

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
**ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-110001**

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

Dated: 27.09.2024

**OFFICE MEMORANDUM**

The undersigned is directed to inform that e-HRMS has been implemented in CSIR with effect from 01/01/2024, starting with CSIR Headquarters and CSIR-IIIM, Jammu on a pilot basis. Subsequently, all CSIR labs/institutes have been onboarded onto the e-HRMS portal. The following modules available under the employee services section of the e-HRMS portal can be used by CSIR employees:

1. Leave
2. Reimbursement (Medical, Newspaper, Telephone, CEA, Briefcase)
3. Loan/Advances (GPF, HBA and Computer)
4. LTC
5. Official Tour
6. NOC for Higher Studies
7. Property (Intimation and APR)

It has come to notice that labs/institutes are not utilizing all of the employee service modules available on the e-HRMS portal. After consideration, it has been decided to issue Standard Operating Procedures (SoPs) for the various modules available on the e-HRMS portal to guide the concerned officers/officials and ensure the smooth implementation of e-HRMS in CSIR.

Accordingly, SoPs for the various employee service modules available on the e-HRMS portal have been formulated as follows:

**A. Leave Module:**

**Step 1:** The Nodal Officer updates the leave balance of the employee.

**Step 2:** Employees should update the details of their Reporting Officer/Reviewing Officer.

**Step 3:** The Nodal Officer approves the employee's request for updating the Reporting/Reviewing Officer.

**Step 4:** The employee submits a leave application.

**Step 5:** The Reporting Officer approves, rejects, or forwards the leave application.

**Step 6:** The Reviewing Officer approves or rejects the leave application.

**Step 7:** If required, the employee may apply for leave cancellation. The same approval process outlined in Steps 5 and 6 will follow.

**Step 8:** The employee can extend the leave using the option available under the "Action" tab in the leave history.

**Step 9:** Upon returning from leave, the employee submits their joining report. This is mandatory for every type of leave.

**Step 10:** The Nodal Officer prints the sanction order for the leave generated through the e-HRMS portal and forwards it to the concerned DA for making an entry in the Service Book (SB) and placing the sanction order in the employee's Personal File (PF).



**Note:**

- i. Commuted Leave, Station Leave, EoL, CCL, Paternity, and Maternity leaves are to be finally approved by the Nodal Officer after approval by the Reporting/Reviewing Officer.
- ii. Leaves of 3 days or less will be deemed approved by the system if no action is taken by the Reporting or Reviewing Officer within 3 days of receiving the request in their inbox.

**B. Medical/Telephone/Briefcase/Child Education Allowance Reimbursement:**

**Step 1:** The Nodal Officer should create a workflow for the above modules and mark the Issuing Authority (who will issue the sanction order).

**Step 2:** The Nodal Officer may edit the sanction order format as per the lab/institute's requirements.

**Step 3:** Employees should apply for the reimbursement through the respective modules on e-HRMS, take a printout of the application, and forward it along with certified original bills/copies of referral slips/CGHS Card (as applicable) to the Medical/General/Bill Section.

**Step 4:** The Concerned Dealing Hand should examine the request submitted by the employee and either approve or reject it.

**Step 5:** The Concerned Section Officer should either approve or reject the request.

**Step 6:** The AO/CoA/SrCoA/Director should either approve or reject the request.

**Step 7:** The Issuing Authority should e-sign the sanction order and print a copy.

**Step 8:** The printed Sanction Order, along with the documents submitted by the applicant, should be sent to the DDO/Accounts Section for payment processing.

**C. Newspaper Reimbursement:**

**Step 1:** The Nodal Officer should create a workflow for the module and mark the Issuing Authority (who will issue the sanction order).

**Step 2:** The Nodal Officer may edit the sanction order format as per the lab/institute's requirements.

**Step 3:** Employees should apply for the reimbursement through the respective module on e-HRMS.

**Step 4:** The Concerned Dealing Hand should examine the request submitted by the employee and either approve or reject it.

