
	<p>कार्यालय रक्षा लेखा नियंत्रक :</p> <p>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</p> <p>नं. 1 स्टाफ रोड, सिकंदराबाद -500 009</p> <p>NO.1, STAFF ROAD, SECUNDERABAD - 500 009.</p> <p>फोन/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275</p>	
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No. AN/II/DAD/e-HRMS/2024

Date: 29.01.2025

IMPORTANT CIRCULAR
(Through Mail Only)

To

1. The officer I/c, CDA (IT&SDC) Secunderabad
2. The Jt. CDA I/c, PAO (ORs) EME Secunderabad
3. The DCDA I/c, PAO (ORs) AOC Secunderabad
4. The Sr. Dy. IFA I/c, IFA 43/44 ED (AF) Hakimpet
5. The ACDA I/c, AAO (Army) Visakhapatnam
6. All GOs in Main Office (Local)
7. All Sub Offices at
Secunderabad/Hyderabad/Visakhapatnam/Suryalanka/Tirupati

Subject: Implementation of e-HRMS 2.0 in the Defence Accounts Department

Reference: HQrs Office Important Circular No: AN/IV/4456/EHRMS;

dated: 29.01.2025 (Copy enclosed)

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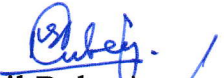
HQrs Office Important circular regarding **Implementation of leave module** e-HRMS 2.0 in the Defence Accounts Department is circulated herewith for information and strict compliance please.

In this regard, Competent Authority has directed the following:

- A. Officials who have not yet created their NIC e-mail must create the same at the earliest so that their profiles could be completed.
- B. Officials concerned are directed to devote time beyond office hours and the offices concerned remains open on coming Saturday and Sunday i.e., 01.02.2025 to 02.02.2025, to complete the exercise.
- C. Complete leave module will be activated on e-HRMS from 03.02.2025. No leave shall be accepted or sanctioned manually or through Tulip system outside e-HRMS

All sub-Offices are instructed to ensure strict compliance of the same.

Encl: As above


 (Nikhil Dubey) 30/01
 DCDA (AN)

Copy to:

EDP Section (Local) For information and necessary action please


 (K. Ramakrishna)
 SAO (AN)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt.-110010

विकसित भारत
अभियान

No. AN/IV/4456/EHRMS

Dated: 29/01/2025

Important Circular

To

All PCDA/CDA/PIFA/IFA


Subject: Implementation of e-HRMS 2.0 in the Defence Account Department.

Please refer to this office Important Circular No AN/IV/4456/EHRMS dated 24/01/2025 alongwith SOP (uploaded on CGDA Web Site/WAN and concerned office mail id), under which it was requested to complete the profile data in respect of all Officers and staff latest by 31/01/2025, so that leave module of e-HRMS 2.0 could be implemented w.e.f. 01/02/2025.

2. However, on the basis of queries raised and also through telephonic conversations from nodal officers concerned, Competent Authority has directed the following:-


1. NIC e-mail id in respect of officials who have not yet created their ID, it required to create the same at the earliest so that their profile could be completed.
2. For completion of profile data on e-HRMS, if required, officials concerned are directed to devote time beyond officer hours. Further, Principal Controller/Controller offices concerned wherever required may open the office on coming Saturday and Sunday i.e. 1/2/25 and 2/2/25, to complete the exercise.
3. It is also desired by the Competent Authority that complete **leave module will be activated on e-HRMS from 03/02/2025**, under confirmation to the HQrs Office. No leave shall be accepted or sanctioned manually or through Tulip system and outside e-HRMS. All Principal Controller/Controller offices will ensure strict compliance of the same.

3. Further, for any issue/clarification, AN-IV section and IT & S wing of this office may be contacted at email id **an4-pay.cgda@nic.in** and **cgdanewdelhi@nic.in** respectively.


(Geetika Singh Battu)
Dy. CGDA (AN)

Copy To :-

IT & S Section (local)	For information with request to create NIC e-mail id as per request of concerned controller office and to upload this circular on CGDA WAN.
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(Geetika Singh Battu)
Dy. CGDA (AN)