

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

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

Puducherry, dt 20.10.2026

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. Circular No.A.49011/09/2026/DPAR/CCD(2) of Department of Personnel and Administrative Reforms, Government of Puducherry, dated 03.08.2026.
2. Letter No. 318/DIT/eHRMS/D3/2026/7711 of Directorate of Information Technology, dated 29.09.2026.

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Kind attention is invited to the reference first 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 **01.09.2026**.

2. It has, however, been observed during the Departmental meeting held under the chairmanship of Hon'ble Minister (IT) on 24.09.2026 that the user profiles of many Government employees under various DDOs are yet to be completed and validated. The Directorate of Information Technology have therefore, intimated that despite several instructions and mandate of leave processing through eHRMS by DP&AR, the pendency is particularly high in respect of Department of Revenue & Disaster Management, Dte. of School Education, Police Department, Public Works Department, Department of Health & Family Welfare Services and Electricity Department, Puducherry. This may adversely affect the seamless implementation of the e-HRMS across the Union Territory of Puducherry.

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3. All Heads of Departments/Heads of Offices/ Drawing and Disbursing Officers, particularly the Officers of High backlog Departments are, therefore, once again requested to ensure that all Government employees under their administrative control complete their e-HRMS user profiles without further delay/user profiles are verified and get it validated by the designated Nodal Officers on or before **31.10.2026**. All leave applications and other service related requests shall be submitted, processed, and approved exclusively through the e-HRMS Portal only, with effect from **01.11.2026**.

4. Further, the Leave Sanctioning Authorities are requested not to entertain any leave application request of their employees except through e-HRMS portal w.e.f. 01.11.2026.

5. This may be treated as **MOST IMMEDIATE**.

/BY ORDER OF THE CHIEF SECRETARY/

Digitally signed by
S Murugesan
Date: 20-10-2026
17:36:21

(S.MURUGESAN)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

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.

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.

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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. e... ..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.

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

No.318/DIT/eHRMS/D3/2026/ 771/ Puducherry, dated 29-09-2026

To
 The Under Secretary to Govt.(Personnel)
 Department of Personnel & Administrative Reforms Wing,
 Puducherry.



Sir,

Sub: Implementation of eHRMS – Expeditious completion and validation of employee profiles –Reg.

Ref: 1. Circular NoA.49011/09/2026/DPAR/CCD(2)dated 29-06-2026 & 03-08-2026 of DP&AR (Personnel Wing), Puducherry

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I am to state that during the Departmental meeting held on 24-09-2026, the Hon'ble Minister (IT) reviewed the implementation of e-HRMS and expressed concern over the pendency in updation of employee profiles and their verification by the designated Nodal Officers. The Hon'ble Minister (IT) has directed to initiate necessary action in coordination with DP&AR, to ensure compliance by 31-10-2026.

2. While reviewing the Profile Status Report generated from the e-HRMS Portal on 25-09-2026, it has been observed that, out of 20,359 employees registered in e-HRMS portal Departments, 8,459 employees are yet to be updated and validated by the Nodal Officers. Despite several instructions and mandate of leave processing in eHRMS by DP&AR, the pendency is particularly high in respect of Department of Revenue & Disaster Management, Dte. of School Education, Police Department, Public Works Department, Department of Health & Family Welfare Services and Electricity Department, Puducherry

3. In view of the above, It is therefore requested that all Heads of Departments / Heads of Offices / Drawing and Disbursing Officers (DDOs) may kindly be instructed to ensure to complete the following activities, on or before 31.10.2026:

- (i) all employees complete their eHRMS user profiles;
- (ii) Nodal Officers verify and validate the completed profiles; and
- (iii) all employees who have already updated the user profiles may select the Service Category as "GCS / General Central Services (Puducherry)" under Service Details, so as to reflect in the report generation.