**Step 5:** The Concerned Section Officer should either approve or reject the request.

**Step 6:** The AO/CoA/SrCoA/Director should either approve or reject the request.

**Step 7:** The Issuing Authority should e-sign the sanction order and print a copy.

**Step 8:** The printed Sanction Order should be sent to the DDO/Accounts Section for payment processing

**D. GPF (General Provident Fund):**

**Step 1:** The Nodal Officer should create a workflow for the module and mark the Issuing Authority (who will issue the sanction order).

**Step 2:** The Nodal Officer may edit the sanction order format as per the lab/institute's requirements.

**Step 3:** The employee should obtain the updated balance of GPF credit from the Accounts Section on a physical form.





**Step 4:** The employee should apply for the reimbursement through the loan/advance module on e-HRMS, take a printout of the application, and forward it along with the physical application form (indicated in Step 3) to the Concerned Section.

**Step 5:** The Concerned Dealing Hand should examine the request submitted by the employee and either approve or reject it.

**Step 6:** The Concerned Section Officer should either approve or reject the request.

**Step 7:** The AO/CoA/SrCoA/Director should either approve or reject the request.

**Step 8:** The Issuing Authority should e-sign the sanction order and print a copy of the same.

**Step 9:** The printed Sanction Order and the documents submitted by the applicant be sent to the DDO/Accounts Section for payment processing.

#### **E. LTC (Leave Travel Concession):**

**Step 1:** The employee should update their family details in their profile on the e-HRMS portal and get these details approved by the Nodal Officer. Ensure that the "dependent family member" checkbox is ticked while updating dependent family member details, and their status is approved before applying for LTC.

**Step 2:** The employee should apply for leave for the period in which they wish to avail LTC. Ensure that "yes" is selected for the question "Would you like to avail LTC?" in the leave application.

**Step 3:** The Nodal Officer should create a workflow for the LTC module and mark the Issuing Authority (who will issue the sanction order).

**Step 4:** The Nodal Officer should modify the sanction order format as per the lab/institute's requirements.

**Step 5:** The employee should apply for LTC through the LTC module on e-HRMS. They should click the checkbox for "Advance" and "Leave Encashment" if they wish to avail of either option.

**Step 6:** The Concerned Dealing Hand should review the request submitted by the employee and either approve or reject it.

**Step 7:** The Concerned Section Officer should either approve or reject the request.

**Step 8:** The AO/CoA/SrCoA/Director should either approve or reject the request.

**Step 9:** The Issuing Authority should e-sign the sanction order and print a copy of the same.

**Step 10:** The printed Sanction Order should be sent to the DDO/Accounts Section for payment processing.

#### **F. Official Tour:**

**Step 1:** The employee should update the Tour Authority details.

**Step 2:** The Nodal Officer should approve the employee's request for updating the Tour Authority.

**Step 3:** The employee should submit the Tour proposal.

**Step 4:** The Reporting Officer should either reject or forward the Tour proposal.

**Step 5:** The Reviewing Officer should either reject or forward the Tour proposal.

**Step 6:** The Tour Authority should either approve or reject the Tour proposal.


#### **G. Annual Property Return(ATR)**

Employees are required to fill out their APR for the current year exclusively through the e-HRMS portal, which is available under the Property module.



It is further informed that additional modules related to HR activities will be added to the portal in the future, and SoPs for these modules will be issued in due course.

For suggestions regarding e-HRMS or to request training, please send an email to [usco@csir.res.in](mailto:usco@csir.res.in).

  
27/9/24

(Ram Kumar Singh)  
Under Secretary

To

1. Directors/Heads of all National Laboratories/Institutes/Units of CSIR.
2. Sr CoA/CoA/AO of all National Laboratories/Institutes/Units of CSIR.
3. Nodal Officers e-HRMS of all National Laboratories/Institutes/Units of CSIR.
4. Office of DG, CSIR
5. Office of JS(Admn), CSIR
6. Office of FA, CSIR
7. Office of CVO, CSIR
8. Office of LA, CSIR
9. All Sectional/Divisional Heads of CSIR Hqrs and its units.
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