

**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 29.06.2026

**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-HRMSv2.0 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.

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In compliance with the advisory guidelines issued by the Department of Personnel & Training, New Delhi, vide reference first cited, the Directorate of Information Technology (DIT), Government of Puducherry has been implementing the e-HRMS (Electronic Human Resource Management System) an advanced digital system designed to manage the Service Books of all Government employees in all Government Departments of the Union Territory of Puducherry.

2. In this regard, DIT has issued various instructions from time to time directing all Government employees to complete the updation of their user profiles and obtain validation of the same through the designated Nodal Officers in the e-HRMS portal. Further, training programmes were conducted for departmental officials during February 2026, followed by review meetings in March 2026. Upon review, it has been observed that the user profiles of a considerable number of Government employees under various Drawing and Disbursing Officers (DDOs) are still incomplete and

  
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pending validation despite repeated instructions and capacity-building initiatives undertaken by DIT.

3. In order to ensure timely and effective implementation of the e-HRMS, it has been decided that all leave and other service-related requests shall be processed and approved only through the e-HRMS portal with effect from 01.08.2026. The advisory guidelines from DoPT regarding Timelines for Service Delivery through e-HRMS 2.0 portal is annexed with this circular.

4. Accordingly, in order to ensure smooth and effective implementation of e-HRMS across all Departments, all Heads of Departments/Heads of Offices/DDOs/Nodal Officers are hereby requested to ensure that:

(i) All Government employees under their administrative control complete the updation of their user profiles in the e-HRMS portal without further delay;

(ii) Designate the officials dealing with Service Books in their respective offices to assist employees in the creation of name-based Government e-mail IDs and updation of service records in the e-HRMS portal, particularly in respect of Group 'C' and erstwhile Group 'D' employees;

(iii) The updated profiles are duly verified and validated by the designated Nodal Officers on or before **31.07.2026**;

(iv) Service-related transactions such as leave applications, APAR submissions and other services notified from time to time are processed exclusively through the e-HRMS portal with effect from **01.08.2026**;

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5. All Administrative Secretaries and Heads of Departments are requested to accord top priority to this matter, personally monitor the progress of implementation, and ensure strict compliance with the above instructions so as to facilitate the successful implementation of e-HRMS throughout the Government of Puducherry.

**/BY ORDER OF THE CHIEF SECRETARY/**

  
**(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.



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

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North Block, New Delhi  
Dated: 26<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

Sub: Timelines for Service Delivery through e-HRMS 2.0 Portal-reg.

The undersigned is directed to state that the e-HRMS 2.0 portal facilitates seamless digital working environment and streamlines the disposal mechanism of various human resource services as expeditiously as possible. Any kind of applications with respect to leave, claims and reimbursements etc that are provided to the Government employees as per the applicable and extant rules/guidelines/instructions can now be disposed of through various modules of e-HRMS in an easy and transparent manner at the click of a button.

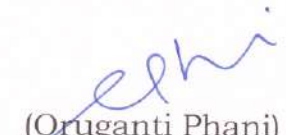
2. In order to make the said Portal more employee centric and as a Good Governance initiative, simplification of processes has been attempted in the HR Management System, wherever applicable. After various rounds of discussions and lot of deliberations, it has been decided to fix certain timelines for the simple processes for the ease and benefit of the employees.

3. In this connection, this is to inform all the Ministries/Departments/Organization (MDOs), that auto approvals and escalations to next level is being incorporated for specified timelines for the following services/modules provided through e-HRMS portal for effective implementation of e-HRMS 2.0:

- i) Leave Module;
- ii) Reimbursement & Allowances;
- iii) Advances and LTC module.

The attached Annexures I, II, III are enumerative and descriptive for the reference and understanding of all.

