



No. A-15018/1/O.O/2023-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



खण्ड सं-9, के० सं० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक/ Dated: 4th August, 2025


परिपत्र/CIRCULAR

Subject: Guidelines for Applying and Processing Leave through e-HRMS Portal-reg

All officers/officials of this Directorate are hereby directed to strictly adhere to the following instructions while applying for leave:

- i. Leave applications for all officers/officials shall be submitted only through the e-HRMS 2.0 portal.
- ii. Only those officials whose Government email IDs have not yet been created are allowed to submit physical leave applications till their e-HRMS accounts become active. The list of such officials is enclosed at **Annexure-A**.
- iii. The leave sanction order generated through e-HRMS 2.0 shall be forwarded to the Administration Section along with the joining report.
2. In future, if Government email ID is created for any official and whose profile is to be registered on the e-HRMS 2.0 portal, shall forward his/her details (Name, Designation, D.O.B, Father's Name, Gov Mail ID & Mob No.) to the Administration Section immediately (mahesh.66@dcpw.gov.in).
3. Further, all the concerned Zonal/Station/Section In-Charges of this Directorate are requested to forward the details of leave (except CL & RH) availed by all officials from **01.01.2024 to till date and details of CL & RH during the year 2025** to the Administration Section **latest by 14.08.2025** to ensure that the leave records of all employees are updated in the e-HRMS portal (mahesh.66@dcpw.gov.in).
4. This issues with the approval of the Competent Authority.
5. Hindi version will follow.

Encl: As above.


04-08-25

(Mahesh Kumar Pachar)
Joint Assistant Director (Admn.)

Copy to:-

1. PS to Director.
2. PA to Addl. Director(HQ) / PA to Addl. Director(OPS).
3. All JDs/DDs/ZAOs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub.
5. I/C of All ISPW Stations/ All RPWTIs.
6. AD (IT): for uploading on the website of DCPW.
7. File.

Annexure-A**List of employees not registered on E-HRMS 2.0**

S.No.	Name(Smt./Ms./Shri)	Designation	Place of Posting	Remarks
1.	Abhijit Sidar	Multi Tasking Staff	Admn., DCPW, Hqrs	Gov. Email ID not created
2.	Abhinav Kumar	Assistant Communication Officer (Cipher)	DCPW, Hqrs	Gov. Email ID not created
3.	Abhishek Srivastava	Assistant Communication Officer (Cipher)	DCPW, Hqrs	Gov. Email ID not created
4.	Akash Pundir	Multi Tasking Staff	Accounts Section DCPW, Hqrs	Gov. Email ID not created
5.	Aman Yadav	Multi Tasking Staff	Admn, DCPW, Hqrs	Gov. Email ID not created
6.	Amit Kumar Goswami	Multi Tasking Staff	Admn, DCPW, Hqrs	Gov. Email ID not created
7.	Anand Prakash	Junior Carpenter	DCPW, Hqrs	Gov. Email ID not created
8.	Anikit Kumar	Multi Tasking Staff	ISPW Itanagar	Gov. Email ID not created
9.	Ashish Singh	Multi Tasking Staff	ISPW Bengaluru	Gov. Email ID not created
10.	Ashok	Multi Tasking Staff	Polnet Hub	Gov. Email ID not created
11.	Ashok	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
12.	Ashok Kumar	Multi Tasking Staff	ISPW Chandigarh	Gov. Email ID not created
13.	B. S. Rawat	Despatch Rider (Gr-I)	DCPW, Hqrs	Gov. Email ID not created
14.	Buddha Priy Anand	Multi Tasking Staff	ISPW Jammu	Gov. Email ID not created
15.	C. M. Meena	Laskar Fitter	DCPW, Hqrs	Gov. Email ID not created
16.	Deepanshu	Assistant Communication Officer (Cipher)	DCPW, Hqrs	Gov. Email ID not created
17.	Dharma Pal	Multi Tasking Staff	ISPW Daman	Gov. Email ID not created
18.	Digpratap Singh Sikarwar	Multi Tasking Staff	ISPW Bhopal	Gov. Email ID not created
19.	Dinesh	Assistant Communication Officer (Cipher)	DCPW, Hqrs	Gov. Email ID not created
20.	Happy Yadav	Staff Car Driver Grade-II	DCPW, Hqrs	Gov. Email ID not created
21.	Harit	Assistant Communication Officer (Cipher)	ISPW Kohima	Gov. Email ID not created



22.	Harsh Kumar Tandon	Despatch Rider (Gr-II)	ISPW Raipur	Gov. Email ID not created.
23.	Jyoti Rani	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
24.	Kanta	Multi Tasking Staff	ISPW Gandhinagar	Gov. Email ID not created
25.	Kapil Dev Dhakad	Multi Tasking Staff	ISPW Mumbai	Gov. Email ID not created
26.	Kundan Srivastav	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
27.	Kunhikoya T. K.	Multi Tasking Staff	ISPW Kavaratti	Gov. Email ID not created
28.	Manish Kumar	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
29.	Mohan Lal Sharma	Communication Officer	DCPW, Hqrs	Gov. Email ID not created
30.	Mriganka Bora	Multi Tasking Staff	ISPW Shillong	Gov. Email ID not created
31.	Naresh Kumar	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
32.	Pradeep	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
33.	Pradeep Patel	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
34.	Preeti Singh	Multi Tasking Staff	DCPW, Hqrs	Email ID exist but unable to register due to Technical issue
35.	Rajeev Kumar Singh	Multi Tasking Staff	ISPW Ranchi	Gov. Email ID not created
36.	Rajender	Draftsman-I	CPRTI, New Delhi	Gov. Email ID not created
37.	Rajiv Kumar	Assistant Communication Officer	ISPW Jammu	Gov. Email ID not created
38.	Ravi Raj	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
39.	Sachin Kumar	Multi Tasking Staff	ISPW Kolkata	Gov. Email ID not created
40.	Sanju Kumari	Multi Tasking Staff	ISPW Jaipur	Gov. Email ID not created
41.	Subodh Kumar Singh	Assistant Communication Officer (Cipher)	DCPW, Hqrs	Gov. Email ID not created
42.	Suman Kumar Singh	Multi Tasking Staff	ISPW Raipur	Gov. Email ID not created
43.	Surinder Kumar Handa	Despatch Rider (Gr-I)	CC, DCPW, Hqrs	Gov. Email ID not created
44.	Swati Mishra	Multi Tasking Staff	Admn, DCPW, Hqrs	Gov. Email ID not created
45.	Tanmay Kumar Santra	Multi Tasking Staff	DCPW, Hqrs	Gov. Email ID not created
46.	Udai Lal	Despatch Rider (Gr-I)	DCPW, Hqrs	Gov. Email ID not created

47.	Venkat Ramana	Despatch Rider (Ordinary Grade)	ISPW Hyderabad	Gov. Email ID not created
48.	Yash Bhatnagar	Multi Tasking Staff	ISPW Panaji	Gov. Email ID not created
49.	Yogesh Kumar Atal	Steno D	CPRTI, New Delhi	Email ID exist but unable to register due to profile pending for approval in previous department
50.	Smt. Tissy Titus	Communication Officer	ISPW Trivendrum	Email ID exist but unable to register due to technical issue

