Khurshid Lal Bhawan
Janpath, New Delhi-110001

Dated: 2J.05.2024

OFFICE MEMORANDUM

Subject: - Responsibilities of the Nodal Officers regarding e-HRMS 2.0-reg

The undersigned is directed to refer DO Letter dated 20.03.2023 received from the Secretary, DoPT regarding proposal for implementation of e-HRMS 2.0 by the Cadre Controlling Authorities in place of the existing e- HRMS.

2.   For this purpose, 69 nodal officers were appointed by the DoPT in MoSPI including ZOs, ROs, FOD, SDRD, DPD, NSSTA, etc.

3.   In this regard, following responsibilities of nodal officers have been defined for effective and timely implementation of eHRMSv2:

   a. All the nodal officers must ensure onboarding of all employees under them.
   b. All the nodal officers must ensure profiles of all employees under them are completed and updated.
   c. All nodal officers must send updated status of onboarding process to this ministry fortnightly. In case of any technical issue, it may immediately be notified to eHRMS Support (support.ehrms-dopt@gov.in) along with this ministry (iss@nic.in).
   d. In case, if any nodal officer is transferred/promoted/retired, the **outgoing nodal officer before his relieving must appoint a new nodal officer** and transfer the role of nodal officer to the newly appointed nodal officer <u>under intimation to this office</u>.

4.   This issue with the approval of JS (Admin), MoSPI.

(Jitendra Kumar Verma)
Deputy Director (MoSPI)
(Ph.: 011-23455345)

To,
   1. All Nodal officers of concerned ZOs, ROs in NSSO (FOD), SDRD, DPD, NSSTA, DIID, etc. of MoSPI through official website of MoSPI.
   2. NIC Team to upload this O.M. on e-Office.
   3. Director, Computer Centre to upload this O.M. on official website of MoSPI.