



कार्यालय प्रधान महालेखाकर (लेखा परीक्षा-II) तमिलनाडु एवं पुडुचेरी  
“लेखा परीक्षा भवन”, 361, अण्णा सालै, तेनाम्पेट, चेन्नै-600018.  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II),  
TAMIL NADU AND PUDUCHERRY, “LEKHA PARIKSHA BHAVAN”,  
361, ANNA SALAI, TEYNAMPET, CHENNAI-600018.

No. PAG(Audit-II)/Admn.VI/EHRMS./2024-25/36

Dt:07.05.2024

**CIRCULAR No. 04**

Consequent on Headquarters instruction to roll out e-HRMS in this office, it has been decided by the competent authority that e-HRMS will be rolled out in this office with effect from 13.05.2024. Therefore, it is instructed that all officers/officials should henceforth use the e-HRMS 2.0 portal for applying any kind of leave and reimbursement requests (Newspapers, Telephones and Children's Education Allowance) from 13.05.2024 onwards. Hence all the officers/officials are directed to update their profiles completely and update their Reporting/Reviewing Officers details in the Leave module without fail on or before 10.05.2024.

A training session by the Functional Help Desk will be conducted online on 10.05.2024 regarding usage of various modules of eHRMS. The time and link for the meeting will be provided later. All the officers/officials are directed to attend the training without fail.

Co-ordination sections of respective wings are instructed to give wide publicity to this circular and instruct all the officers/officials (both at headquarters and field level) under their Groups for strict compliance of time schedule.

If any problem is encountered by any officer/official in login or usage of e-HRMS application, Nodal Officer (SAO/Admn.) may be contacted for help/clarification.

*E. Ramasath*  
07/05/2024

Senior Audit Officer/Admn.

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1. All Staff Members
2. Notice Board