4. This issues with the approval of Secretary (P).

  
(Oruganti Phani)  
Under Secretary to the Government of India  
Tel: 23040379

To,

All MDOs on-boarded onto e-HRMS 2.0  
(Through e-HRMS Portal and DOPT's website)

I. Timelines with regard to leaves due and admissible and Study Leave:

A. Where Admin is not involved in approval channel

| S. N. | Type of Leave | No. of Days (leave) | Proposed timelines for decision at R.O./C.O. level |       | Total Time                                       | e-HRMS Division's Remark<br>Existing rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------|---------------|---------------------|----------------------------------------------------|-------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |               |                     | RO                                                 | CO    |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.    | Casual Leave  | ≤3                  | 3                                                  | ----- | 3 working days (Auto-approval)                   | <p><b>Reason:</b> It should not normally be granted for more than 5 days at a time. This is not any regular kind of leave. The absence in this category may be either anticipated or not anticipated. Considering the nature of CL, suitable provision for auto-approval/forward may be inserted on the e-HRMS portal for CL.</p> <p><b>Implementation:</b> If the employee requests Casual Leave up to 3 days, then the Reporting Officer should take appropriate decision on the request within 3 working days otherwise the leave request shall be deemed approved.</p> <p>Further, if the period of casual leave exceeds 3 days (upto 5 days), the request would be automatically forwarded to the CO if no decision is taken at RO level for 3 working days. The Controlling Officer needs to take a decision on the request within next 03 working days otherwise the leave request shall be deemed approved.</p> |
|       |               | >3 and ≤5           | 3                                                  | 3     | 6 working days (Auto-forwarding & Auto-approval) | <p>Maximum Accumulation of EL: 300+15.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|    |    |    |   |   |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|----|----|---|---|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | EL | ≤5 | 3 | 3 | 6 working days (Auto-forwarding & auto-approval) | <p><b>Reason:</b> If the employee requests for EL for a short period of 5 days (excluding prefix/suffix of holidays), a decision on the same in a maximum of 6 working days would be fair. Hence, auto-forward after 3 working days at RO level and deemed approval after 3 working days at CO level is recommended.</p> <p>If the employee requests EL for more than 05 days, it affects the office work for a longer period. As per the existing guidelines, the maximum EL grant limit is 180 days at a time. Therefore, automatic approval is not convenient in this situation. However, auto forward facility may be included at the RO level to avoid delay in taking decisions in this regard.</p> |
|    |    | 5+ | 3 | 3 | 6 working days (Auto-forwarding only)            | <p><b>Implementation:</b></p> <p>If the employee requests EL for a <u>shorter period</u> i.e. up to 05 days, an appropriate decision (approve / disapprove / forward) on the request can be taken by the concerned R.O./C.O. in a time bound manner. The request shall be auto forwarded to C.O. if no decision is taken at R.O. level for 3 working days. Further, if no decision is taken at C.O. level, then it shall be deemed approved and balance updated.</p> <p>If the period of EL exceeds 05 days, the RO has to take appropriate decision on the request within 03 working days of receipt of the</p>                                                                                          |



|    |                                          |     |   |   |                |                                                                                                                                                                                                                        |
|----|------------------------------------------|-----|---|---|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                          |     |   |   |                | request otherwise the request should be automatically forwarded to the CO. The Controlling Officer has to take a decision on the request within next 03 working days otherwise it will be part of the pendency report. |
| 3. | HPL<br>(Only in case of private affairs) | ≤ 5 | 3 | 3 | 6 working days | <b>Rule:</b> may be granted on medical certificate or on private affairs.                                                                                                                                              |
|    |                                          | 5+  | 3 | 3 | 6 working days | <b>Reason:</b> as mentioned for EL.<br><b>Implementation:</b> same as EL                                                                                                                                               |

**B. Where Admin is involved in approval channel:**

| S. N. | Type of Leave                                    | No. of Days (leave) | Proposed timelines for decision at R.O./C.O. /Admin level |     |       | Total time | e-HRMS Division's Remark<br>Existing rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------|--------------------------------------------------|---------------------|-----------------------------------------------------------|-----|-------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                  |                     | R.O                                                       | C.O | Admin |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.    | Commutated Leave (on <b>Medical</b> Certificate) | ---                 | 3                                                         | 3   | 9     | 15         | <p><b>Rule:</b> not exceeding half the amount of half pay leave due may be granted. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.</p> <p><b>Reason:</b> The Commuted Leaves are granted on production of Medical Certificate. Admin Division check and verify that the Medical Certificate and other documents attached for this purpose are in line with existing guidelines. Further, the request for commuted leave is submitted after the employee returns from</p> |

