

MOST URGENT

OFFICE OF THE MEDICAL SUPERINTENDENT
ACHARYASHREE BHIKSHU GOVT. HOSPITAL
GOVT. OF N.C.T. OF DELHI
MOTI NAGAR, NEW DELHI-110015

No. F.2(406)/ABGH/e-HRMS/2025/ 7421-28
CIRCULAR

Dated:- 30.09.25

Sub: - Updation of Reporting and Reviewing Officer in e-HRMS and Submission of Leave Applications through e-HRMS only.

It is hereby informed to all concerned officials that:


1. The details of Reporting Officer and Reviewing Officer of each employee must be updated in the e-HRMS portal. All Officers/Officials are requested to ensure correctness and timely updation of the same by 31st October, 2025 on priority basis.

2. With effect from 1st November, 2025, all leave applications shall be submitted and processed only through the e-HRMS portal.

All Officers/Officials are requested to strictly adhere to the above instructions to ensure smooth processing of leave records and other HR-related matters.

This issues with the prior approval of competent authority.

Yours Sincerely,



(DR. B. B. PRASAD)
MS (MCH)/H.O.O

No. F.2(406)/ABGH/e-HRMS/2025/ 7421-28

Dated:- 30.9.25

Copy to:

1. P.S. to Secretary (H&FW).
2. P.S. to M.S.
3. D.M.S. (ED).
4. All H.O.D./ Unit Incharge.
5. Section Officer (To update leave record of all employees).
6. I.T. Incharge (To upload on website).
7. A.N.S.
8. Guard File.


(DR. B. B. PRASAD)
MS (MCH)/H.O.O

Here are the step-by-step instructions to update your reporting and reviewing authority:

1. **Log In to the e-HRMS 2.0 Portal**
 - Open your web browser and go to the e-HRMS portal.
 - Enter your valid credentials to log in.
2. **Access Employee Services**
 - On the dashboard, look for a section titled Employee Services(on left hand side) or similar.
 - Click on it to expand the options.
3. **Select Reporting/Reviewing Management**
 - Within Employee Services, find and select the option for Manage Reporting/Reviewing or Update Reporting/Reviewing Officer.
4. **Fill in the New Officer Details**
 - You will likely see fields to update the details of your Reporting and Reviewing Officers.
 - Enter the required information for the new officers, such as their email IDs or employee codes.*
5. **Submit the Request**
 - After filling in the details, click on the Submit/Update button.

* For Searching E-mail of reporting and reviewing authority:

1. In Min/Dept/Org, you need to select "Govt. of NCT Delhi/ Health and Family Welfare".
2. In Nodal Office, you need to select "Acharyashree Bhikshu Govt. Hospital".
3. In Employee, you need to select your "Reporting/Reviewing officer".

* Note- For Tour approval authority all Group-B, C Officers/Officials and M.O. and Specialist should add Medical Superintendent as authority.