avail end to end online services. The employer will have access to the employee related data and data analytics to provide services to employee and also enable effective decision making. The end to end online HR services is likely to enhance the speed, accuracy and transparency.

- Salient features of e-HRMS 2.0 include –
  - ❑ 24x7 access and availability
  - ❑ Single Sign On (SSO) enabled
  - ❑ Integration with iGOT to avail online training courses
  - ❑ Integration with SPARROW to view the APARs & its Gradings
  - ❑ Real time view/up-dation of Vigilance status
  - ❑ Such real time availability of APARs, Vigilance Status would facilitate/ expedite processes for other Modules such as deputation, promotion etc.
  - ❑ e-Sign

1.2 Services

The available services at present include Transfer/ Posting, Deputation, Rotation Transfer, Private Foreign Visit, Annual Performance Appraisal Report (APAR), Immovable Property Returns (IPR), integration with iGOT to avail trainings, real time View/update of Vigilance Status, Resignation/ Technical Resignation, Voluntary Retirement Scheme, calendar, AI based prompts on deputation opportunities, personalised email/notifications, alerts related to service matters and real time availability of sanctioned, in Position strength and Vacancy, auto-up-dation of strength, dash-boards to view the category wise details, employee details, progress of completion of tasks by employees/nodal officers and use of AI for data analytics, personalised prompts. Other Modules/ Services such as Promotion, integration with PFMS, e-Sign etc., are under development. There is scope for customization of all the available services as per the requirement of the cadre.

• 1.3 Purpose

The purpose of this document is to describe the Adoption Plan for implementation of e-HRMS 2.0 by the Cadre Controlling Authorities (CCA). The document also lays out the responsibilities of the various stakeholders in the CCA during the adoption and implantation phase.

2. Implementing e-HRMS 2.0 by CCAs

i) Concerned Cadre Controlling Authority (CCA) may kindly **convey their consent** to avail services available on e-HRMS 2.0.

ii) CCA may kindly **identify Nodal Officer** who shall act as Specific Point of Contact (SPoC).

iii) e-HRMS 2.0 team will make a **Demo of e-HRMS 2.0** to the Nodal Officer and his implementation team. This team will also coordinate with the e-HRMS team for identification of Modules in accordance with the specific requirement of the cadre based on variation in the structure/ procedures in their respective cadre.

iv) CCA may kindly note that the available details in e-HRMS 1.0 is being migrated to e-HRMS 2.0.

v) The e-HRMS team will coordinate with the implementation team of CCA for customization/integration etc.

3. USER MANUALS

User Manual for Employee and Nodal Officer of e-HRMS 2.0 are attached.

4. Point of Contact

Dr.Kartik hegadekatti, DS/e-HRMS- kartik.hegadekatti@nic.in
Pawan Raj Meena, ASO/e-HRMS- pawanraj.meena@gov.in
Telephone – 011-26717990

****

e-HRMS 2.0
Department of Personnel & Training

कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

User Manual for Employee

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e-HRMS 2.0

NeGD

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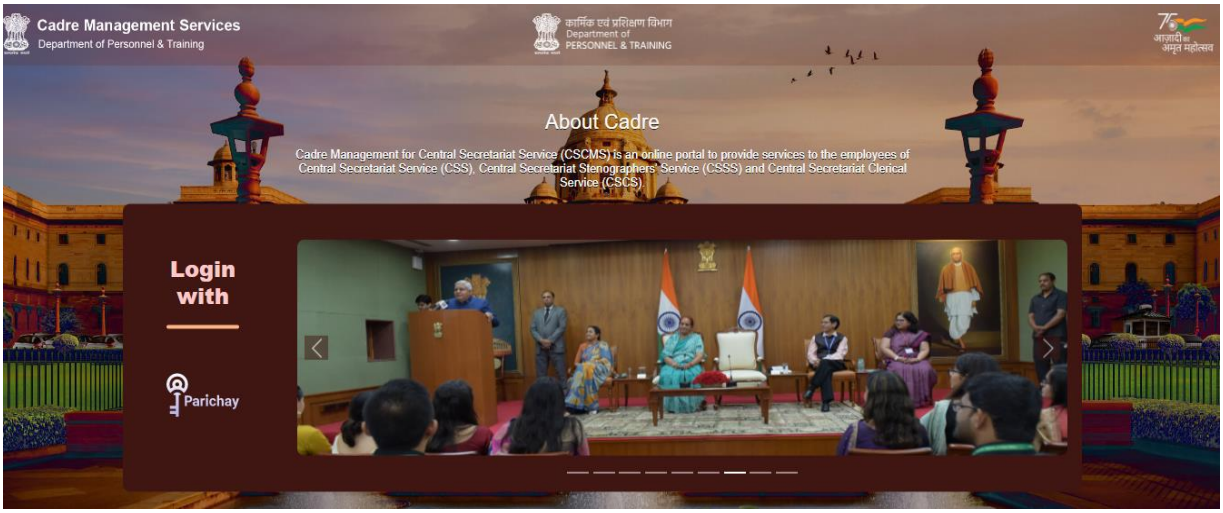
About e-HRMS 2.0:

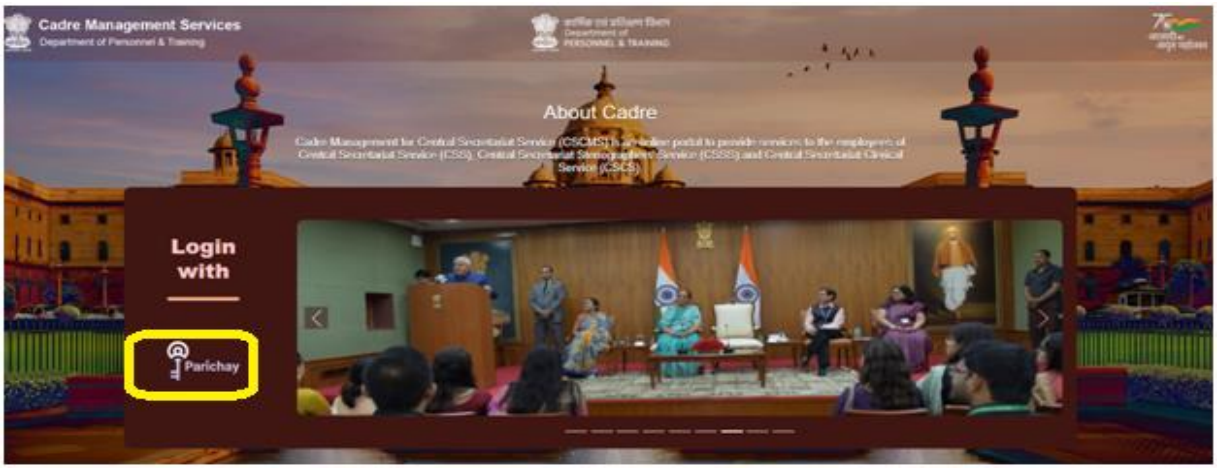
e-HRMS 2.0 is an online portal to provide services to the employees of Central Secretariat Service (CSS), Central Secretariat Stenographers' Service (CSSS) and Central Secretariat Clerical Service (CSCS).

1. Employee Login on e-HRMS 2.0 Portal

Step 1: Go to e-HRMS 2.0 portal by clicking on https://cscms.nic.in.



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



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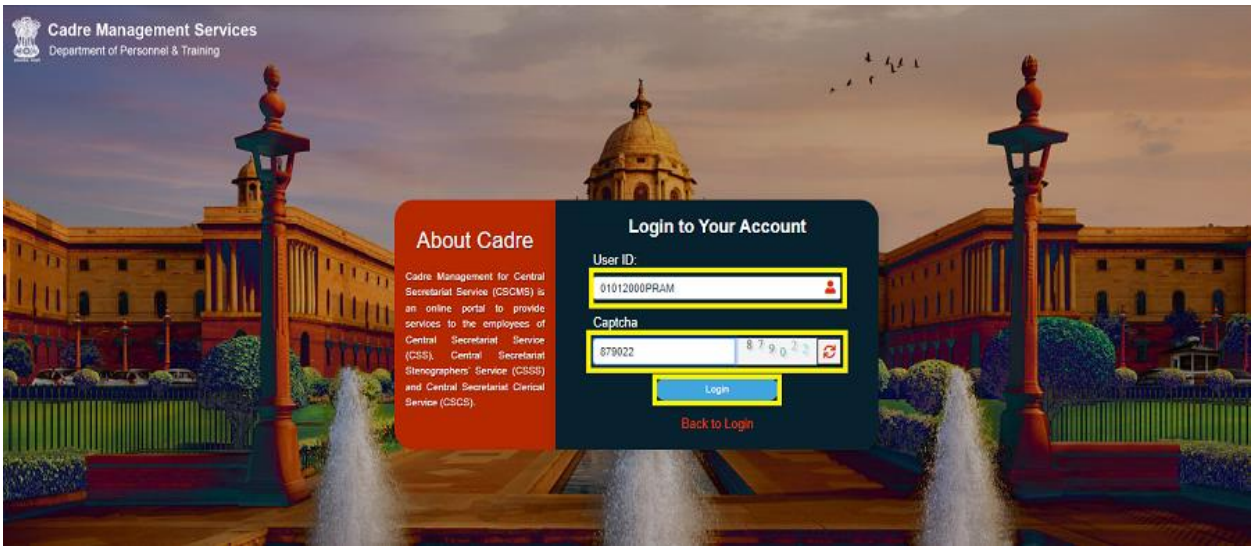
Step 3: Login through e-Parichay email id.



Step 4: For the first-time user login, user needs to put user id which is DDMMYYY followed by first four characters of name and captcha and click on Login button.



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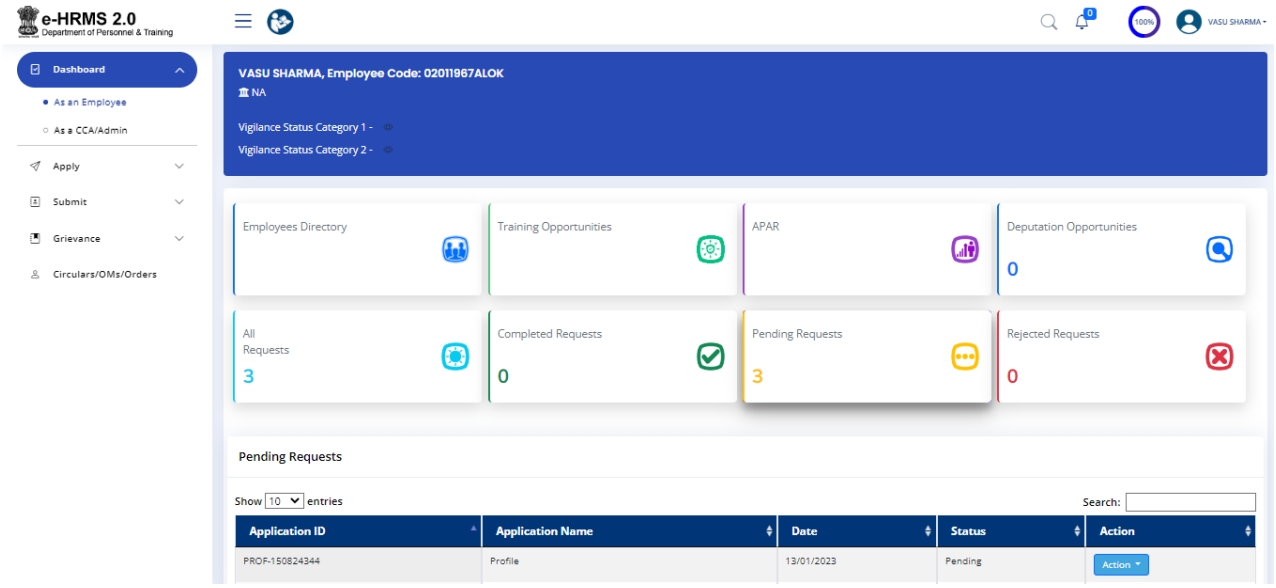
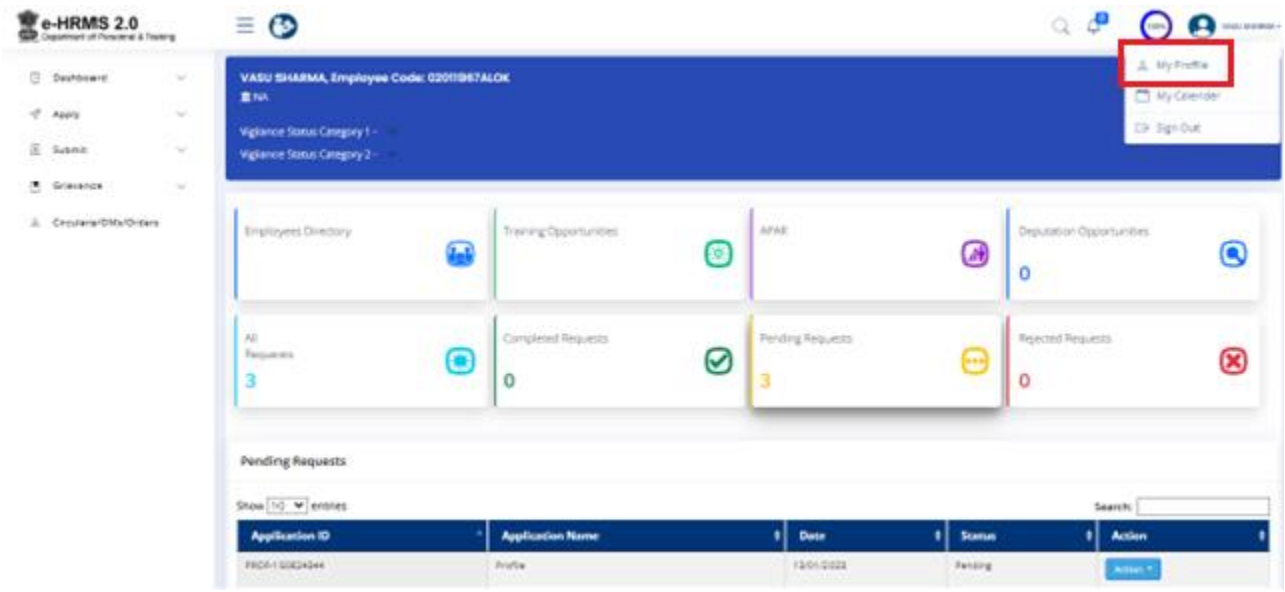
Step 5: Employee dashboard would appear as per shown in below screenshot.



Step 6: Employees can update their profile related details by clicking '**My Profile'**.



