

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), CHANDIGARH

No.: PDA(C)/e-HRMS & S.B/e-HRMS Circular/2025-26/11

Dated: 15.12.2025

OFFICE ORDER

Subject: Rollout of CAG HRMS -reg..

It is informed that as per HQRS office Circular No. 49-Staff wing/2025 , No. 113-Staff (Entt.II)/34-2025/Vol-II dated-12.12.2025, Phase-I modules of CAG HRMS are to be rolled out in this office w.e.f 01.01.2026 on pilot basis.

For this, a 04 days training (Attached as Annexure-I) in HRMS modules and Claims Modules is to be conducted from 16.12.2025 to 19.12.2025 for the Functional Help Desk officials.

All the Sr. Audit Officers of Wings/Sections (HQ) are directed to intimate the concerned officers/ officials of their wing/section to attend the training at their own PC/Laptop as per schedule. The link for training will be sent later to Concerned Sr. Audit officer (HQ) by e-mail

This issues with the approval of Director (Administration).

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

Endst. No. PDA(C)/e-HRMS & S.B/ e-HRMS Circular/2025-26/248-60

Dated: 15.12.2025

1. Secretary, to PDA (C)
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

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

भारत के नियंत्रक एवं महालेखापरीक्षक कर कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 12. 12. 2025

To

1. All the Heads of Departments In IA & AD
2. DG (Commercial)
3. Director (Personnel)
4. IFA

Sub: Rollout of CAG HRMS-reg

Sir/Madam,

As per plan, Phase-I Modules of CAG HRMS are to be rolled out in 22 offices of IA&AD located in Delhi and Chandigarh w.e.f. 01.01.2026 on pilot basis. Subsequently, the CAG HRMS will be rolled out w.e.f. 15.02.2026 at 10 more locations and w.e.f. 01.04.2026, on all India basis.

2. As a part of Phase-I of the rollout in 22 offices of IA&AD located in Delhi and Chandigarh w.c.f.01.01.2026, a 04 day training in HRMS Modules and Claims Modules is to be conducted from 16.12.2021 to 19.12.2021 for the Functional Help Desk officials in the above 22 officials (IS Wing circular dated 11.12.2025 is enclosed).

3. Helplines to facilitate the rollout are:

- i. Designated eHRMS Functional Helpdesk
- ii. IS Wing

These details are contained in Annexure II of IS Wing circular dated 11.12.2025.

4. It is requested that details regarding number of officials engaged in Admin work (HRMS, Claims, IFMS and Pay etc.) may be sent to this office latest by 22.12.2025 to establish the baseline as on 31.12.2025.

5. Receipts of the circular may please be acknowledged.

(Signature)
Yours faithfully,

(Saurabh Narain)

Director General (Staff)



भारत के नियंत्रक-महातेलापरीक का कायालंप
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली- 110 124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE 11.12.2025

NO. 2598/19-ISW/2025

To

All Heads of Department
(As per mailing list)

Subject: Rollout of Phase-I Modules of CAG HRMS – Training, Onboarding and
Transition to Live Operations

Sir/Madam,

This is to inform that the rollout of Phase-I modules of CAG HRMS is being initiated for all IA&AD offices located in Delhi and Chandigarh. CAG HRMS is an integrated digital platform covering HRMS, Claims, IFMS and Payroll workflows, aimed at streamlining administrative processes, enhancing transparency, and enabling faster, rule-based processing across the Department.

2. The following Phase-I modules will be made operational during this rollout:

HRMS Modules

- i. Offer of Appointment
- ii. Service Book
- iii. Disciplinary Proceedings
- iv. Annual Immovable Property Return

Claims Modules

- i. Travelling Allowance
- ii. Children Education Allowance
- iii. Telephone
- iv. Newspaper
- v. Medical
- vi. Contingent Claims

3. Training for these modules will be conducted as per the attached Training Schedule (Annexure-I). All Heads of Department are requested to ensure the participation of the concerned eHRMS nodal officials and all the concerned officials handling respective modules so that they are fully prepared for the rollout.

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4. The Functional Helpdesk (FHD) officials assigned to support your office during the implementation are indicated in Annexure-II. They will serve as the nodal implementation and coordination points for all operational queries during rollout. All FHDs are required to attend the training for all the modules as per Training Schedule (Annexure-I). All Heads of Department of respective RCB&KIs are requested to ensure the participation of the concerned FHD officials.

5. The User Manual and the Step-by-Step Working Instructions for each module are enclosed for your reference and for dissemination among all officials involved in the rollout and subsequent operations.

All offices are requested to extend full cooperation to ensure the successful and timely implementation of Phase-I of CAG HRMS. Your support in this important departmental initiative is sincerely appreciated.

Yours faithfully,



(B.K. Mohanty)

DG (IS cum CTO)

Annexures:

Annexure-I: Training Schedule for Phase-I Modules.

