



Govt. of India,  
 Ministry of Finance  
 O/o Pr. Chief Controller of Accounts  
 Central Board of Indirect Taxes and Customs  
 DGACR Building, I P Estate, New Delhi-110002  
 (Expdr-Coord Section)  
 E-Mail: expdr-coord@gov.in

No. Pr.CCA/CBIC/Coord/Circular-Instruction/Vol-I/2022-23/48-53 Dated: 02/05/2023

CIRCULAR

**Sub:- Creation of excel Sheet with data fields for implementation of e-HRMS V2-reg**

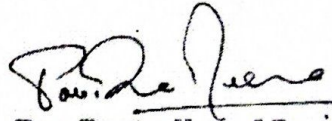
Please find enclosed herewith an OM no. **M-57013/2/2023-CDN-CGA/2350** dated **26-04-2023** received from Coordination Section, O/o CGA on the subject cited above.

All the Zonal Heads are directed to nominate the Nodal officer in respect of their Zone and submit the desired data in excel sheet to this office latest by 03-05-2023 positively.

Smt. Anjali Tyagi, Sr. AO (Admn) is nominated as Nodal Officer on this subject in respect of North Zone.

This issues with the approval of the competent authority.

Encl:- Annexure-A

  
 Dy. Controller of Accounts

To

1. Dy. CA, O/O CA(W Z), CBIC, Mumbai
2. ACA, O/o DCA(EZ), CBIC, Kolkata
3. Dy. CA, O/o DCA(SZ), CBIC, Chennai
4. Sr. AO(Admn), O/o Pr.CCA, CBIC
5. All PAOs of North Zone
6. Ms Anjali Tyagi, Sr. AO(Admn)

Copy to:-

1. Sr. PS to Pr. CCA, CBIC
2. PS to CCA, CBIC
3. PA to DCA(HQ), O/o Pr CCA, CBIC
4. PA to DCA(North Zone), O/o Pr. CCA, CBIC
5. Sr. AO (IT D) O/o Pr, CCA CBIC with request to upload on the ARPIT portal.

GST/51  
 02/05/2023

(Annexure-A)  
**Employee Data**

<b>Srl No.</b>	<b>Name of the Employee</b>	<b>Designation of the employee</b>	<b>Father's Name of the Employee</b>	<b>Date of Birth of the Employee</b>	<b>Mobile Number of the Employee</b>	<b>Govt. E-mail of the Employee</b>



M. 5709/2/2023-CON. CGA/2350

Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Block E GPO Complex INA.

Date : 26-04-2023

Office Memorandum

It is to inform that office of CGA has decided that e-HRMS version 2 developed by DoPT, may be rolled out in the offices of Pr. CCAs / CCAs/CAs (I/c) across all Ministries /Departments . It is intended to provide various online HR services to both employer and employee. In the process, the log in IDs of all ICAS officers has been made live on e HRMS platform. All ICAS officers are requested to access e-hrms.gov.in and complete the profile by uploading all the relevant information.

In this regard, the following action points are required :

- 1) **Creation of excel sheet with data fields:** The data of Sr.AOs / AOs/AAOs up to MTS level (recruited through SSC) is required to be prepared in excel format , with following headings viz. Name , Father's Name, DoB , e mail ID (only NIC email) , Designation and Mobile Number.
- 2) **Completion of profile by the officers and staff:** Once profile is made live , officers and staff are required to access the e HRMS portal and feed the data . Once data feeding is complete in all respect , the same may be intimated to nodal officer.
- 3) **Nomination of Nodal officer:** The role of nodal officer is to verify the data (as per service book ). Hence Officers not less than Sr.AO/AO (Admin) may be nominated as nodal officer in respective ministries
- 4) **Verification of Data by Nodal Officer:** All nodal officers are required to verify the data of the officers and staff in 2 weeks' time. As this is time bound activity, it is requested to get data verified by 15th of May 2023.
- 5) **Online availing of various services** : Once the profile is updated and verified , officers and staff can avail various services under e- HRMS  
The roadmap for rollout of eHRMS V2 will be discussed in the upcoming meeting of CCAs/CAs with CGA on 27th April 2023. This issues with the approval of competent authority.



( Satish K. Jadhav )

Dy. Controller General of Accounts

To

- 1) Pr. CCAs/ CCAs/ CA(I/C)
- 2) CC(Pensions) , Director (INGAF)
- 3) Jt. CGAs(PFMS) , ACGAs

Copy for information to :

- 1) PPS to CGA
- 2) PS to Addl. CGA ( JIR & O) / A & FR
- 3) Jt. CGAs / Dy CGAs and ACGAs (O/o CGA )