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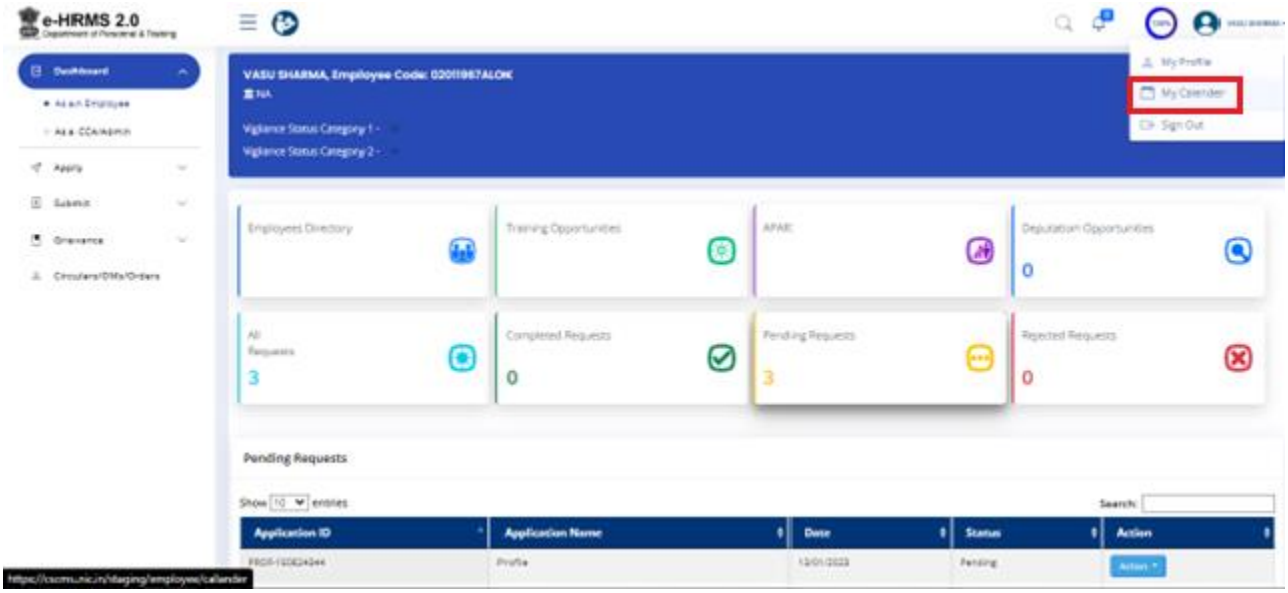
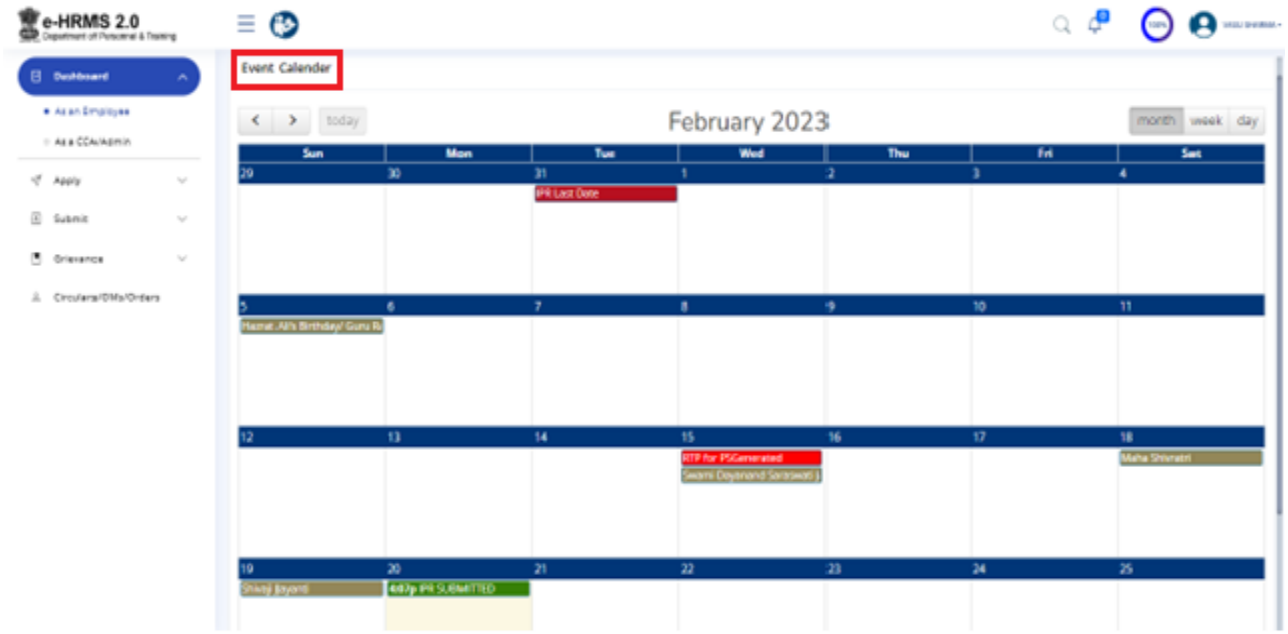
Step 7: Employees can see their Calendar related details by clicking '**My Calendar'**.



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



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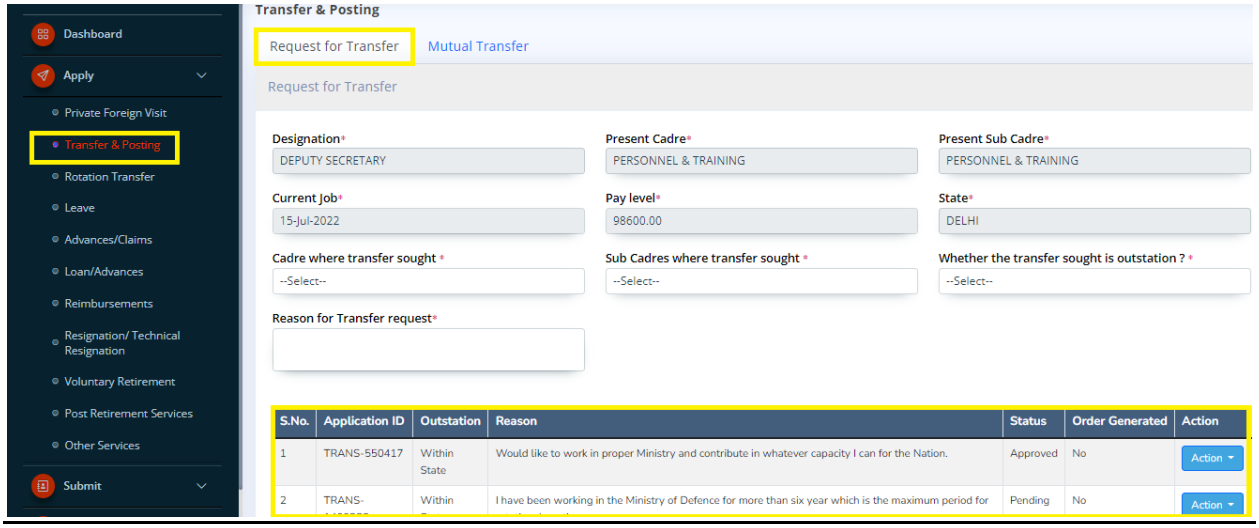
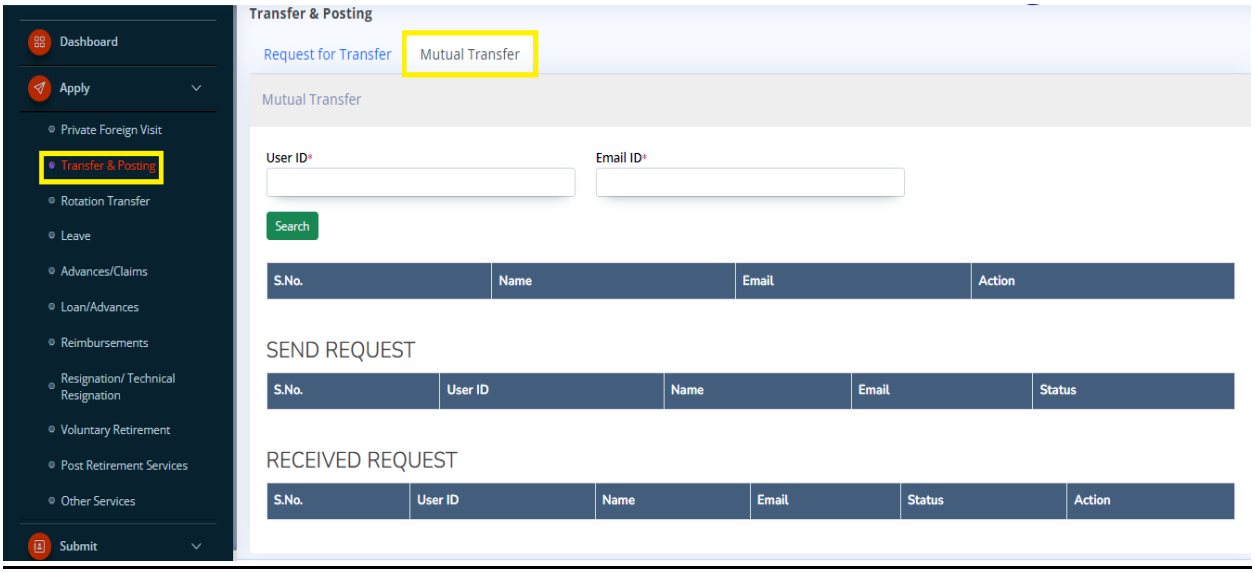
2. Transfer and Posting Request

1. **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.



2. **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.



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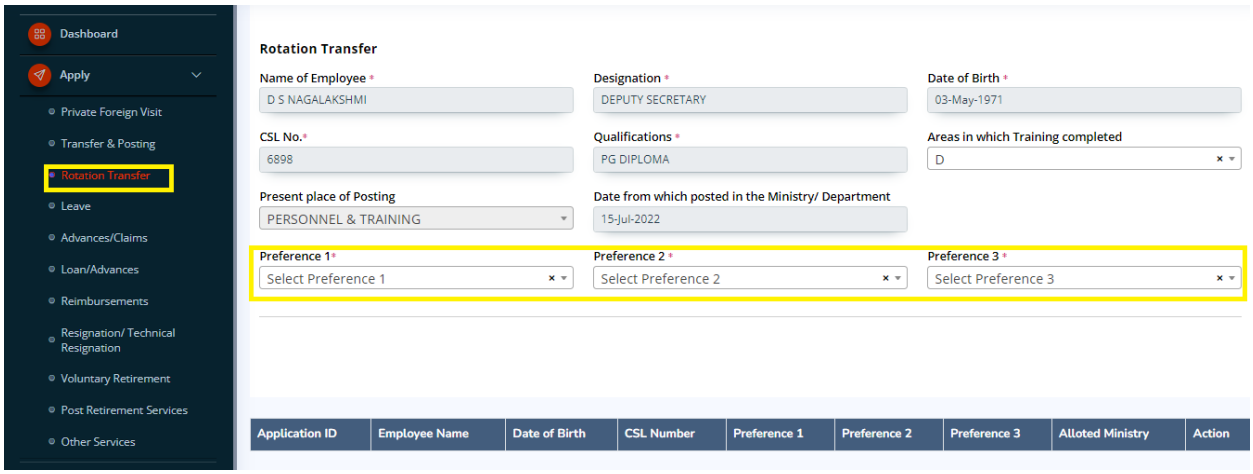
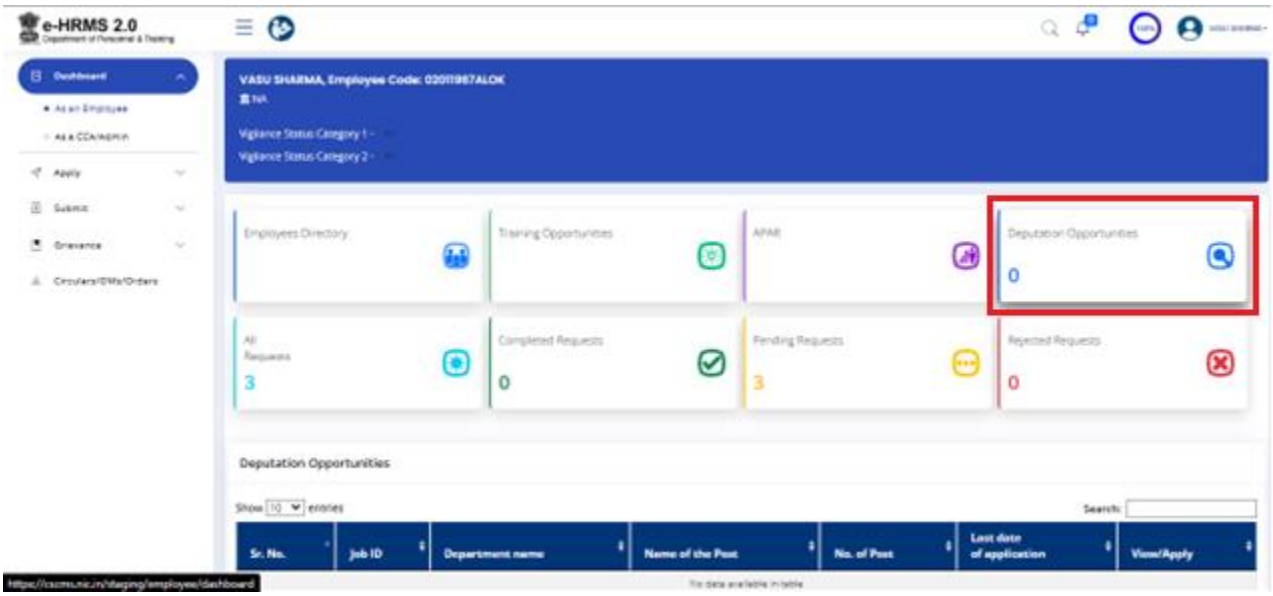
3. Request for Rotation Transfer

Step 1: Go to 'Rotation Transfer' under 'Apply' tab and select preference if eligible and submit the request.



4. 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.