|    |                                                     |       |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|-----------------------------------------------------|-------|---|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                     |       |   |   |   |    | <p>leaves taken for medical reasons. Therefore, decision can be taken on requests for Commuted leaves in a time bound manner. Timelines for each level involve in the approval channel may be inserted for this purpose.</p> <p><b>Implementation:</b> An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto-approval.</p> |
| 5. | Commuted leave<br>(for an approved course of study) | ----- | 3 | 3 | 9 | 15 | <p>Rule: a maximum of 180 days</p> <p><b>Reason:</b> The Commuted Leaves are granted for an approved course of study certified to be in the public interest by the leave sanctioning authority. Admin Division has to check and verify the details in this regard.</p> <p><b>Implementation:</b> as mentioned for Commuted leave on Med. Certificate at point 04 above.</p>                                                                                                                                                                                                   |
|    | Leave not due                                       |       |   |   |   |    | <p><b>Rule:</b> Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter. Leave Not Due shall be debited against the half pay leave the Government servant may earn subsequently.</p>                                                                                                                                                                                                                                                                                                                                                             |



|    |                                      |       |   |   |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|--------------------------------------|-------|---|---|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | (on medical certificate)             | ----- | 3 | 3 | 9  | 15 | <p><b>Reason:</b> same as mentioned against Commuted Leave (on Medical Certificate).</p> <p><b>Implementation:</b> same as mentioned against Commuted Leave (on Medical Certificate).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7  | EOL (only in case of prior approval) | ----- | 3 | 3 | 15 | 21 | <p>Rule: <b>EOL</b> Granted in <b>special circumstances.</b></p> <p><b>Reason:</b><br/>EOL are granted when no other leave is admissible or Govt. Servant applies in writing for grant of EOL. Sometimes EOL are also granted to regularize the service period of employee from back date. In case of prior approval, appropriate decision can be taken by the concerned RO/CO/Admin in a time bound manner, therefore, timeline for EOL may be framed.</p> <p><b>Implementation:</b><br/>An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto-approval.</p> |

|    |                   |  |   |   |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|-------------------|--|---|---|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                   |  |   |   |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9. | Study Leave ----- |  | 3 | 3 | 15 | 21 | <p>Reason: <b>Study Leaves</b> are forwarded to Admin Division through R.O. and C.O.</p> <p>Admin Division has to check and verify the relevant details. Admin Division also obtains IFD's concurrence, Administrative approval of Competent authority, Cadre Clearance for this purpose.</p> <p><b>Implementation:</b> An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto approval.</p> |

II. Timelines for Reimbursement/Allowance: -

| S No | Module    | Proposed timelines for decision |     |                           |            | e-HRMS Division's Remark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|-----------|---------------------------------|-----|---------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |           | L-1                             | L-2 | Approval + Sanction Order | Total time |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.   | Newspaper | 3                               | 3   | 3                         | 9          | <p><b>Reason:</b> The practice of getting of monthly reimbursement of Newspaper on production of Newspaper bills has been abolished. A <u>certificate</u> to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis (Jan to June or July to Dec.) to the office for reimbursement. It appears that an appropriate decision on the newspaper reimbursement request may be taken in a time bound manner. Therefore, a time limit should be set for this purpose.</p> <p><b>Implementation:</b> An appropriate action should be taken within 03 days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 9 days of its receipt otherwise it will be part of the pendency report.</p> |
| 2.   | Telephone | 3                               | 3   | 3                         | 9          | <p><b>Reason:</b> The amount shall be reimbursed on submission of bills/receipt by the concerned officer (as per entitlement). It appears that the request may be settled in a time bound manner.</p> <p><b>Implementation:</b> Same as mentioned for Newspaper Reimbursement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.   | CEA       | 5                               | 3   | 3                         | 11         | <p>The amount of CEA is fixed. Govt. Servant should produce a certificate for this purpose. The request may be disposed of in a time bound manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



|  |            |   |   |   |    |                                                                                                                                                                                                                                                                                      |
|--|------------|---|---|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |            |   |   |   |    | <p><b>Implementation:</b> An appropriate action should be taken within 05 days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 11 days of its receipt otherwise it will be part of the pendency report.</p> |
|  | 4. Medical | 5 | 3 | 3 | 11 | <p><b>Reason:</b> The request for Medical Reimbursement may be settled in a time bound manner. Therefore, timeline for this purpose may be framed.</p> <p><b>Implementation:</b> Same as in CEA</p>                                                                                  |

