

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 स० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक/ Dated: 28th May, 2025

परिपत्र/CIRCULAR

All officers/officials of this Directorate are directed to strictly adhere to the following guidelines with immediate effect:

- i. Leave applications for all officers/officials shall be submitted and processed through the e-HRMS 2.0 portal (**Step-by-step procedure for Applying Leave through E-HRMS 2.0 Portal is enclosed**).
 - ii. Physical files, if any, shall be recorded in e-Office to ensure their proper tracking.
 - iii. Record of both physical files and e-files shall be prepared by each Section/ISPW Station.
 - iv. All officers/officials using e-office shall e-sign/DSC sign the e-file before sending it.
 - v. Nodal Officer for AEBAS shall forward monthly attendance report of all Sections/Stations to the respective Section / In-charge/SS.
2. This issues with the approval of the Competent Authority.
 3. Hindi version will follow.

(Signature)
28.5.25

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

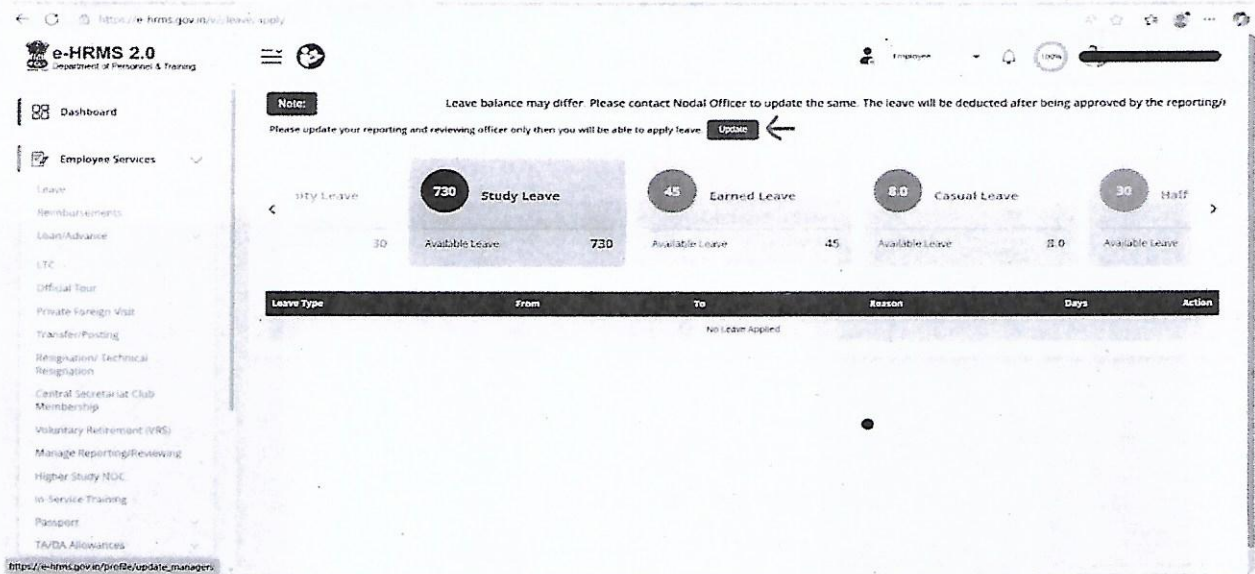
Copy to:-

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.

Steps for Applying Leave through E-HRMS 2.0 Portal

1. Steps to update reporting & Reviewing Officer:

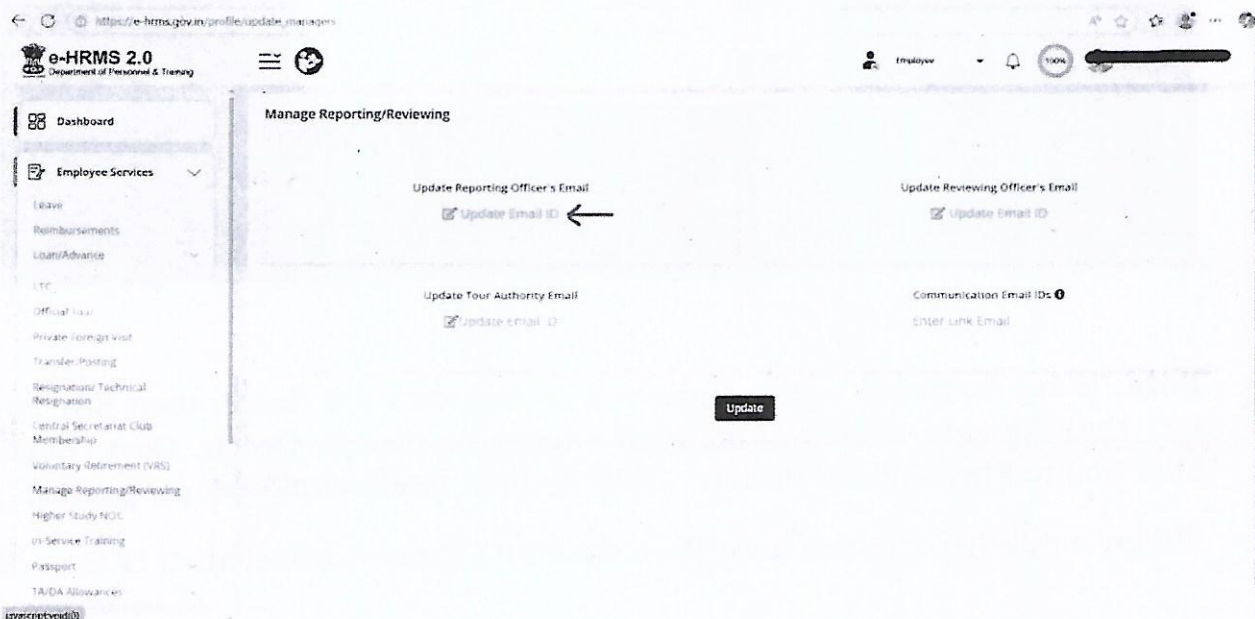
i. Log in as an Employee. Employee Services > Leave > Click on **Update**