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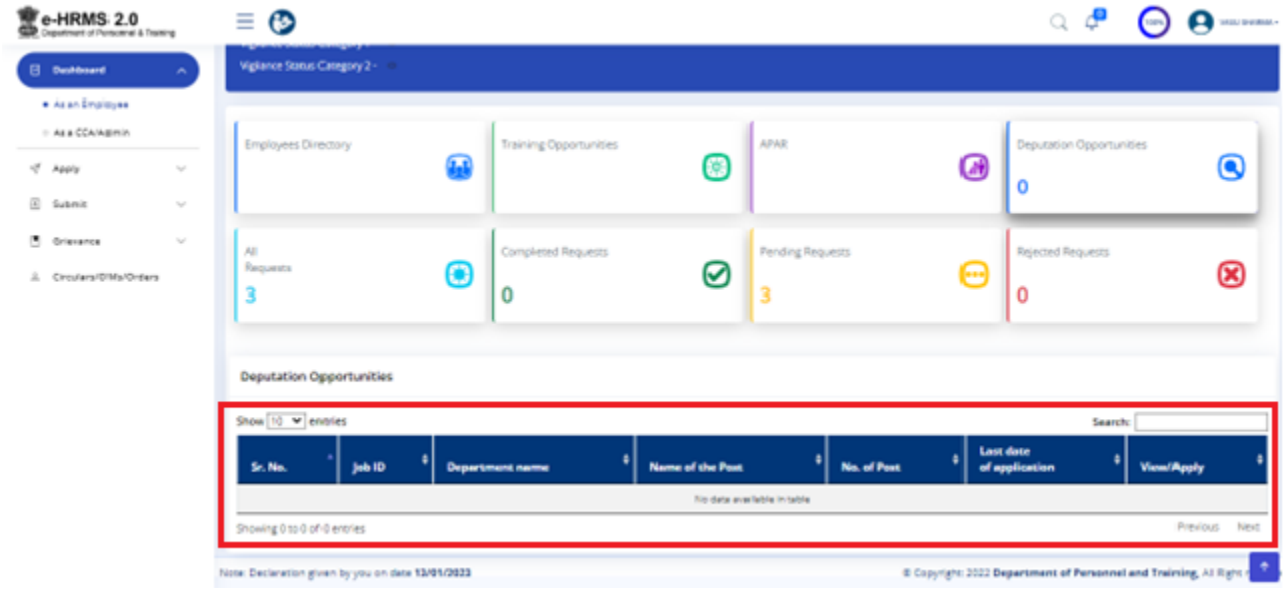
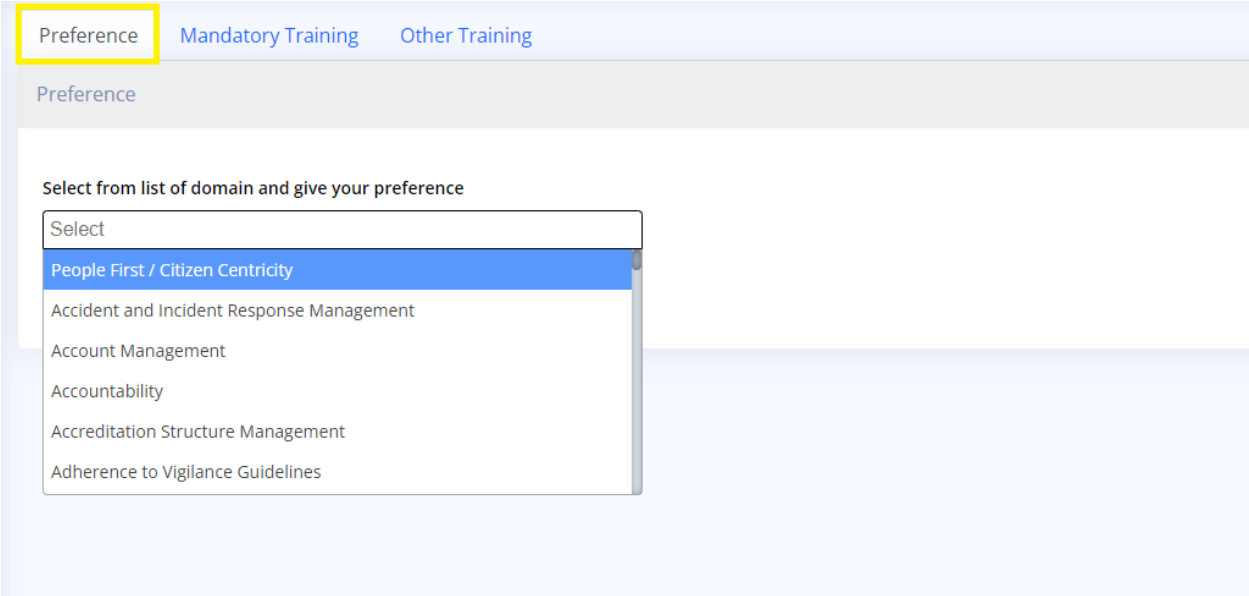


5. Training Opportunities

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.



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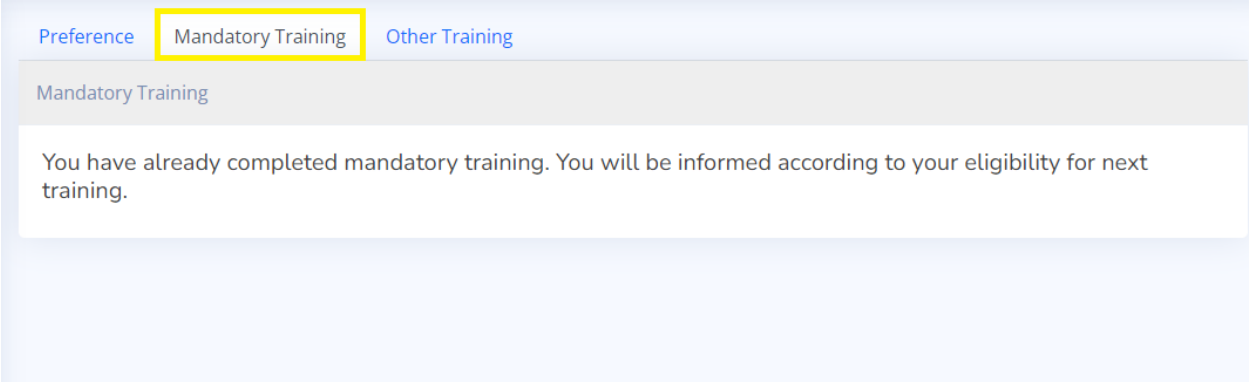
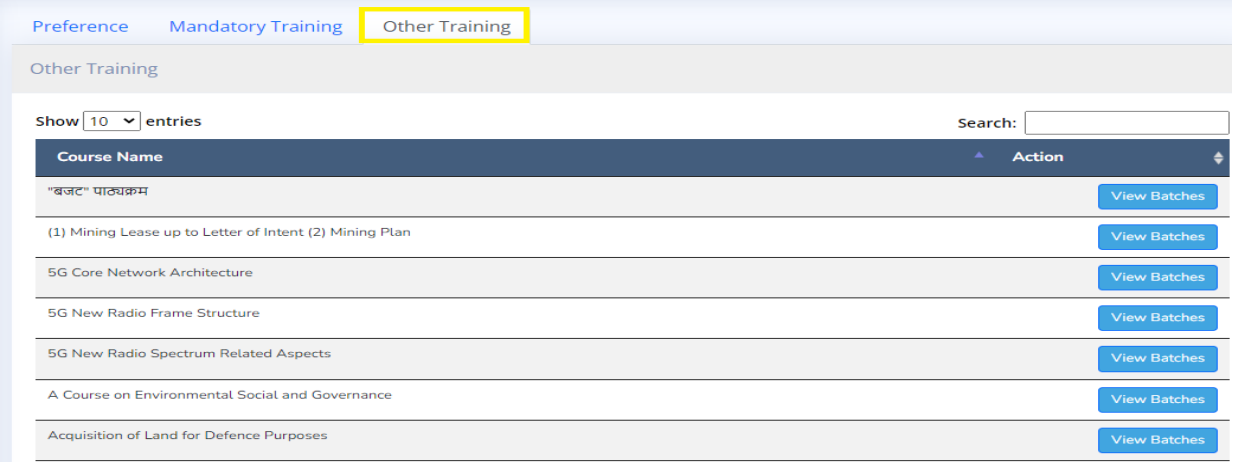
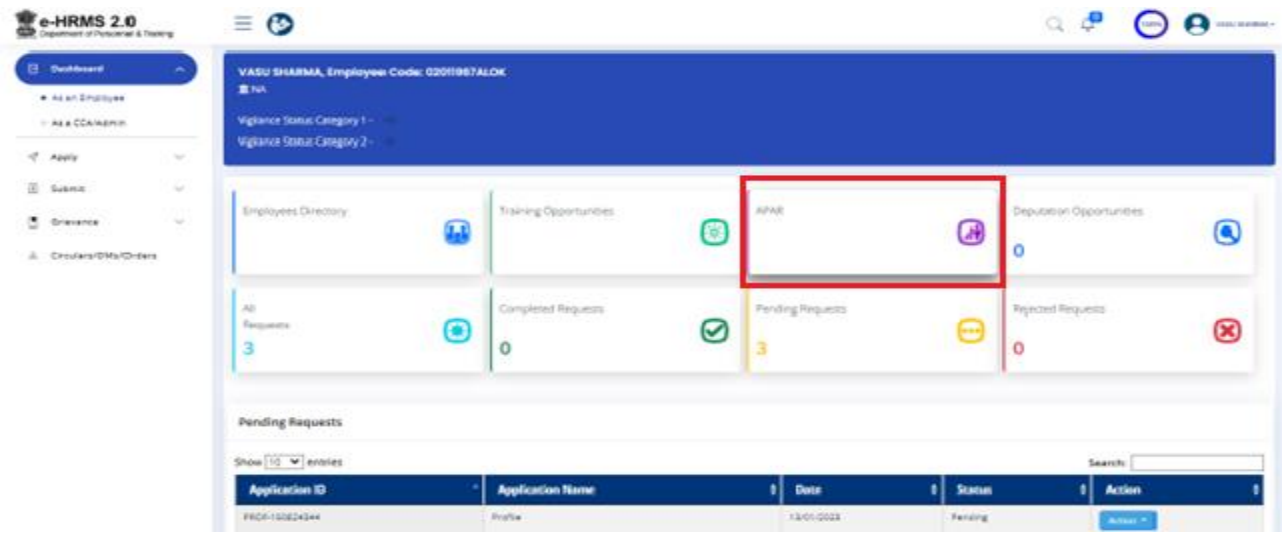




6. Annual Performance Assessment Report (APAR) Details

Step 1: Employees can check their Annual Performance Assessment Report (APAR) by clicking on 'APAR' tab in the screenshot below.



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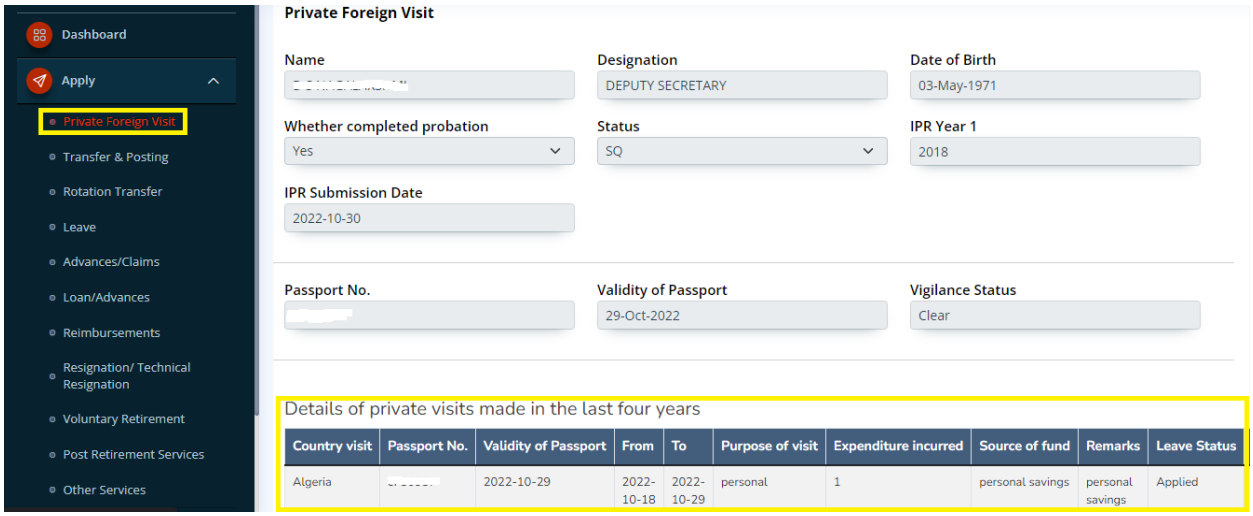
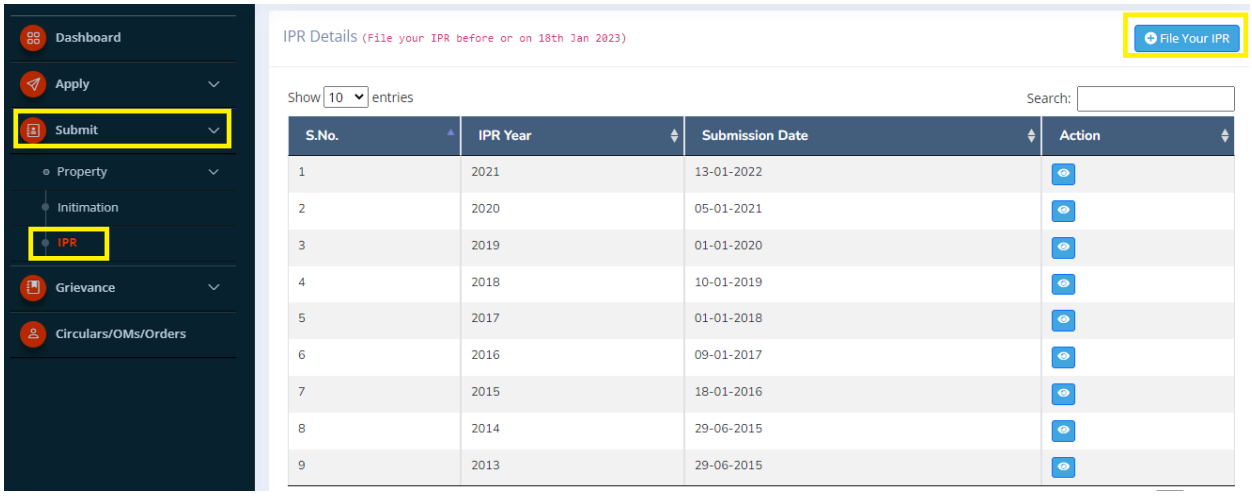
7. Request for Private Foreign Visit

Step 1: Go to Private Foreign Visit under 'Apply' tab and add required details.



8. Immovable property Return (IPR

Step 1: Go to IPR under 'Submit Button' and fill in their Immovable Property Return by clicking on File Your IPR button.