### III. Timelines for Advances and LTC Module -

#### A. LTC Module-

The system allows LTC request only if leave(s) for LTC has been sanctioned before submitting the LTC request.

| S. N | Module                                | Proposed timelines for decision |     |                                    | Total Time | DOPT's Remark                                                                                                                                                                                                                                                                                                                                                                                           |
|------|---------------------------------------|---------------------------------|-----|------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                       | L-1                             | L-2 | Approval + Issue of Sanction Order |            |                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.   | Leave Encashment                      | 4                               | 2   | 2                                  | 8          | A Government servant may be permitted to encash earned leave up to ten days at the time of availing of LTC.<br><b>Implementation:</b><br>An appropriate action should be taken within 04 days of receipt of the request by the Dealing hand/L-1. The request should be processed till issue of sanction order within 8 days of receipt of the request otherwise it will be part of the pendency report. |
| 2.   | LTC request (with or without Advance) | 4                               | 2   | 2                                  | 8          | <b>Implementation:</b><br>Same as Leave Encashment                                                                                                                                                                                                                                                                                                                                                      |
| 3.   | LTC Claim                             | 4                               | 2   | 2                                  | 8          | <b>Implementation:</b><br>Same as Leave Encashment                                                                                                                                                                                                                                                                                                                                                      |

#### B. Advances

| S No. | Module           | Proposed timelines for decision |     |                                      | Total | Remark                                                                    |
|-------|------------------|---------------------------------|-----|--------------------------------------|-------|---------------------------------------------------------------------------|
|       |                  | L-1                             | L-2 | Approval and Issue of Sanction Order |       |                                                                           |
| 1.    | Computer Advance | 5                               | 3   | 3                                    | 11    | <b>Implementation:</b><br>An appropriate action should be taken within 05 |

|    |     |   |   |   |    |                                                                                                                                                                                                                   |
|----|-----|---|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |     |   |   |   |    | days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 11 days of receipt of the request otherwise it will be part of the pendency report. |
| 2. | HBA | 5 | 3 | 3 | 11 | <b>Implementation:</b><br>As in Point 1.                                                                                                                                                                          |



**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF INFORMATION TECHNOLOGY**

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No.318/DIT/eHRMS/D3/2025/

Puducherry, dated 06-10-2025

**I.D. NOTE**

Sub:- Implementation of eHRMS–Profile Updation by employees, Validation by designated Nodal Officers and Manual on Time lines for processing leave requests– Reg.

Ref:- This Directorate's ID Note dated 16-09-2025

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Your kind attention is invited to the ID Note referenced above, wherein this Directorate has issued advisory guidelines regarding the timely updation of user profiles and their validation by the designated Nodal Officers in the eHRMS portal.

2. As part of the scheduled rollout of the Leave Management Module on the eHRMS platform from 3rd October 2025, all Heads of Departments have been requested to issue necessary instructions to DDOs and Nodal Officers including those in outlying regions to ensure that all employees complete their user profile entries by 24th September 2025 and Designated Nodal Officers validate the submitted profiles within the stipulated timeline.
3. To achieve 100% profile completion, employees need to log in to the eHRMS portal using their name-based government email ID, fill in or update all mandatory fields in the profile section and submit the completed profile to the Nodal Officer for review and approval. A detailed user manual outlining login procedures, profile completion steps and leave processing timelines is enclosed for ready reference.
4. In this connection, this Directorate in coordination with DoPT, New Delhi has already conducted a training session to eHRMS Nodal Officers, staff responsible for service book maintenance (Superintendents/Assistants /UDCs/LDCs), as well as IT Nodal Officers and Assistant IT Nodal Officers through Video Conference on 25th September 2025 focusing on profile updation, validation by Nodal Officer and processing leave requests.
5. Despite repeated instructions, it has been observed that several departments have yet to update or validate employee profiles. Therefore, it is once again requested that all the departments instruct employees to complete their user profiles without delay and ensure validation by the designated Nodal Officers **on or before 8th October 2025.**
6. In case of any clarification/query, you may kindly contact Shri G. Udhayakumar, Project Engineer, Directorate of Information Technology at Mobile No.:9442273516, email ID: [ehrmspd-dit@py.gov.in](mailto:ehrmspd-dit@py.gov.in).

