

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

No.A.49011/09/2026/DPAR/CCD(2)

Puducherry, dt 03.08.2026

CIRCULAR

Sub: Public Service - eHRMS – Expeditious implementation in all Government Departments of the U.T. of Puducherry – Completion and validation of employee profiles – Processing of service-related matters through e-HRMS- Instructions issued – Reg.

- Ref: 1. Office Memo No.F.No.3/1/2024-e-HRMS v2.0 of Ministry of Personnel, Public Grievances Pension (Department of Personnel & Training), New Delhi dated 26.02.2024.
2. ID Note No. 318/DIT/eHRMS/D3/2025 of Directorate of Information Technology dated 06.10.2025 and dated 03.02.2026.
3. Circular No.A.49011/09/2026/DPAR/CCD(2) of Department of Personnel and Administrative Reforms, Government of Puducherry dated 29.06.2026.

- - -

Kind attention is invited to the references cited on the subject mentioned above, wherein all Departments/Offices were requested to complete the registration and validation of user profiles of Government employees in the e-HRMS Portal and to process all leave and other service-related matters exclusively through the e-HRMS Portal with effect from **01.08.2026**.

2. It has, however, been observed that the user profiles of many Government employees under various DDOs are yet to be completed and validated. This may adversely affect the seamless implementation of the e-HRMS across the Union Territory of Puducherry.

3. In order to facilitate the completion and validation of the pending user profiles, the implementation date has been extended from **01.08.2026** to **01.09.2026**.

T.  ...2/-
31/8/26

4. All Heads of Departments/Heads of Offices/ Drawing and Disbursing Officers are, therefore, once again requested to ensure that all Government employees complete their e-HRMS user profiles without further delay/user profiles are verified and validated by the designated Nodal Officers on or before **31.08.2026**. All leave applications, APARs, and all other service related requests shall be submitted, processed, and approved exclusively through the e-HRMS Portal only, with effect from **01.09.2026**.
5. This may be treated as **MOST IMMEDIATE**.

/BY ORDER OF THE CHIEF SECRETARY/


(S.MURUGESAN)

UNDER SECRETARY TO GOVERNMENT

To:

1. The Development Commissioner/Commissioners/Secretaries to Government/All Heads of Departments/Offices.

Copy to:

1. The Secretary (Personnel), Government of Puducherry.
2. The Director, Department of Information Technology, Puducherry.