F. No. 3/1/2024-e-HRMSv2.0
Government of India
Ministry of Personnel, Public Grievances & Pension
(Department of Personnel & Training)
*****

North Block, New Delhi
Dated: 20th March, 2024

OFFICE MEMORANDUM

Sub: - Curtailing the workflow levels on e-HRMS 2.0 portal - reg.

In pursuance of this Department's OM of even no. dated 26-02-2024 regarding timelines for service delivery through e-HRMS 2.0 portal, it is stated that any kind of applications with respect to leave, claims and reimbursements etc. can now be disposed of through various modules of e-HRMS in an easy, transparent and time-bound manner.

2. Since various details are auto-filled and many checks are already available in the e-HRMS 2.0, the curtailing of levels in the workflow shall save a lot of transaction time and cost. Also, decreasing these levels has other benefits like reduced bureaucracy and alignment with digital transformation initiatives etc. The levels may be cut down accordingly, as follows:

L-1	L-2	L-3
First level examination	Second level examination	Competent authority for approval.
Note: conveying authority may be any one among these three levels.		

3. Therefore, in continuation with the said OM dated 26-02-2024, all the Ministries/Departments/Organizations (MDOs) are requested to review and limit the levels in workflows with respect to the services included in the said OM to facilitate smoother adoption of the service delivery timelines for e-HRMS 2.0 portal.

4. This issues with the approval of Joint Secretary (e-HRMS).

20.3.2024
(Yashu Rustagi)
Deputy Secretary to the Government of India
Tel: 23094470

To,

All Ministries/Departments/Organizations (MDOs)
(Through e-HRMS 2.0 portal)