  
**(SHIVRAJ MEENA)**  
**DIRECTOR (IT)**

To  
The District Collector, Puducherry/Karaikal  
The Heads of Departments, Government of Puducherry,  
The Regional Administrator, Mahe/Yanam  
The Under Secretary to Government, DP&AR, Puducherry

Copy to : All Secretaries to Government, Chief Secretariat, Puducherry  
The Resident Commissioner, New Delhi, 1

Copy submitted to: The Chief Secretary, Government of Puducherry, Puducherry

**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF INFORMATION TECHNOLOGY**

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No.318/DIT/eHRMS/D3/E-33191/2026/ Puducherry, dated 03-02-2026

To

The Secretary to Government(Personnel),  
Department of Personnel and Administrative Reforms (Personnel Wing),  
Puducherry.

Sir,

Sub: - Implementation of eHRMS -Timelines for service delivery and  
mandate of certain service in eHRMS portal - Requested

Ref: 1. Office memo No.F.No.3/1/2024-e-HRMSv2.0 dated 26<sup>th</sup>  
February 2024 of Ministry of Personnel, Public Grievances  
Pension (Department of Personnel & Training), New Delhi.

2. This Directorate's Minutes of the Meeting dated 24-01-2026  
(copy enclosed)

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I am to state that this Directorate is in the process of implementing e-HRMS 2.0 (electronic Human Resource Management) Project across all Departments of the Government of Puducherry.

2 . The e-HRMS platform is envisaged as a comprehensive digital framework encompassing a wide array of services, including Leave, Deputation, Training, Vigilance, APAR/IPR, Tour, Financial Matters and other common administrative functions. which will be made accessible to employees in a transparent and digital manner processed in online mode. Prior to availing these facilities, employees are required to login using their name based Govt email ids update their individual profiles and and have the same validated by the designated Nodal Officers of their respective Departments/Offices.

3 . In pursuance of the above, this Directorate has already communicated the name-based Government e-mail IDs for around 18,000 employees and requested all Offices to instruct their staff to complete the requisite process. However, it has been observed that, notwithstanding the conduct of trainings and one-to-one meetings, the pace of profile updation by employees and validation by Nodal Officers remains inadequate. The profile status report extracted from eHRMS portal as on 31-01-2026 is attached for ready reference.

4. To ensure timely onboarding of employees, it is requested that necessary instructions may kindly be issued to all Heads of Departments to direct the Drawing and Disbursing Officers and Nodal Officers, including those in outlying regions, to ensure that all employees complete their user profile entries, validate the submitted profiles and commence processing certain services like leave requests, submission of APARs exclusively through the e-HRMS portal by fixing a timeline.

5. Furthermore, the Ministry of Personnel, Public Grievances and Pensions, vide the Office Memorandum referenced under-1 (copy enclosed), has issued

detailed guidelines prescribing timelines for availing various services and processing related requests under e-HRMS 2.0. Accordingly, it is requested that necessary Government Order may kindly be issued in consonance with the aforesaid guidelines, so as to secure uniformity and compliance across all Departments.

Yours faithfully,

Digitally signed by  
Aman Sharma

Date: 03-02-2026  
12:22:29

**(AMAN SHARMA)**  
**DIRECTOR(IT)**

Copy submitted to: The Secretary(IT), Chief Secretariat, Puducherry