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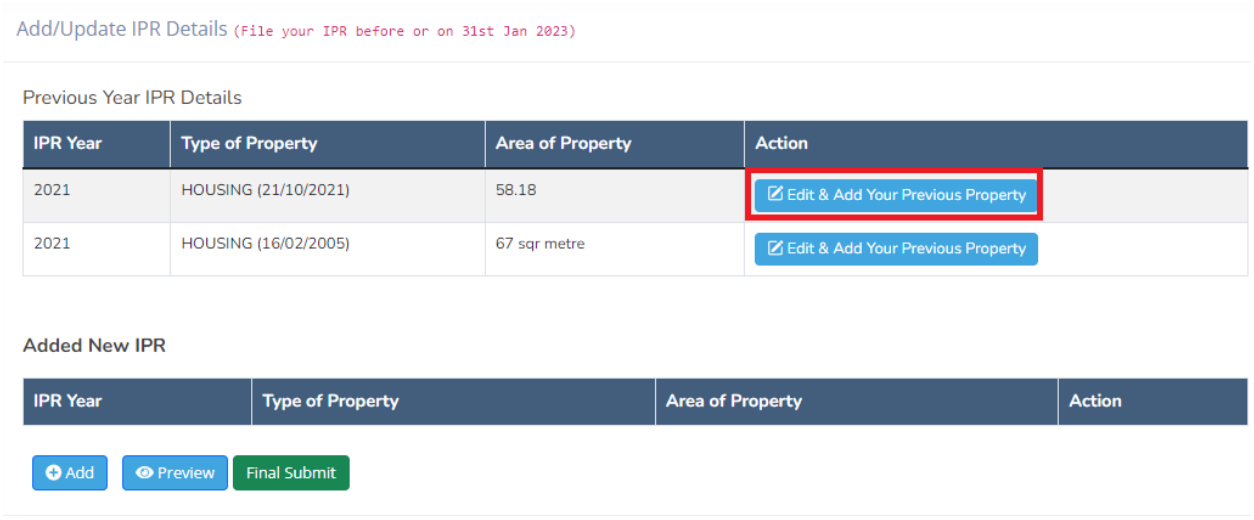
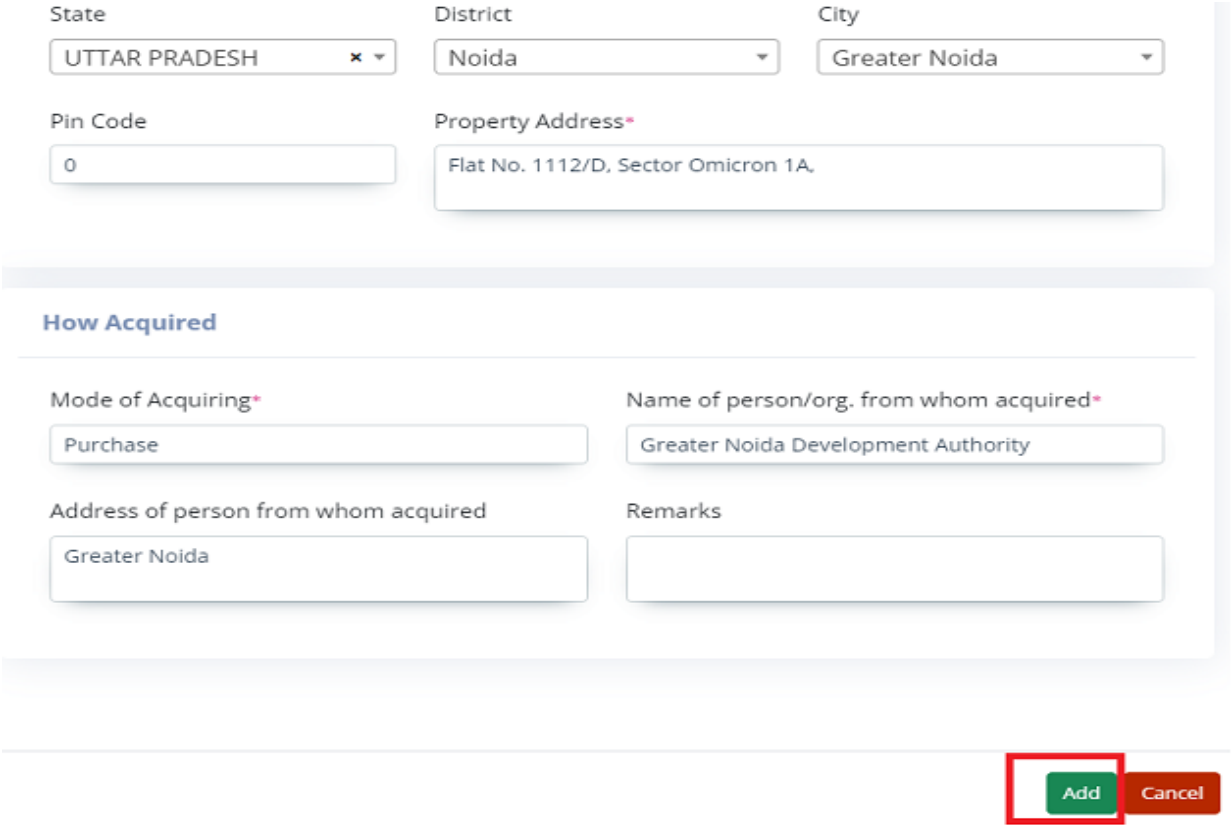
Step 2: Click on the Edit & Add Your Previous Property Button to Add previous property.



Step 3: View and Edit previous property if required and click on ADD button.



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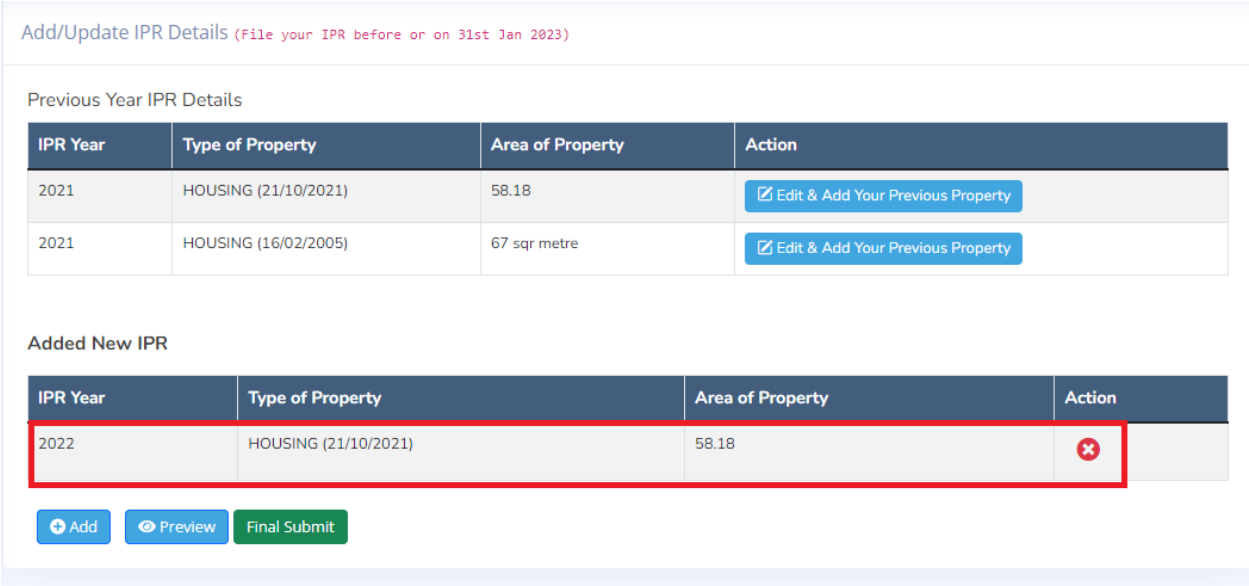
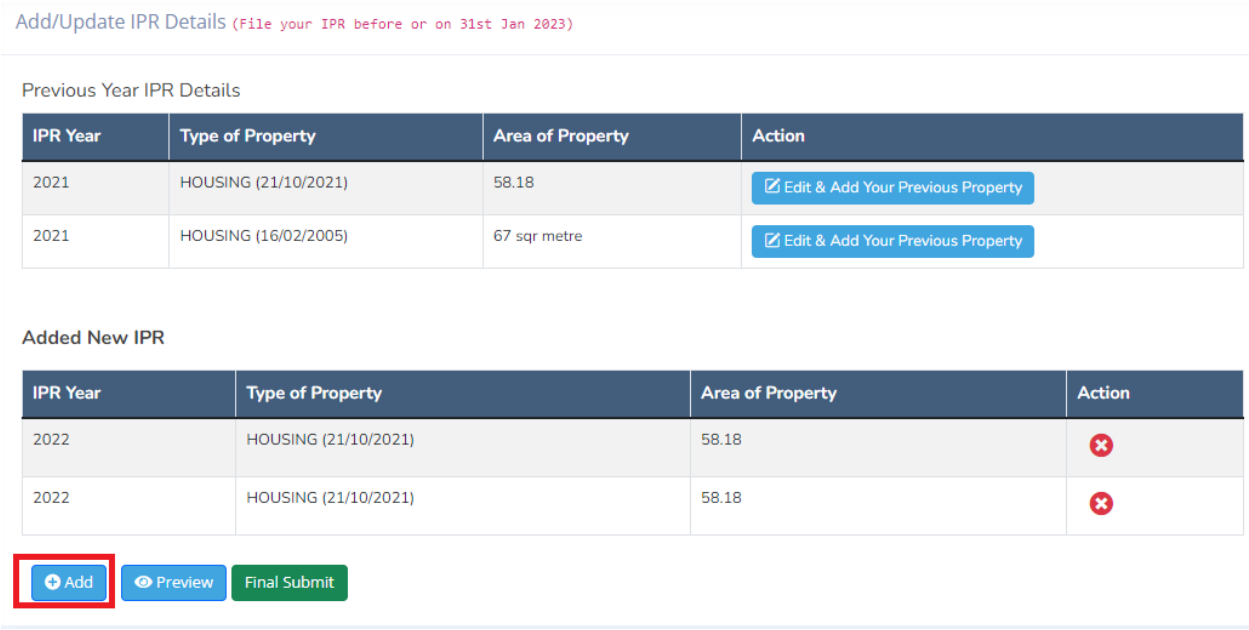
Step 4: Now Previous one added and similarly all required previous data can be added.



Step 5: By clicking on ADD button, new property can be added.



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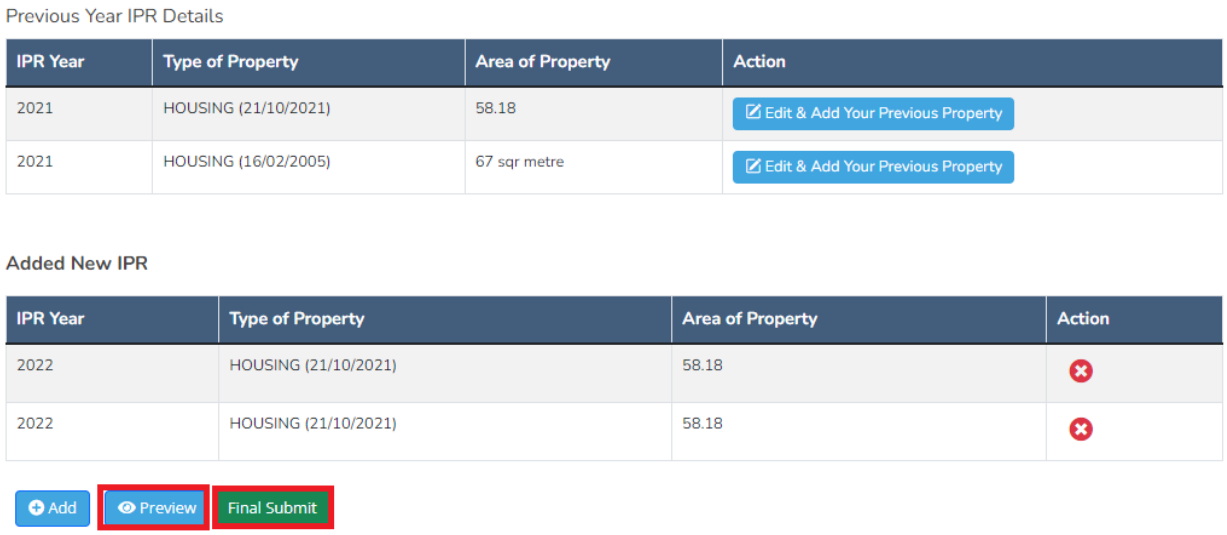
Step 6: After adding all required property, you may click on preview button to check the data before final submit.



Step 7: After submission the IPR data, click on icon (as listed in screenshot) for PRINT.



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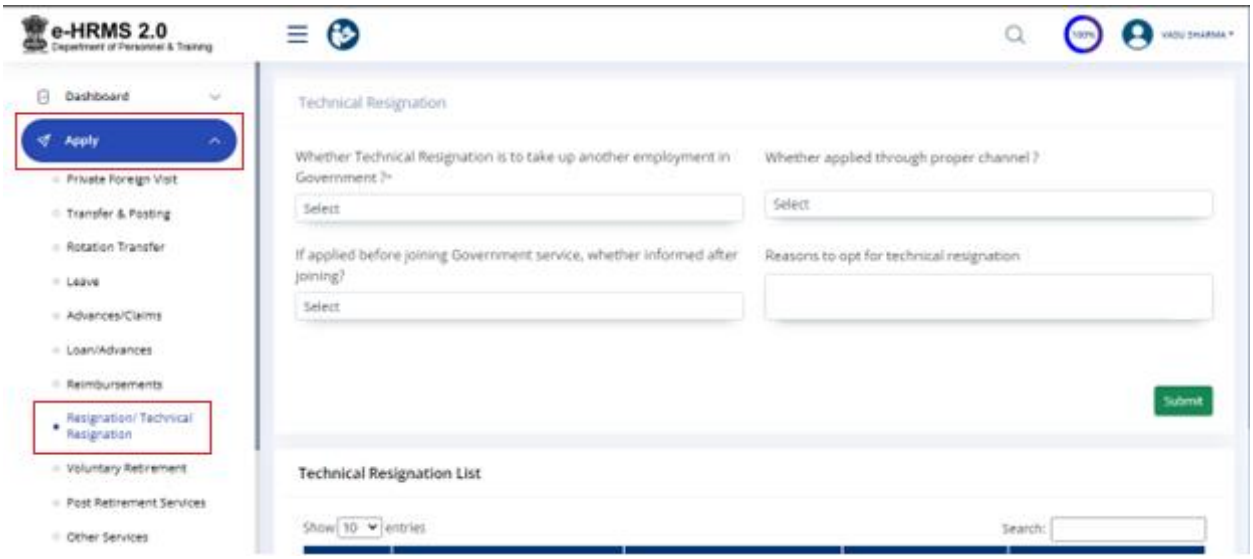
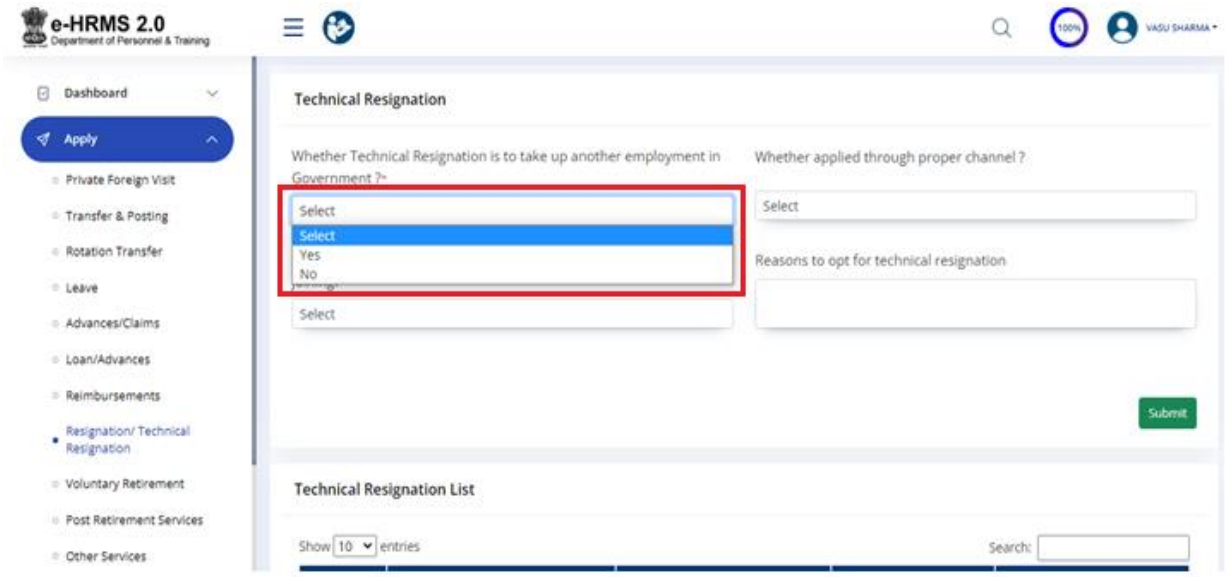
9. Resignation/ Technical Resignation

