

**OFFICE ORDER**

**Subject: Implementation of E-HRMS 2.0.**

In continuation of earlier orders regarding implementation of e-HRMS 2.0 issued on 10 April 2024, 15 April 2024 and 18 October 2024, following instructions are issued for the staff of Director General of Audit (Central), Chandigarh. In view of issues arising in submission of different types of leave and in particular Ex India leave, following instructions are reiterated for immediate compliance.

1. In case of **Ex-India leave**, as per office order No./PDA(ADMN.)/revised delegation of power for leave/2015-16/237 dated-27.11.2015, power to sanction Ex India leave lies with the Head of the Department. Following procedure is to be followed by all the employees.
  - (i) First, the employee will apply leave in e-HRMS with the station leave details (Details of the country where the employee will go to visit). The Reporting/Reviewing officer will forward/approve the leave with the remarks **"The leave will be treated approved subject to manual approval/permission by Director General to go Ex-India visit.** In case of non approval by Head of the Department, nature of leave sanctioned by Reporting officer will not be valid.
  - (ii) After that, the concerned employee will write an application to his Reporting/Reviewing officer with the request to give permission to visit Ex-India attaching the copy of approved leave at Sr. No. 1 (i). The Reporting/Reviewing officer will forward the application to Deputy Director/Director of the concerned wing.
  - (iii) Thereafter, the application will be forwarded to Admn.-I Section by the Deputy Director/Director of the concerned wing with the recommendations/alternate work arrangement etc..
  - (iv) Admn.-I Section will put up the application to Director General through Director (Admn.).
  - (v) After approval from the Director General, Admn.-I section will issue office order indicating approval of Ex India leave.
2. If an employee joined the office before expiry of his/her leave, he may submit joining to the same leave from Action tab. The joining request will be forwarded to his/her Reporting officer for approval. Once the joining request is approved by the Reporting officer, the leave balance will be updated automatically.
3. While applying for station leave, employees are requested to ensure that the timings for leaving station should be after office hours and vice-versa.
4. Commuted leaves must be approved by the Reporting and Reviewing officer. Further, after completion of the leave, Hard copy of the medical certificate along

with fitness certificate needs to be submitted through transit register to e-HRMS & Service Book section.

5. It is observed that employees are not submitting leaves which needs the approval of Administration-I section. Thus, in case of CCL, Half Pay Leave, Paternity, Extraordinary leave, employees are requested to submit a hard copy of the leave to Administration-I section through their Hqrs section.
6. All the Reporting/Reviewing officers are requested to login their e-HRMS accounts on daily basis to avoid the increase of instances of deemed approved and deemed forwarded leave requests.
7. No hard copy of leaves will be entertained.

This issues with the approval of Director (Administration).

*Sd/-*  
**Sr. Audit Officer**  
**(e-HRMS & S.B.)**

Endst. No. PDA(C)/e-HRMS Circular/2025-26/234-246

Date:-15.12.2025

1. Secretary to PD.
2. PA to Directors
3. Sr.AO/Hqrs DT, INDT, Central Expenditure, ITA.
4. Sr. Audit Officer (Admin-I, II, OE-I, OE-II)
5. Sr. Audit Officer, EDP.
6. Notice Board

*Chhabra*  
*15/12/25*  
**Sr. Audit Officer**  
**(e-HRMS & S.B.)**