

No. A-24011/1/2024-O/oDEPT.SECY (ESTT.I) (69474)

भारत सरकार/ Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/

Ministry of Skill Development & Entrepreneurship

प्रशिक्षण महानिदेशालय/

Directorate General of Training

Kaushal Bhawan, New Moti Bagh,
New Delhi - 110023

Date: 17.12.2024

OFFICE MEMORANDUM

Subject:- Leave application through e-HRMS portal for regular employees of DGT HQ – reg.

The undersigned is directed to inform that various employees services are on-boarded/functional on e-HRMS 2.0 platform. All regular employees of DGT Headquarters shall apply for all kind of leaves only through e-HRMS 2.0 platform with immediate effect. Timeline for service delivery through leave module of e-HRMS 2.0 portal, governed by the DoPT's OM No. 3/1/2024-e-HRMSv2.0 dated 26.02.2024, needs to be complied.

2. All the Division/Branch Heads are requested to ensure that officials working under their control shall apply all kinds of leave mandatorily through e-HRMS 2.0 portal. Leave applications through any other form will not be accepted/entertained in future.

3. All the employees may also be advised to update their reporting and reviewing officer and verify their available leave balances on the portal. Any discrepancy may be intimated to Establishment Section of DGT.

Sangit Kumar
17-12-2024
(Sangit Kumar)
Section Officer

To

1. All the officers/officials of DGT HQ
2. E-Office Notice Board/ DGT Website (IT Cell with request to upload the same)