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



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



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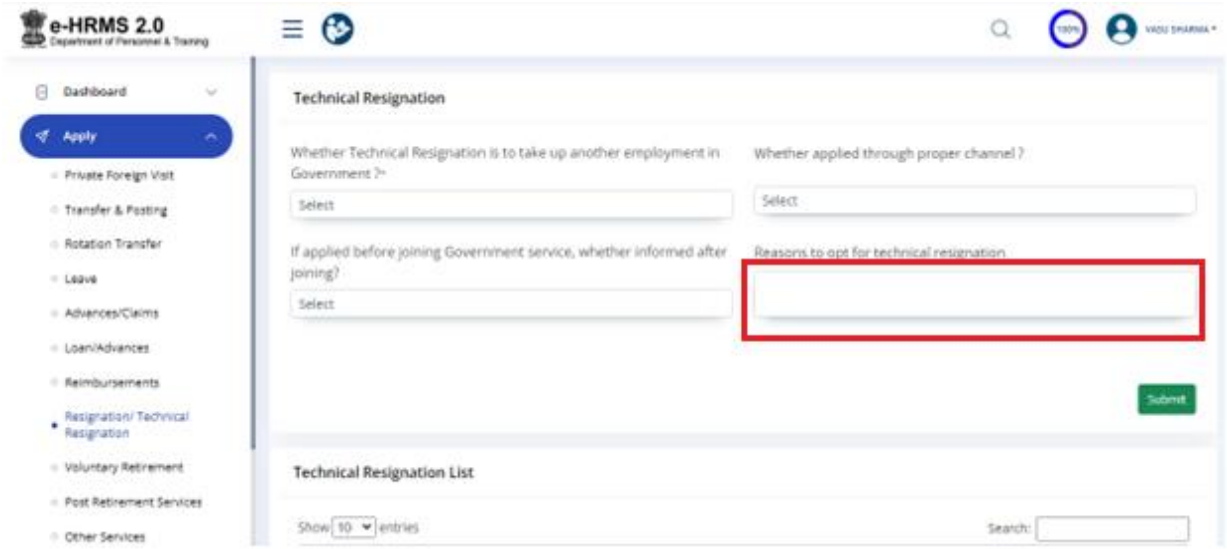
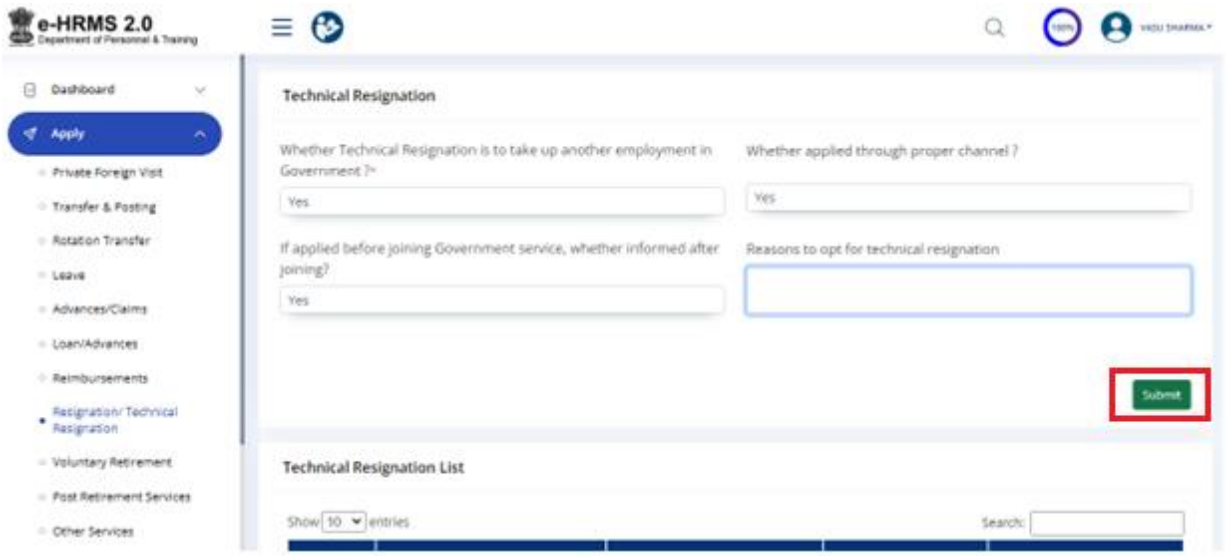
Step 3: All the required details need to be filled in.



Step 4: Click **Submit.**



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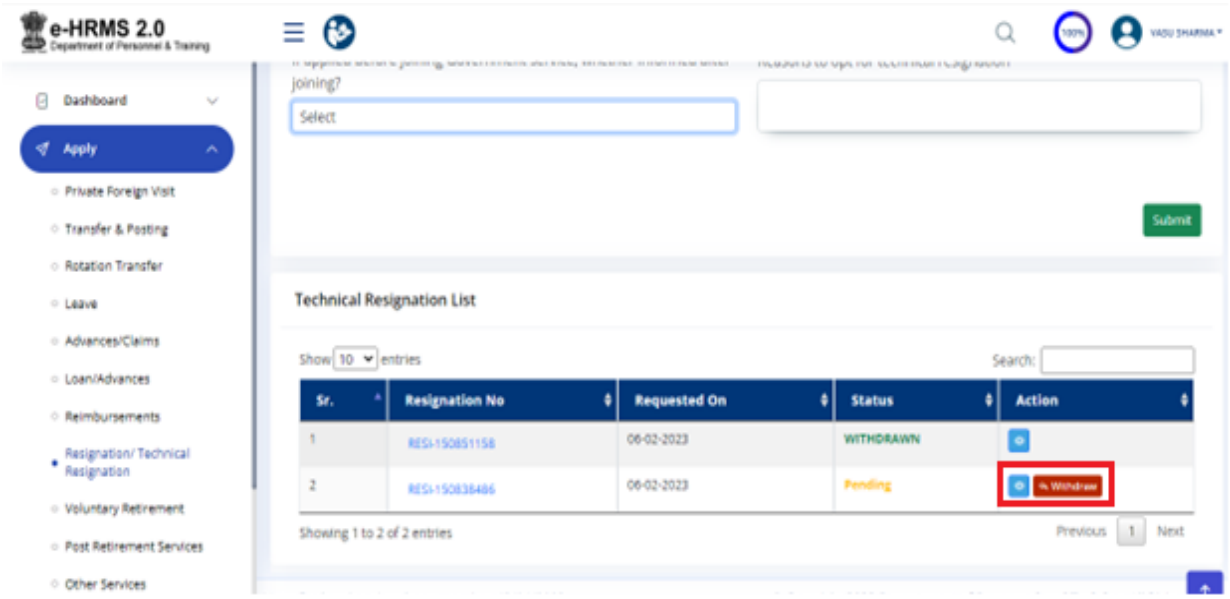
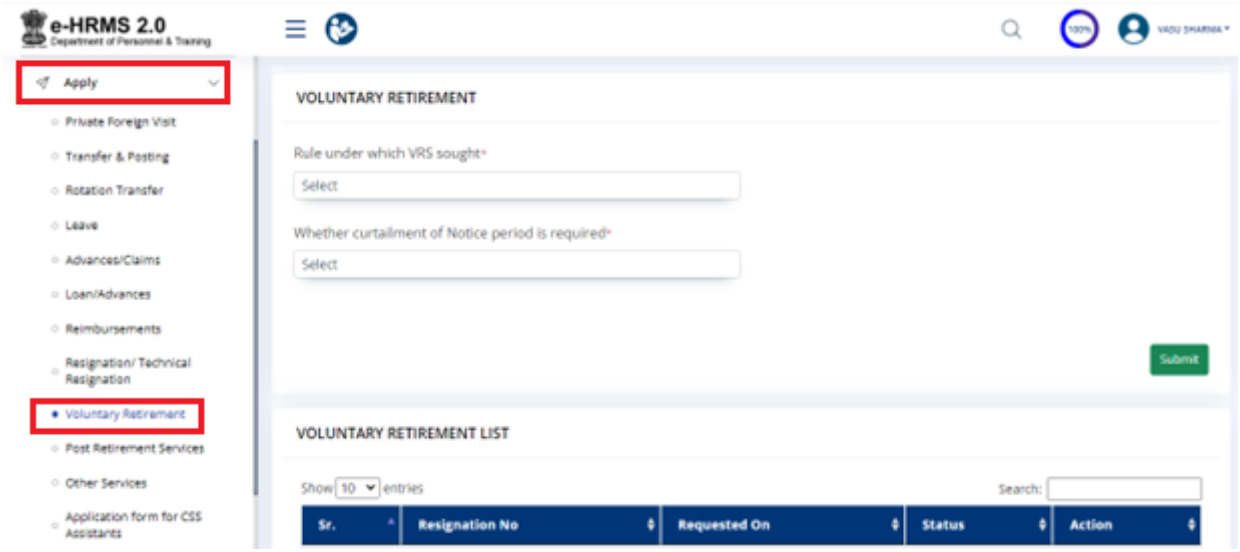
Step 5: After submission, click on the icon to view and withdraw.



10. Voluntary Retirement

Step 1: Under Apply tab, click Voluntary Retirement.



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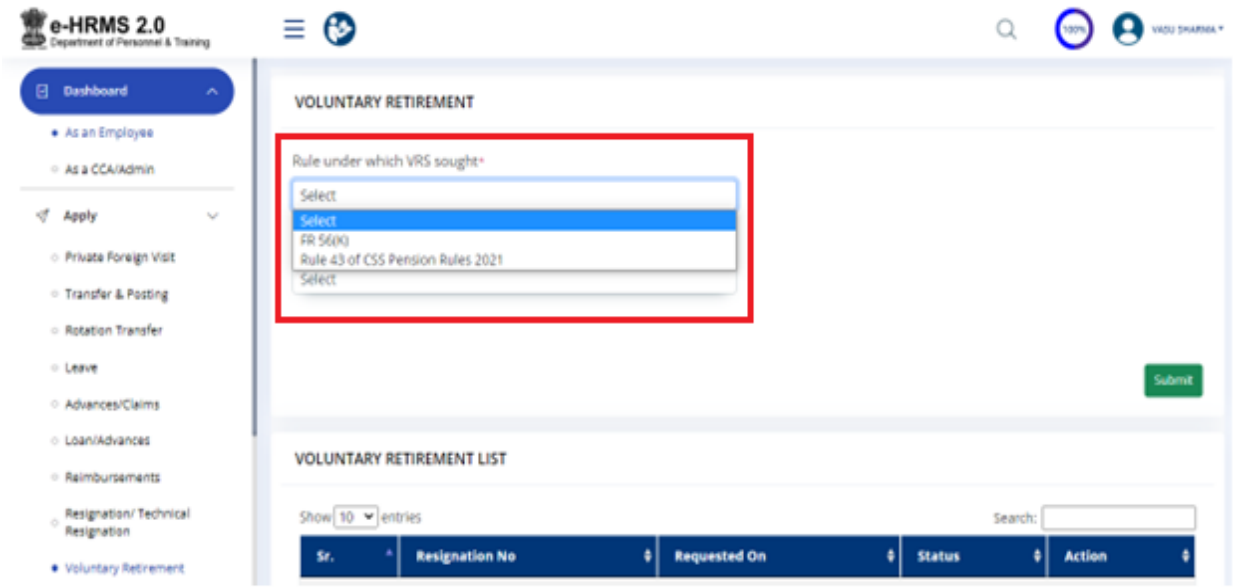
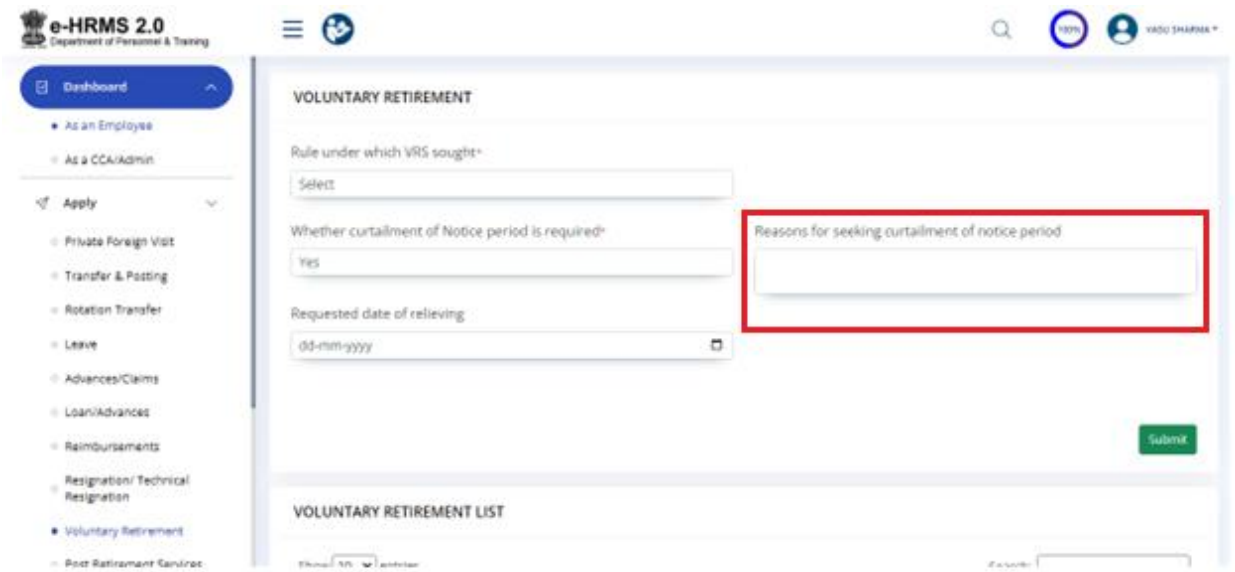
Step 2: Select the required response from the drop down whether **FR 56(K)/Rule 43 of CSS** accordingly