Yours faithfully,

Digitally signed by
 Aman Sharma
 Date: 29-09-2026
 16:57:35

(AMAN SHARMA)
DIRECTOR(IT)

Copy to: The Secretary to Govt.(IT), Chief Secretariat, Puducherry
 The PS To Hon'ble Minister(IT), Legislative Assembly, Puducherry

eHRMS Profile Status Report as on 25-09-2026

S.No	Department	No. Of Employees Onboarded	No. Of Profile Verified	No. Of Profile Pending
1	GoP/ADI DRAVIDAR WELFARE AND SCHEDULED TRIBES WELFARE DEPARTMENT	178	71	107
2	GoP/CHIEF SECRETARIAT	267	247	20
3	GoP/COMMERCIAL TAX DEPARTMENT	93	85	8
4	GoP/CO-OPERATIVE DEPARTMENT	118	114	4
5	GoP/COUNCIL OF MINISTERS	22	12	10
6	GoP/DEPARTMENT OF AGRICULTURE & FARMERS WELFARE	374	281	93
7	GoP/DEPARTMENT OF ANIMAL HUSBANDRY & ANIMAL WELFARE	170	163	7
8	GoP/DEPARTMENT OF ART AND CULTURE	88	83	5
9	GoP/DEPARTMENT OF CIVIL SUPPLIES & CONSUMER AFFAIRS	92	63	29
10	GoP/Department of Fisheries and Fishermen Welfare	93	29	64
11	GoP/Department of Forest and Wild life	92	13	79
12	GoP/DEPARTMENT OF HEALTH & FAMILY WELFARE SERVICES	3273	1564	1709
13	GoP/DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT	646	298	348
14	GoP/DEPARTMENT OF SAINIK WELFARE	5	5	0
15	GoP/DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT	16	13	3
16	GoP/Department of Sports and Youth Affairs	60	34	26
17	GoP/DEPARTMENT OF WOMEN & CHILD DEVELOPMENT	69	59	10
18	GoP/DIRECTORATE OF ACCOUNTS AND TREASURIES	286	220	66
19	GoP/Directorate of Backward Classes & Minorities Welfare	14	14	0
20	GoP/Directorate of Economics and Statistics	33	31	2
21	GoP/DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION	291	201	90
22	GoP/DIRECTORATE OF INFORMATION & PUBLICITY	32	11	21
23	GoP/Directorate of Information Technology	11	11	0
24	GoP/Directorate of Rural Development	76	68	8
25	GoP/DIRECTORATE OF SCHOOL EDUCATION	5394	4752	642
26	GoP/DIRECTORATE OF SOCIAL WELFARE	91	73	18
27	GoP/DIRECTORATE OF STATIONERY & PRINTING	233	10	223
28	GoP/ELECTIONS DEPARTMENT	28	3	25
29	GoP/ELECTRICITY DEPARTMENT SERVICES	1646	819	827
30	GoP/FIRE SERVICE DEPARTMENT	285	192	93
31	GoP/Hindu Religious Institutions & Wakf	9	4	5
32	GoP/INDUSTRIES & COMMERCE DEPARTMENT	54	50	4
33	GoP/Jail Department	76	73	3
34	GoP/JUDICIAL DEPARTMENT	76	18	58
35	GoP/LABOUR DEPARTMENT	265	177	88
36	GoP/LAW DEPARTMENT	25	0	25
37	GoP/Legislative Assembly	58	57	1
38	GoP/Lieutenant Governor's Secretariat	34	33	1
39	GoP/LOCAL ADMINISTRATION DEPARTMENT	78	51	27
40	GoP/PLANNING AND RESEARCH DEPARTMENT	30	12	18
41	GoP/POLICE DEPARTMENT	3174	899	2275
42	GoP/PORT DEPARTMENT	35	35	0
43	GoP/PUBLIC WORKS DEPARTMENT	2155	773	1382
44	GoP/TOURISM DEPARTMENT	29	26	3
45	GoP/TOWN & COUNTRY PLANNING DEPARTMENT	37	24	13
46	GoP/TRANSPORT DEPARTMENT	148	129	19
Grand Total		20359	11900	8459