



भा.कृ. अनु.प. - राष्ट्रीय डेरी अनुसंधान संस्थान (मानद विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा (भारत) पिन-132001
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स्थापना अनुभाग-II (T) / Establishment Section-II (T)

F.No. A/29/2026-Estt.-II-NDRI/e-452895

2569-80

Dated: 14.10.2026

CIRCULAR

Subject: Implementation of eHRMS 2.0 Modules/Services for all staff posted at ICAR-NDRI, Karnal – reg.

In pursuance of ICAR Circulars F.No. 5(1)/2025-ICT dated 12.02.2026 followed by circular dated 22.05.2026, 29.09.2026 and instructions issued from time to time regarding implementation and wider adoption of eHRMS 2.0 modules/services for transparency, administrative ease and reduction of paper trail, all the employees of this Institute are instructed to strictly submit their claims through eHRMS 2.0 portal only w.e.f. 15.10.2026. The below listed employee services will not be entertained in physical mode, effective immediately.

Following employee services should be availed only through eHRMS 2.0 portal:

Sr. No.	Employee Service in eHRMS 2.0
1.	Reimbursements- Child Education Allowance, Medical
2.	Loan/Advance- House Building Advance/ GPF Withdrawal/GPF Advance/ Computer Advance
3.	Leave Travel Concession - LTC Encashment /LTC Advance/LTC Claim
4.	Private Foreign Visit
5.	Higher Study
6.	Passport -Identity Certificate (IC) / Prior Intimation (PI)
7.	TA/DA Allowances- On Tour/ Transfer
8.	NON CGHS/AMA
9.	Prior Permission
10.	Property Intimation for Movable/Immovable/Financial Instruments

2. Workflow Hierarchy:

The workflows for the above modules have already been circulated to the concerned Sections/officials forming part of the respective workflow hierarchy for information and necessary action. The concerned Sections/officials shall process the cases at their respective levels as per the approved workflow.

In case of any change in work distribution/work assignment due to retirement, transfer, posting, change of charge or any other administrative reason, where an official already mapped in the workflow is required to be replaced by another official, the concerned Section/official shall promptly inform the concerned Nodal Officer, eHRMS 2.0 and furnish the name, designation and NIC email ID of the official to be mapped in place of the existing official, along with a copy of the relevant Office Order regarding transfer, posting, change in work distribution/work assignment, change of charge, etc., as the case may be, so that the workflow hierarchy may be suitably updated/modified in the eHRMS 2.0 system.

3. Instructions for Employees:

- i. While applying for any service/module in eHRMS 2.0, certain fields may be auto-populated from the employee's profile. Employees shall carefully verify the details, particularly name, designation, basic pay, pay level and other service particulars, before submitting any request /claim for a service through eHRMS 2.0.
- ii. In case, any discrepancy is noticed in the auto-populated details, the employee shall contact/request the concerned Establishment Section/ Nodal Officer, eHRMS 2.0 for necessary correction/updation before submission of the request in eHRMS 2.0.
- iii. The requisite supporting documents/proforma/forms, as applicable to the particular service/module, shall be mandatorily uploaded in eHRMS 2.0 while submitting the application/claim. Applications/claims without the requisite documents may not be processed until the required documents are furnished.
- iv. In respect of reimbursement claims, i.e. LTC Claim, Child Education Allowance (CEA), Medical reimbursement and other similar claims, the original physical tickets/bills/receipts (as the case may be), along with the requisite prescribed proforma/form, shall be mandatorily submitted to the concerned DDO/C&B Section, in addition to the uploading of scanned copies/documents in eHRMS 2.0.

This issues with the approval of the Competent Authority, ICAR-NDRI, Karnal.


(Ritu Dalal)

Chief Administrative Officer

Copy to:

1. All Employees of ICAR-NDRI, Karnal for information and compliance.
2. All Heads/In-charges of concerned Sections/Divisions/Units, ICAR-NDRI, Karnal-- for information and circulation among the staff under their respective control.
3. CAO(SG), ICAR-NDRI, Karnal.
4. CF&AO/SF&AO/F&AOs/AF&AOs, ICAR-NDRI, Karnal.
5. AO, APAR, Vigilance & RTI Cell, ICAR-NDRI, Karnal.
6. AAOs, Establishment Sections-I, II, III, IV, ICAR-NDRI, Karnal.
7. DDO, C & B-I, II, III Section, ICAR-NDRI, Karnal.
8. Nodal Officers, eHRMS 2.0, ICAR-NDRI, Karnal.
9. Incharge, Computer Centre, ICAR-NDRI, Karnal for uploading the same on Institute's Website & e-Office Notice Board.
10. PPS to Director, ICAR-NDRI, Karnal for information of the Director please.
11. PPS to JD(Admn.)/Sr. Registrar, ICAR-NDRI, Karnal for information of the JD(Admn.)/Sr. Registrar please.
12. DA, E-II(T) Section, ICAR-NDRI, Karnal.