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



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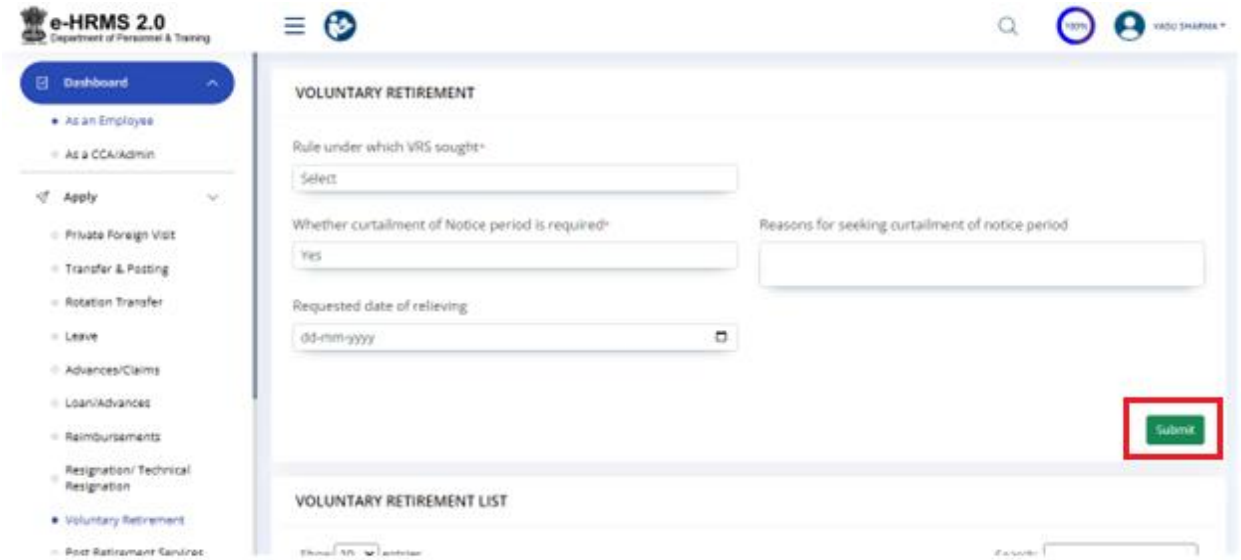
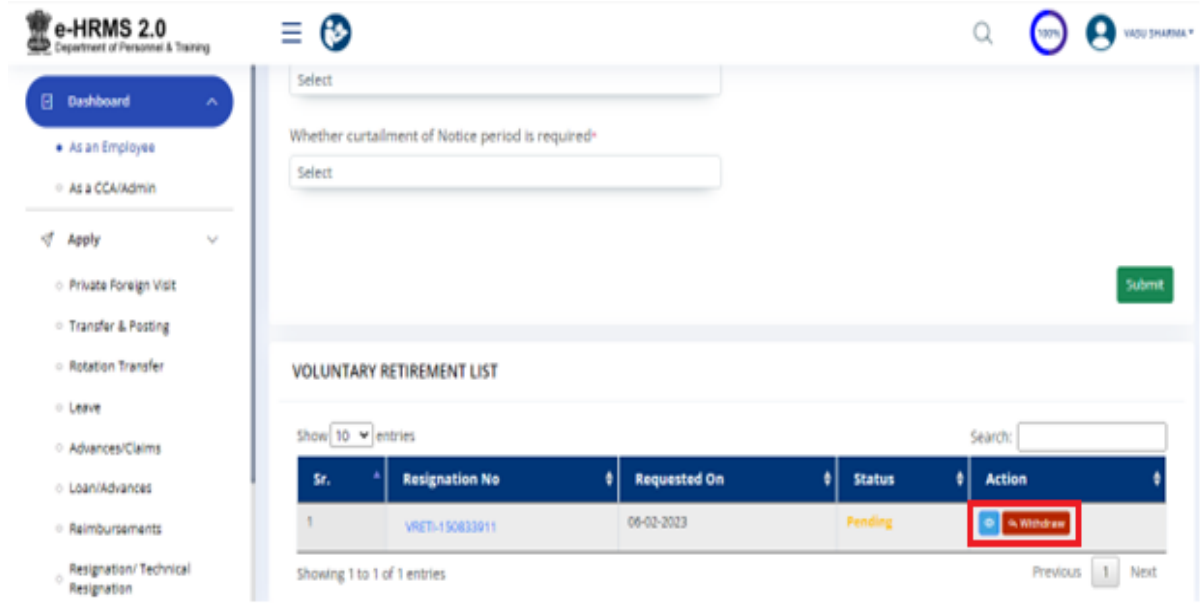
Step 4: Click **Submit.**



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



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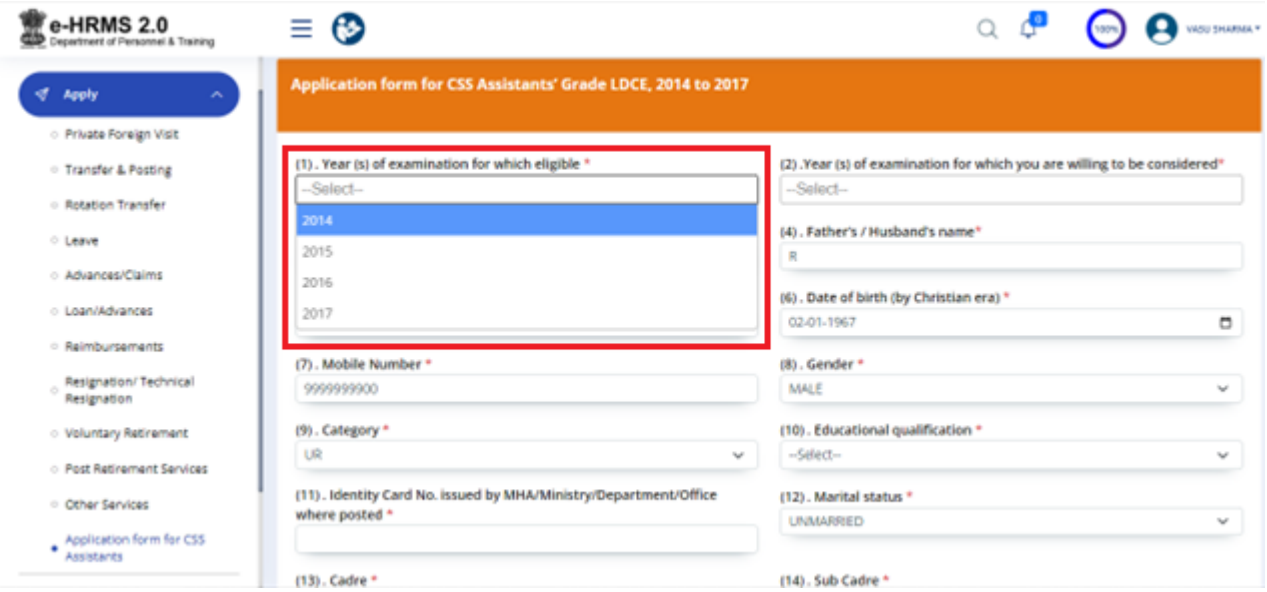
11. Application form for CSS Assistants

Step 1: Under Apply tab, click Application form for CSS Assistants



Step 2: Select the required response from the drop down menu



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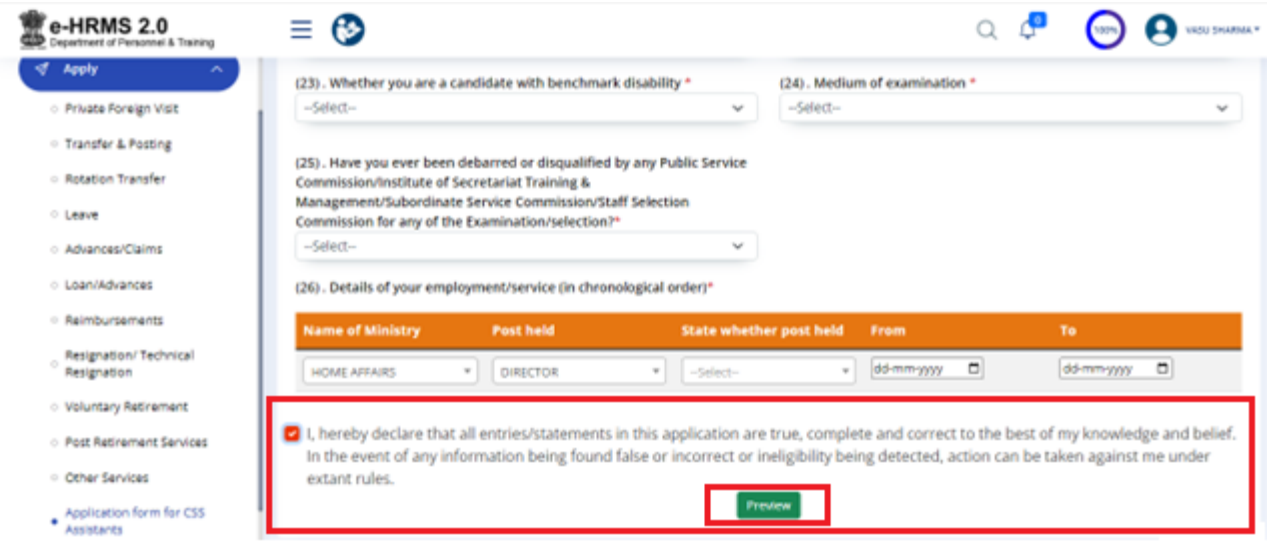
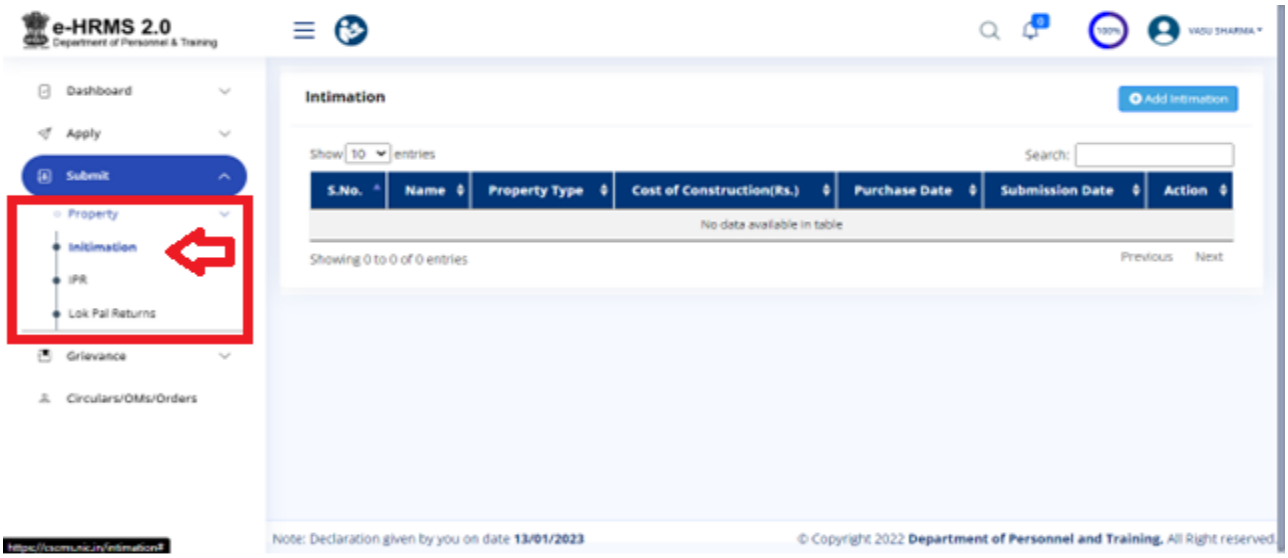
Step 3: All the required details need to be filled in and Tick mark the Declaration box and click on preview to check the details submitted



12. Property

- Intimation

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



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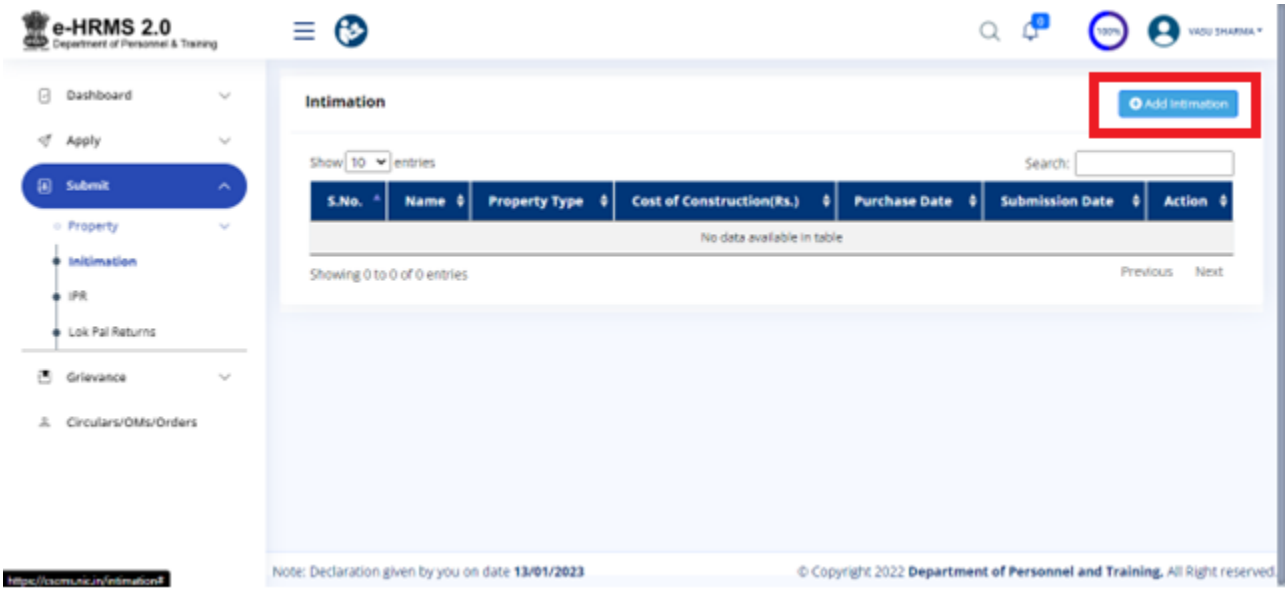
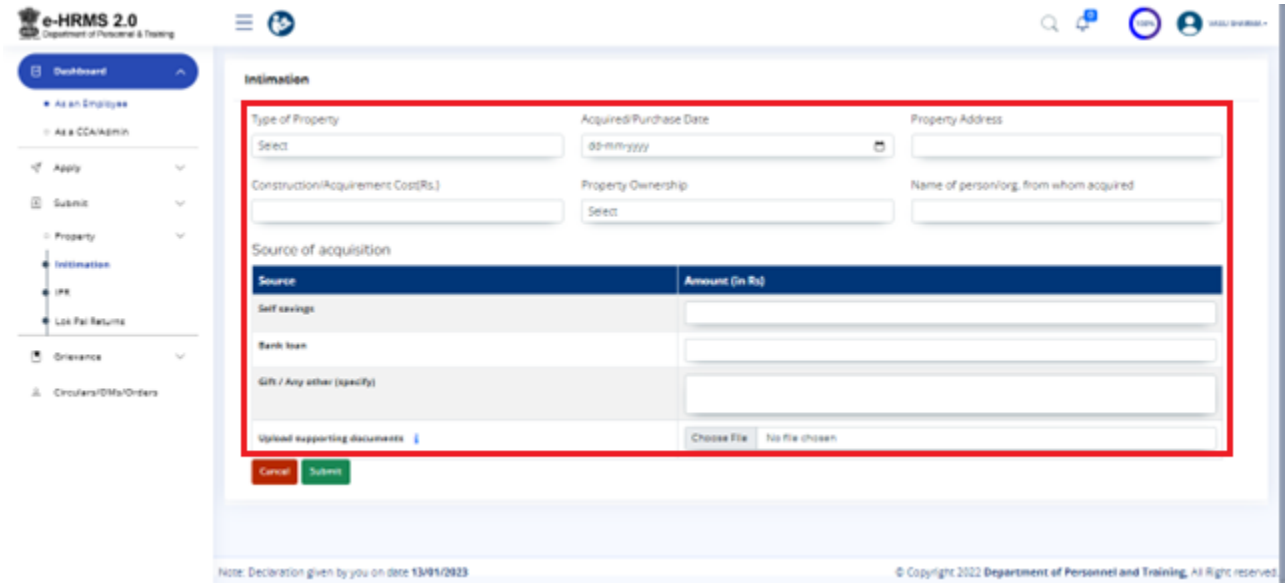
Step 2: Click on Add Intimation



Step 3: Fill in all the required details that need to be filled in.



