

MOST IMMEDIATE/OUT TODAY

GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002

F.No. PA/Dir(A)/LNH/138/2024/162

Dated: 23/10/24

OFFICE ORDER

Re: Implementation & use of e-HRMS 2.0 in LNH, GBPH, GTBH, BSAH & DDHU – reg


Dy. Secretary (IT), H&FW Department, GNCTD vide its order NoF.32/IT/eHRMS/H&FW/2024/1272 dated 16.10.2024 has directed to start using e-HRMS 2.0 portal w.e.f., 21.10.2024 onwards. Email dated 18.10.2024 containing the said orders have already been forwarded to all Branch Incharges as well as to Co-ordinator, e-HRMS. In this regard, following responsibilities were defined for effective and timely implementation of e-HRMS 2.0 alongwith full-fledged utilization of the portal vide this Office order of even number dated 18.10.2024.

- i/ All Branch Incharges must ensure onboarding of all the employees under them.
- ii/ All Branch Incharges must ensure that all employees under them have updated and completed their profiles by logging to e-HRMS 2.0 portal (<https://e-hrms.gov.in/login>).
- iii/ All Branch Incharges to direct all employees under them to start using all Modules/Features available on e-HRMS 2.0 portal. Further they shall ensure that Dealing Assistants concerned in their branches shall extend all out assistance to the employees under them for using all modules/features available on e-HRMS 2.0 portal.
- iv/ All Branch Incharges must send updated status of implementation of this project to this office latest by 3 PM on 24th Oct, 2024. In case of any technical issues, the same may be e-mailed to IT-Branch, H&FW on itbranch-hfw@delhi.gov.in.
- v/ In case of any IT related problem faced in implementation of e-HRMS, Branch Incharges/Dealing Assistants concerned are free to contact Ms. Seema, Asst. Programmer (IT) & Co-ordinator e-HRMS 2.0 who shall in turn ensure to address the difficulties faced by them on emergent basis. Co-ordinator shall also ensure that all the employees of LNH are

Seema
21/10/24

onboarded in e-HRMS portal since as of now only 2032 employees out of 2271 employees are being shown onboarded on the portal."

Now, as per directions from H&FW eHRMS portal has become operational from 21.04.2024. Accordingly, to start with, all HODs, Branch Incharges, MO/ICs, Nursing Superintendent/ANSs and Incharges of all Departments/Units are henceforth required to accept all types of leave applications through eHRMS portal with a manual copy of the same, specifically declaring therein that they have applied for leave/(s) through eHRMS portal also. This is mandatory and the instructions should be followed without fail. Manual leave applications shall only be accepted once the official has applied through eHRMS portal too.


(Dr. Prafull Kumar)
Director, LNH/Head of Office/Nodal Officer eHRMS 2.0

No. PA/Dir(A)/LNH/138/2024

Dated:

Copy to:

1. All HODs/MO/ICs, Units Incharge etc.,
2. Admn Officer, LNH who shall ensure timely compliance of the directions issued.
3. Coordinator, e-HRMS, Ms. Seema, Asstt. Programmer - with the direction that a copy of this Office Order shall also be uploaded in the official website of the LNH, Hospital.
3. SO/E-I, E-II, E-III, E-IV, E-V
4. Dy. Secretary (IT), H&FW Dept., GNCTD, 9th Level, A-Wing Delhi Secretariat, IP Estate New Delhi-110 002 with reference to his order dt. 16.10.2024
5. PS to MD, LNH for kind information of worthy MD.
6. PS to AMS(A)
7. Guard File


(Dr. Prafull Kumar)
Director, LNH/Head of Office/Nodal Officer e-HRM S2.0