

केन्द्रीय सूचना आयोग
Central Information Commission
बाबागंगनाथमार्ग / **Baba Gangnath Marg**
मुनिरका / **Munirka, नईदिल्ली-110067/ New Delhi – 110067**

Dated: 31.07.2024

CIRCULAR

Attention is invited to CIC's OM of even number dated 25.08.2023 whereby it was informed that e-HRMS 2.0 Portal has been implemented in the Central Information Commission and all the regular employees were requested to apply leaves through e-HRMS 2.0.

2. It has been observed that the instructions contained in the O.M. are not being followed as the regular employees are not applying leaves through e-HRMS 2.0.

3. In view of above, it is once again requested that all the regular employees should apply leaves on e-HRMS 2.0. The regular employees who are working under Consultants should send the leave application duly approved by their reporting officer to the Administration and simultaneously upload the same on e-HRMS 2.0, so that their leave may be approved in e-HRMS 2.0.

4. It has been desired by the higher authorities that the above instructions as well as the timelines as prescribed vide DoPT's OM No. 3/1/2024-eHRMSv2.0 dated 26th February, 2024 conveyed vide CIC's Office Order of even number dated 02.04.2024 should be strictly adhered to by all concerned.

5. This issues with the approval of Competent Authority.

Signed by Sonia
Maheshwari

Date: 31-07-2024 16:22:43

(Sonia Maheshwari)
Deputy Secretary (Admn)

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PS to Additional Secretary
5. PPS to JS(Admn & Law)/PS to JS(P&B & MR)/Consultant(Registrar)
6. PS to Director (GA)
7. All Deputy Secretaries/Consultant(DRs)/Designated Officers
8. Admn Section/ GA Section/ M&R Section/ Legal Cell
9. DDO, Cash Section/ RTI Cell/ Dak Section/ Library/ CR Section/ Dak Section//Record Room.
10. MR Section- for uploading on CIC's website
11. Guard File/Concerned dealing hand