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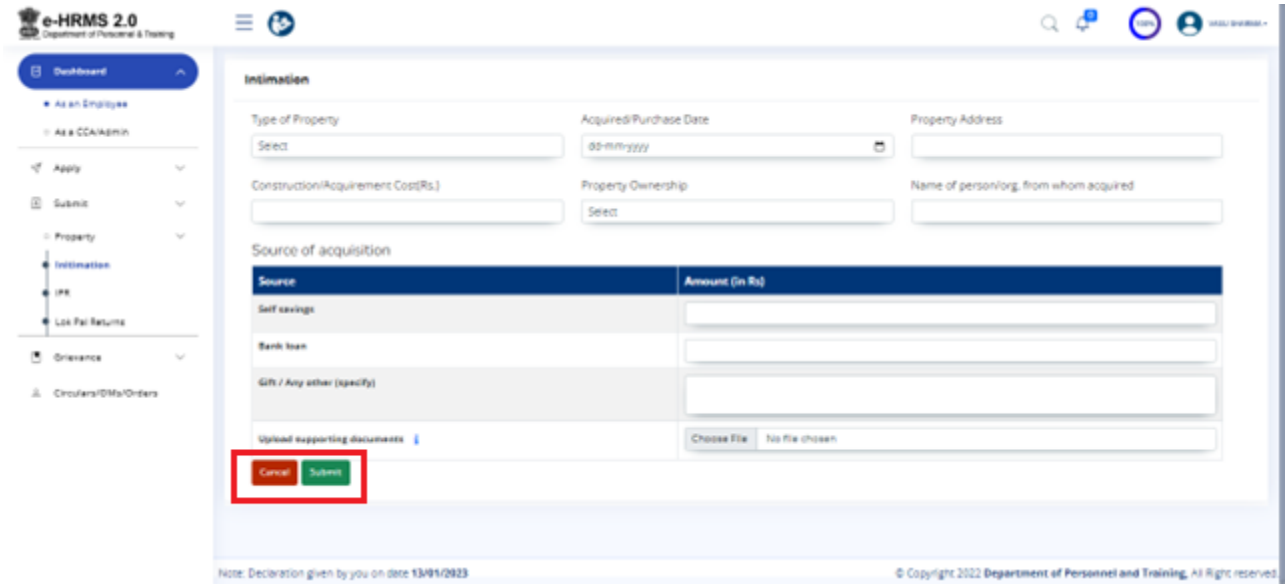
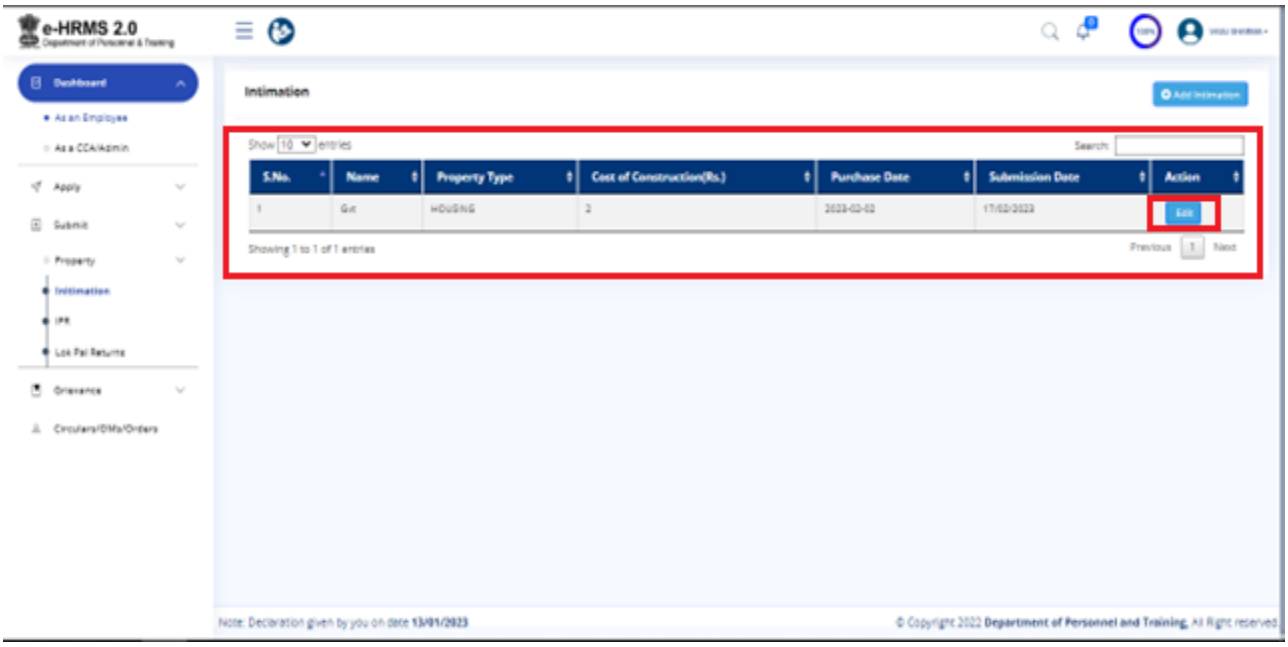
Step 4: Fill All the required details need to be filled in and Click on Submit.



Step 5: Once submitted can be seen on the Dashboard, also can be Edited.



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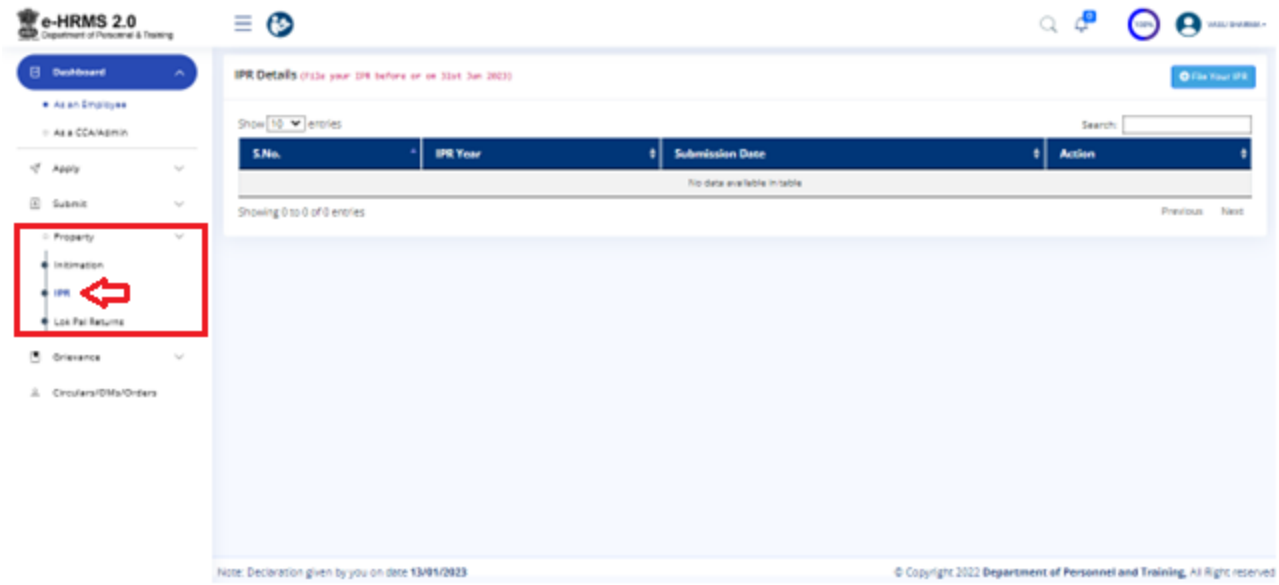
- IPR

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



Step 2: Click on Add IPR



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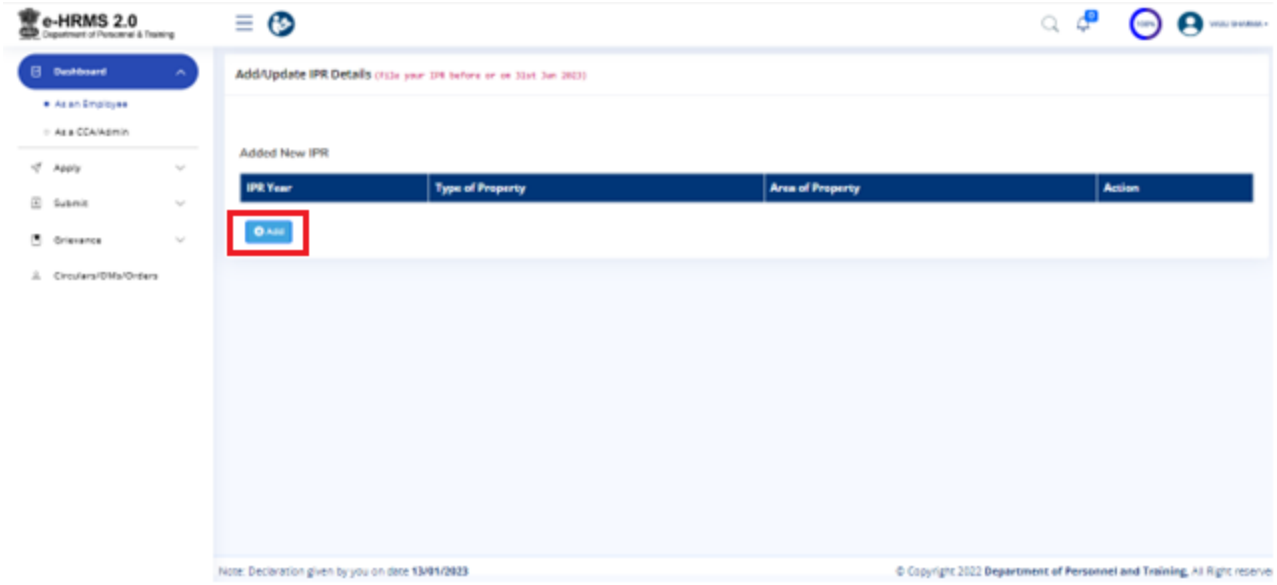
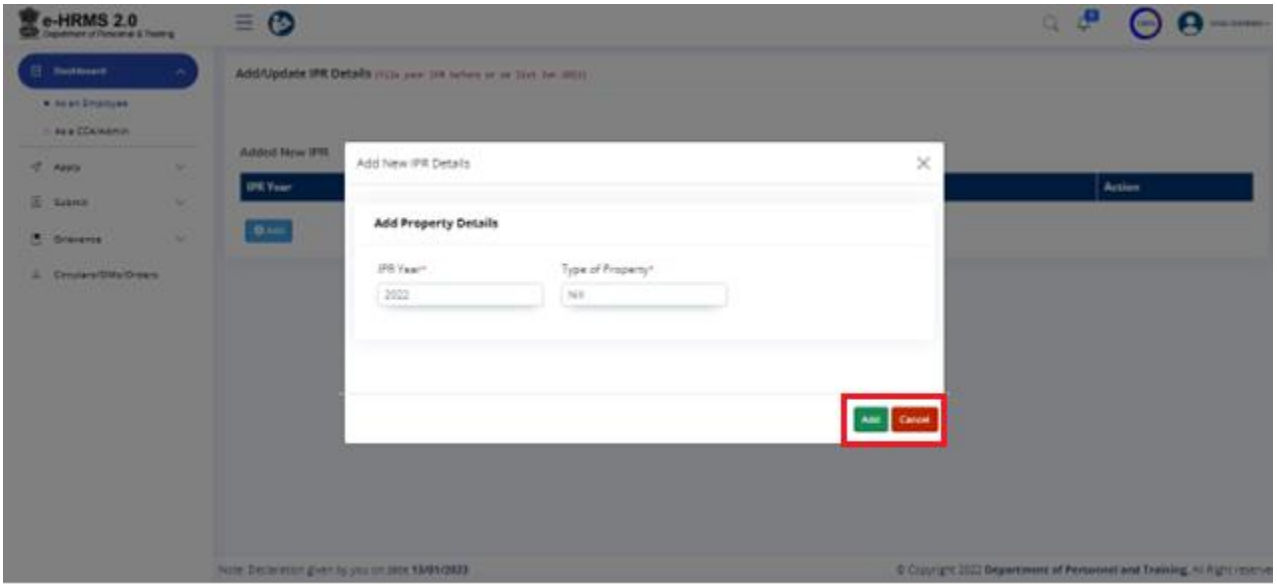
Step 3: Click on Add IPR again



Step 4: Fill All the required details need to be filled in and Click on Submit.



