

MOST IMMEDIATE/OUT TODAY

GOVERNMENT OF NCT OF DELHI
OFFICE OF THE ADDL. MEDICAL SUPERINTENDENT (ADMN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002

No. PA/AMS(A)/LNH/138/2026/107

Dated: 23/04/2026

OFFICE ORDER

Subject: Use of e-HRMS 2.0 Modules in all Hospitals/Departments/Medical Institutions under H&FW Dept., GNCTD - reg

H&FW vide Email dated 17th April, 2026 has circulated an Order directing use of the following Modules & features available on e-HRMS 2.0 portal with immediate effect:

Modules/Services/Features to be used by all employees at the organization level are as below:

1. User / Employee management
2. Leave Management (All types of leaves)
3. Official Tour
4. Resignation/Technical Resignation
5. Voluntary Retirement (VRS)
6. Higher Study NOC

Henceforth, no physical files will be entertained in H&FW Dept. for any Matter/Services/features as mentioned above. Accordingly, all concerned are hereby directed that the said matters shall only be routed through e-HRMS in this hospital effective immediately. Further, all Branch/Unit Incharges shall ensure that all employees under their respective control have updated and completed their profiles by logging in to e-HRMS 2.0 portal (), if not already done. For strict compliance of all concerned

This issues with the prior approval of MD, LNH.

(Dr. Prafull Kumar)
Addl Medical Superintendent (Admn)

No. PA/AMS(A)/LNH/138/2026

Dated:

Copy to:

1. PS to MD, LNH
2. PS to AMS(M)/Dir(A)
3. SO/ E-I, E-II, E-III, E-IV, E-V
4. Ms. Seema, IT Cell Coordinator eHRMS—for extending all assistance and ensuring that all govt. Email IDs of all regular employees are created and also for uploading this order on the website of the hospital.
5. Guard File

(Dr. Prafull Kumar)
Addl Medical Superintendent (Admn)