

No.6-9(145)/2023-E.III

Dated 21.5.2024

To

The Directors/Heads of All CSIR National Labs. /Instts. /Units.

Sub.: Implementation of e-HRMS 2.0 in CSIR Labs. /Instts. /Units-reg.

Sir/Madam,

I am directed to inform you that DoPT has developed an online portal (e-HRMS) for end-to-end HR activities for Central Government employees. Since the Council employees are also governed by same set of Rules/guidelines/instructions applicable to Central Government employees, CSIR has decided to use e-HRMS for HR related activities. Accordingly, employees of CSIR Hqrs and CSIR-IIIM have been onboarded on e-HRMS portal on a pilot basis to see its adaptability in CSIR system and since 01.01.2024, they are using portal for various employee services like leave, tour, advances and reimbursements. DoPT is working to add many more HR related features in e-HRMS portal so as to make the portal as a complete solution to all HR related issues.

After its successful implementation in CSIR Hqrs and CSIR-IIIM, all Labs/Institutes are now on boarded on e-HRMS portal. Therefore, I am directed to request you to ask the nodal officer of your Lab/Institute (for e-HRMS) to complete updation of data of all employees of your lab/institute within a week time so that employees should start using the portal for availing employee services such as leave, tour, advances, reimbursements etc. from 1st June, 2024 onwards. For any assistance, undersigned may be contacted on email usco@csir.res.in; Mob- 9015724437.

In this regard, JS(Admn), CSIR will hold a review meeting on 24.05.2024 at 3.30 PM with Nodal Officers and Sr.CoA/CoA/AO of all labs/Institutes.

Yours faithfully,


(Ram Kumar Singh)

Under Secretary (CO)

Telephone-011-23710543

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