OFFICE ORDER No. 231/2019

In pursuance of Minutes of Meeting dated 26.11.2019 on E-HRMS, chaired by Secretary(P), DoP&T and with the approval of Competent Authority in this Ministry, following is hereby ordered with the aim of digitizing all HR processes from Hiring to Retiring through E-HRMS:

- All the employees of this Ministry are required to update their partially entered Service Records on E-HRMS portal (Process defined below). It leads to authentication by Employees, post which the same will be authenticated by Administration. Authentication is the proof that the employee has certified and verified his/her service records.

2. Process to be followed is as under:

- Visit the web address i.e. https://ehrms.gov.in/ehrms.
- Select Organisation as M/o Road Transport & Highways and select login type as Admin and press continue.
- Login ID and Password may be obtained from respective Establishment section. After obtaining the same login to the portal and press close button on the following pop-up:

No of 356 Employees email of EHRMS System not matches to aOffice System, Kindly rectify it to post correct Leave Data in EHRMS system.
(Kindly see Employee Email not matches to aOffice Report).

- Go to Service Book Management > Service Book Entry > Update partially entered Service Book. Enter your name in the pop up that appears
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❖ Update all your information as you see on left side of the dashboard.

2. All the employees are required to keep following information handy while filling up the records:

❖ Employee Code: Code that appears on Pay Slip / same may be accessed from Cash Section, if required.
❖ Photograph(Scanned)
❖ Specimen of Signature(Scanned)
❖ Aadhar Card
❖ PAN Card

3. Employees have to make sure that their Aadhar Cards are linked to their Mobile No. in use. Also they have to make sure that they have NIC/Gov.in e-mail address.

4. Employees may access their Service Books from respective Establishments for updating their information. If any issue or problem is faced in the above process, the E-HRMS Roll Out Team may be contacted in NIC and Room No. 426.

5. Above process is to be completed by 31st Dec 2019 so that the aim to onboard this Ministry on E-HRMS Platform may be achieved. This may be given TOP PRIORITY.

(Rajesh Malik)

Under Secretary to the Government of India

Copy To

1. All Officials, MoRT&H
2. PS to JS(Estt.)
3. NIC with a request to upload the same on E-Office.
4. Office Order Folder/Guard File