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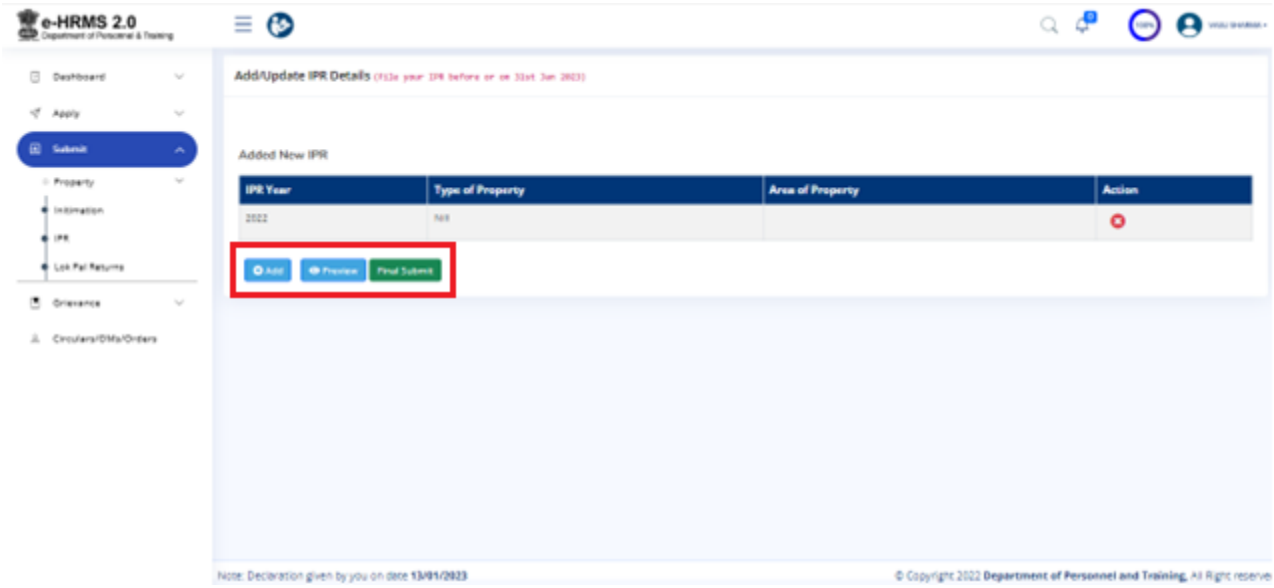
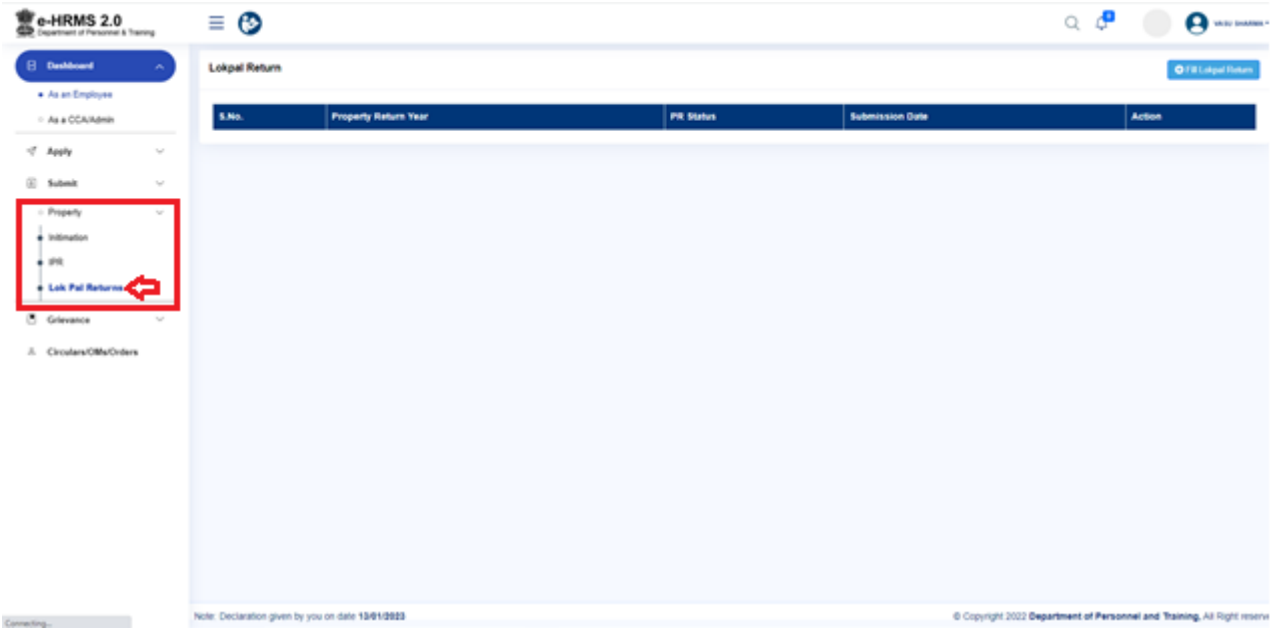
Step 5: Once submitted can be seen on the Dashboard, also can be Edited.



- Lok Pal Returns

Step 1: Under Submit tab, click on Property Tab then on Lok Pal Returns



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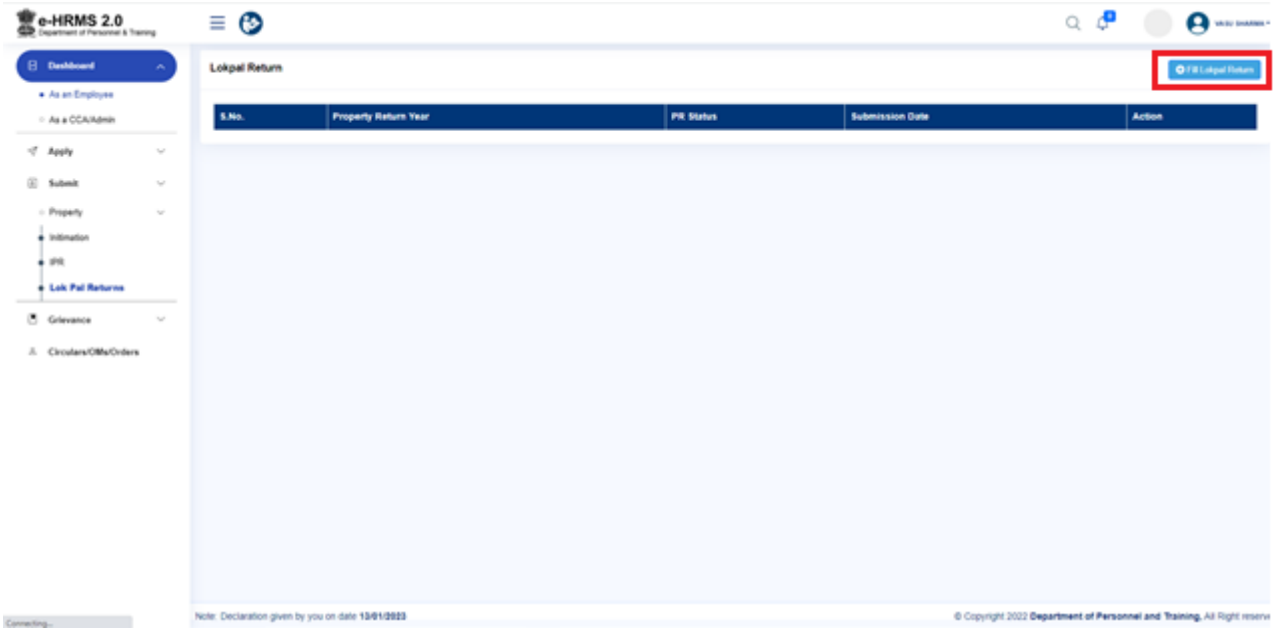
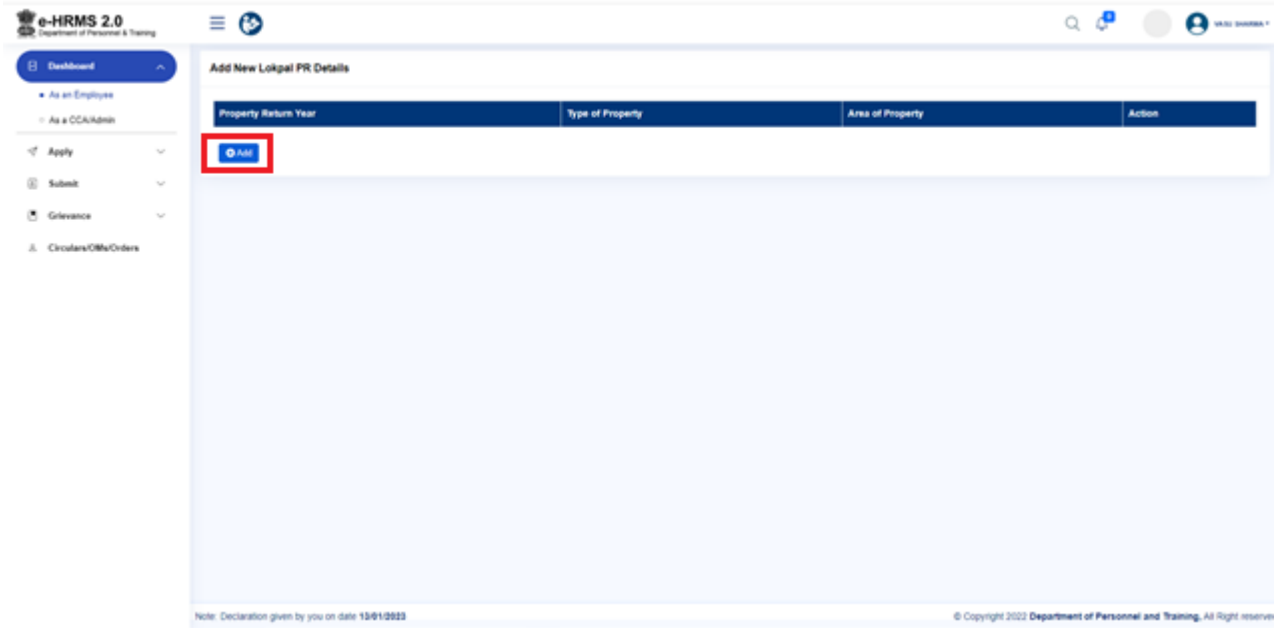
Step 2: Click on Fill Lok Pal Returns



Step 3: Click on Add Lok Pal Returns again



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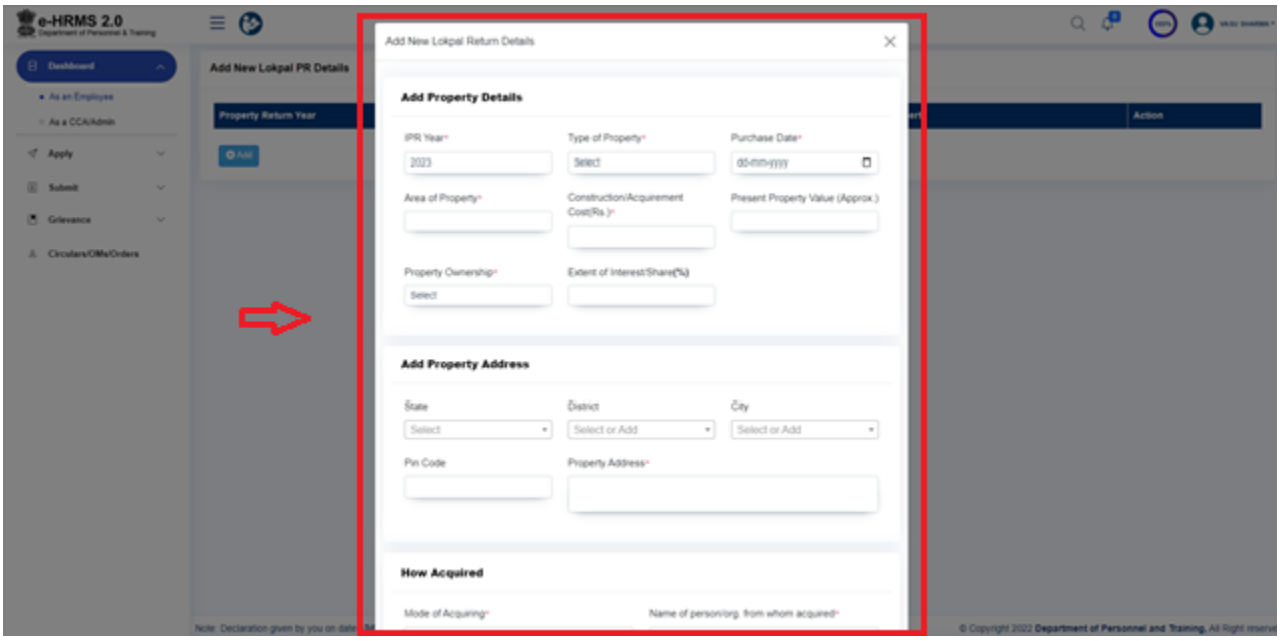
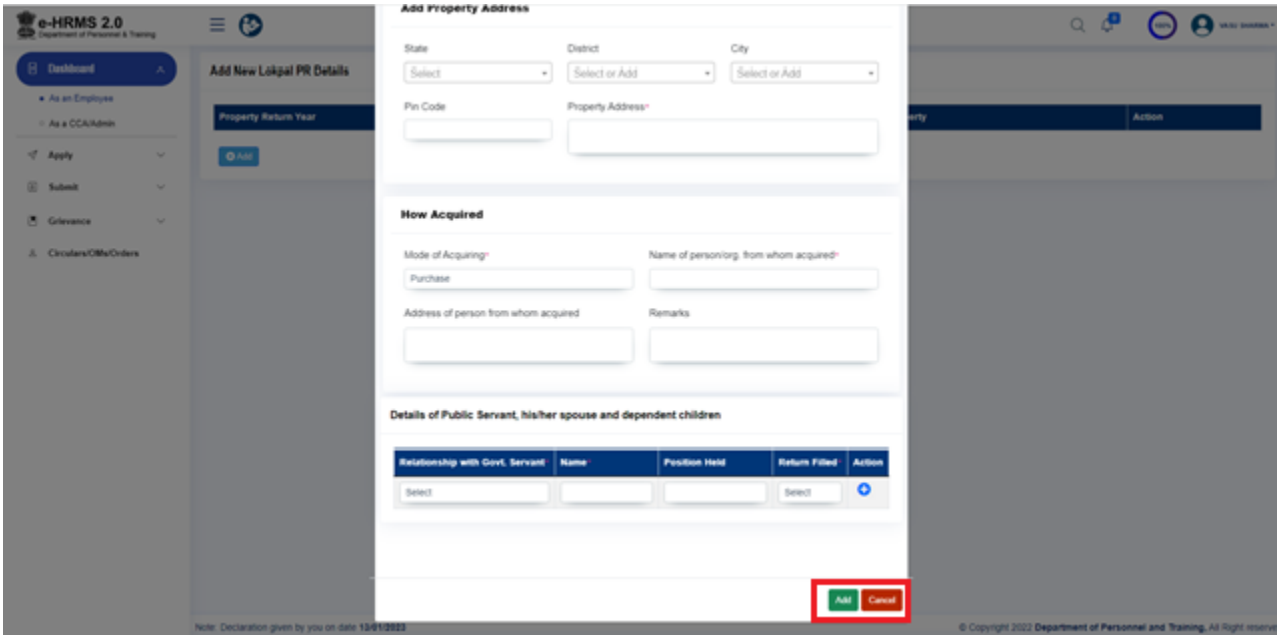
Step 4: Fill All the required details need to be filled in and Click on Add or Cancel.





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