Annexure-II: List of Functional Helpdesk (FHD) Officials Assigned for Implementation Assistance.

Annexure

List of Phase-1 Offices (Mailing List)

Sl. No.	Office Full Name	Office Stream	Main/ Branch	Address City
1	Office of the Comptroller & Auditor General of India	CAG Headquarters	Main	New Delhi
2	Office of the Principal Accountant General (A&E), Haryana	Accounts & Entitlement	Main	Chandigarh
3	Office of the Principal Accountant General (A&E), Punjab	Accounts & Entitlement	Main	Chandigarh
4	Office of the Director General of Audit (Central), Chandigarh	Civil Audit	Main	Chandigarh
5	Office of the Director General of Audit (Defence Services), Chandigarh	Defence Audit	Main	Chandigarh
6	Office of the Principal Accountant General (Audit), Haryana	Civil Audit	Main	Chandigarh
7	Office of the Principal Accountant General (Audit), Punjab	Civil Audit	Main	Chandigarh
8	Office of the Director General of Audit (Central Expenditure), New Delhi	Civil Audit	Main	New Delhi
9	Office of the Director General of Audit (Environment & Scientific Departments), New Delhi	Civil Audit	Main	New Delhi
10	Office of the Director General of Audit (Agriculture, Food & Water Resources), New Delhi	Commercial	Main	New Delhi
11	Office of the Director General of Audit (Industry & Corporate Affairs), New Delhi	Civil Audit	Main	New Delhi
12	Office of the Director General of Audit (Infrastructure), New Delhi	Commercial	Main	New Delhi
13	Office of the Director General of Audit (Energy), New Delhi	Commercial	Main	New Delhi
14	Office of the Director General of Audit (Central Receipt), New Delhi	Civil Audit	Main	New Delhi
15	Office of the Director General of Audit, Navy, New Delhi	Defence Audit	Main	New Delhi
16	Office of the Director General of Audit (Defence Services) Headquarters, New Delhi	Defence Audit	Main	New Delhi
17	Office of the Director General of Audit (Air Force), New Delhi	Defence Audit	Main	New Delhi
18	Office of the Director General of Audit, Finance & Communication, New Delhi	Finance & Communication Audit	Main	New Delhi
19	Office of the Director General of Audit, Northern Railway, New Delhi	Railway Audit	Main	New Delhi
20	Office of the Director General of Audit, Railway-Commercial, New Delhi	Railway Audit	Main	New Delhi
21	Regional Capacity Building and Knowledge Centre, New Delhi	Training	Main	New Delhi
22	Office of the Principal Accountant General (Audit), Delhi	Civil Audit	Main	New Delhi

List of RCB&KIs/Offices where FHD Officials are deployed:

Sl. No.	Name of the RCB&KIs/Offices where FHD Officials Deployed
1	O/o the CAG of India
2	Regional Capacity Building And Knowledge Institute, Jaipur
3	Regional Capacity Building And Knowledge Centre, Delhi
4	Regional Capacity Building And Knowledge Institute, Prayagraj
5	Regional Capacity Building And Knowledge Institute, Kolkata
6	Regional Capacity Building And Knowledge Centre, Bengaluru
7	Regional Capacity Building And Knowledge Institute, Hyderabad
8	Regional Capacity Building And Knowledge Institute, Shillong
9	Regional Capacity Building And Knowledge Institute, Mumbai
10	Regional Capacity Building And Knowledge Institute, Jammu
11	Regional Capacity Building And Knowledge Institute, Ranchi
12	Regional Capacity Building And Knowledge Institute, Nagpur

Annexure 1 CAG HRMS Training Schedule for Phase-1

SNO	Process Name	Training Date	Training Time
1	Claim (Travelling Allowance) Tour Proposal Tour Proposal Cancellation Tour Proposal Revision Tour Advance Tour Advance Cancellation Tour Bill Submission	16/12/2025	2:30 PM to 5:30 PM
2	Claim (Medical) Medical Approval Medical Advance Medical Adjustment	17/12/2025	11:00 AM to 1:00 PM
3	Claim Children Education Allowance	18/12/2025	11:00 AM to 12:00 Noon
4	Claim Telephone Bills	18/12/2025	12:00 Noon to 1:00 PM
5	Claim News Paper	18/12/2025	2:30 PM to 3:30 PM
6	Claim Contingent Advance Contingent Adjustment	18/12/2025	3:30 PM to 5:00 PM
7	HRMS Offer of Appointment Service Book	19/12/2025	11:00 AM to 1:00 PM
8	HRMS Annual Immovable Property Return Movable/Immovable Property Intimation	19/12/2025	02:30 PM to 3:30 PM
9	HRMS Disciplinary Proceedings	19/12/2025	03:30 PM to 05:30 PM