



प्रधान महालेखाकार (ले एवं हक) का कार्यालय, मणिपुर, इम्फाल - ७९५००१
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
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आवृत्ति संख्या

Estt(A&E)/Circular No. 24

Dated: 22/04/2024

In continuation to this office order no.63 dated 21-03-2024 on the roll-out of e-HRMS, it is hereby circulated for information that the applications for sanction of leave and reimbursement of newspaper claims, telephone, Children Education Allowance (CEA), etc. w.e.f. Financial Year 2024-25 will *only be* processed through e-HRMS portal. The workflow for the reimbursement module has been updated on the portal. Further, for the purpose of sanction of leave of employees, the concerned Sr.AOs and Sr.DAG have been assigned as reporting and reviewing officer in e-HRMS.

All employees who have not yet completed their profile on e-HRMS portal are directed to submit their updated profiles for approval by the Nodal Officer strictly by 24-04-2024, otherwise their claims will not be able to be processed.

[Auth: Pr.AG(A&E)'s order dated 22/04/2024 at Note in e-office F. No. 13
Estt(A&E)/eHRMS/2024-25]

Memo No. Estt(A&E)/eHRMS/2024-25/698-702
Copy for information to:

1. P.S. to Pr.AG(A&E), Manipur,
2. P.A. to Sr.DAG(A&E), Manipur,
3. All Branch Officers,
4. Notice Board,
5. O/o File.

Sr. Accounts Officer (Admn.)

Dated: 22/04/2024


22-4-24
Sr. Accounts Officer (Admn.)