Leave balance may differ. Please contact Nodal Officer to update the same. The leave will be deducted after being approved by the reporting/reviewing officer only then you will be able to apply leave. **Update**

Leave Type	From	To	Reason	Days	Action
Study Leave	30	730	Available Leave	730	
Earned Leave	45	45	Available Leave	45	
Casual Leave	8.0	8.0	Available Leave	8.0	
Half	30	30	Available Leave	30	

No Leave Applied



Manage Reporting/Reviewing

Update Reporting Officer's Email
☒ Update Email ID

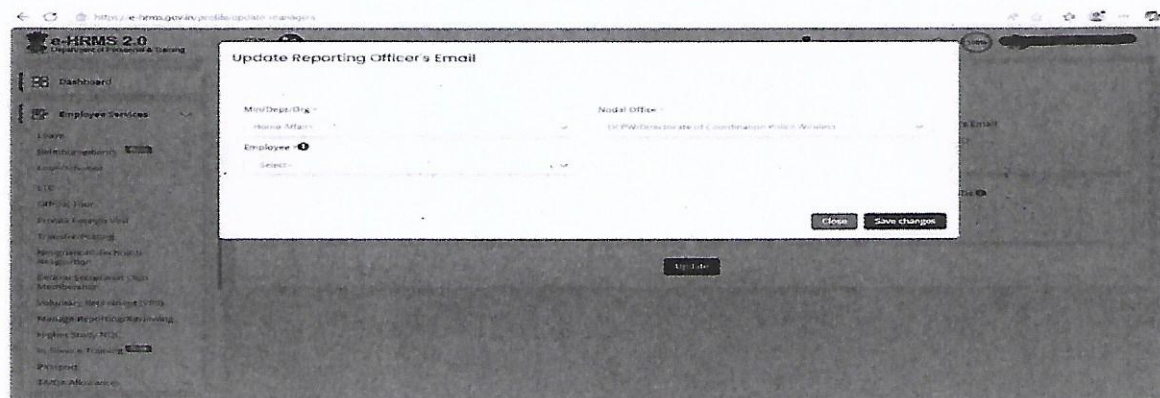
Update Reviewing Officer's Email
☒ Update Email ID

Update Your Authority Email
☒ Update email ID

Communication Email ID: 0
Enter Link Email

Update

ii. Select - Option as shown below and enter Name/Email ID of Reporting/Reviewing Officer, then click on **save changes**.



Update Reporting Officer's Email

Min/Dept/Div: Ministry of Health
Nodal Officer: Ministry of Health
Employee: Ministry of Health

Save changes

2. Log in as an Employee. **Apply > Leave > Apply for Leave > Fill in the details > Submit.**

The screenshot displays the e-HRMS 2.0 portal interface. On the left is a sidebar menu with options: Dashboard, Employee Services, Leave, Reimbursements, Leave Advance, LTC, Official Tour, Private Foreign Visit, Transfer/Posting, Resignation/Technical Resignation, Central Secretariat Club Membership, Voluntary Retirement (VRD), Manage Reporting/Reviewing, Higher Study NOC, In Service Training, Passport, and TADA Allowance. The main content area shows the 'Apply Leave' form. The form includes fields for 'Leave Type' (with a dropdown menu), 'Date On' (with a date picker), 'Reason' (with a dropdown menu), 'Leaving Station' (with radio buttons for 'No' and 'Yes'), 'Would like to avail LTC' (with radio buttons for 'No' and 'Yes'), 'Remarks' (with a text area), and 'Attachment' (with a 'Choose File' button and a note 'not allowed upto 7 mb'). An 'Add' button is at the bottom of the form. In the background, a dashboard is visible with a 'Study Leave' card showing '33' and 'Extra', and an 'Available Leave' card showing '730'.

Note: If any employee is not registered on E-HRMS 2.0 Portal, then SS/ Section I/C shall forward details of all such employees (Name, Desgn, Govt. Email ID, Mob No.) to Shri Mahesh Pachar, JAD(Admn) at (**mahesh.66@dcpw.gov.in**).

(If any employee does not have Govt. Email ID, then please contact IT Section).

Handwritten signature