

महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्यप्रदेश  
आडिट भवन, झाँसी रोड, ग्वालियर

क्र./प्रशासन/आई.एस.विंग/2026-27

दिनांक: 27.04.2026

कार्यालय आदेश- 15

मुख्यालय से प्राप्त निर्देशों के अनुसार यह सूचित किया जाता है कि CAG HRMS Application का Phase-I अब लागू (Go Live) हो चुका है।

CAG HRMS Application मानव संसाधन प्रबंधन से संबंधित सेवाओं जैसे दावे, अनुमोदन एवं स्वीकृति के लिए एक एकीकृत एवं पारदर्शी डिजिटल प्लेटफॉर्म है।

सभी अधिकारियों एवं कर्मचारियों को निम्नलिखित निर्देशों का अनुपालन सुनिश्चित करने हेतु कहा जाता है:

- अधिकारियों/ कर्मचारियों द्वारा Prerequisites Document का सावधानीपूर्वक पूर्ण किया जाना है, विशेषकर:
  - HRMS खाते का पासवर्ड रीसेट
  - CGHS विवरण भरना
  - बैंक विवरण अद्यतन करना
- Phase-I के दौरान दावा प्रक्रिया HRMS में केवल अनुमोदन एवं स्वीकृति स्तर तक ही की जाएगी तथा इसके पश्चात की कार्यवाही पूर्ववत PFMS/iBEMS के माध्यम से की जाएगी।
- TA एवं Medical दावे HRMS के माध्यम से किए जाएंगे, किन्तु संबंधित मूल अभिलेख कार्यालय में सुरक्षित रखे जाएंगे।
- सभी अनुभाग HRMS मॉड्यूल के माध्यम से सेवा पुस्तिका का डिजिटलीकरण प्रारंभ करें तथा पूर्व-भरी गई जानकारी का सत्यापन कर शेष विवरण पूर्ण करें।
- उपयोग में सुविधा हेतु उपलब्ध User Manual एवं Video Tutorials का अवलोकन किया जाए।
- किसी भी समस्या की स्थिति में निर्धारित प्रक्रिया के अनुसार vTask प्रणाली के माध्यम से शिकायत/टिकट दर्ज किया जाए।
- Leave Module एवं Form 6A फिलहाल पूर्ववत e-HRMS प्रणाली में ही संचालित रहेंगे। सभी समूह/अनुभागों को निर्देशित किया जाता है कि उपरोक्त निर्देशों का व्यापक प्रसारण HRMS पोर्टल पर अधिकारियों/ कर्मचारियों के विवरण पूर्ण किया जाना सुनिश्चित करें।

HRMS पोर्टल के उपयोग हेतु प्रशिक्षण पृथक रूप से आयोजित किया जाएगा। इस परिपत्र को अत्यंत महत्वपूर्ण मानते हुए अनुपालन सुनिश्चित किया जाए।

As per instructions received from Headquarters, Phase-I of the CAG HRMS Application has been made live.

The CAG HRMS Application is a unified and transparent digital platform for management of human resource-related services including claims, approvals, and sanction processes.

All officers and staff are requested to ensure compliance with the following instructions:

- The Prerequisites Document is to be completed carefully by the officers and employees, especially:
  - Password reset of HRMS account
  - Filling CGHS details

- Updating of Bank details
- During Phase-I, claim processing shall be carried out in HRMS only up to the stage of approval and sanction, and further processing shall continue through PFMS/iBEMS as per existing practice.
- TA and Medical claims shall be processed through HRMS; however, original supporting documents must be retained in the office.
- All Sections shall initiate Service Book Digitization using the HRMS module and verify the pre-filled data before completing the remaining details.
- The available User Manual and Video Tutorials should be referred to for smooth usage.
- In case of any issues, tickets may be raised through the vTask system as per the prescribed procedure.
- Leave Module and Form 6A shall continue to be processed through the existing e-HRMS system until further orders.

All Groups/Sections are directed to ensure wide dissemination of the above instructions and completion of officers/employee details on the HRMS portal.

Training on the HRMS portal will be arranged separately. This circular may be treated as **MOST IMPORTANT**, and strict compliance may be ensured.

(उप महालेखाकार/प्रशासन महोदय द्वारा अनुमोदित)

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी  
IS Wing (eCell & Training)

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिवालय/ महालेखाकार
2. उप महालेखाकार/ AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V & Admin
3. सचिवालय/ AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V & Admin
4. वरिष्ठ लेखापरीक्षा अधिकारी/AP & SMU, Report, PAC, ITA, DADSS, AIC, हिंदी कक्ष, Coordination Cell
5. वरिष्ठ लेखापरीक्षा अधिकारी/IS Wing – उक्त कार्यालय आदेश को इंटरनेट एवं इंट्रानेट पर अपलोड कराने का कष्ट करें
6. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-13 को आवश्यक कार्रवाई हेतु प्रेषित
7. श्री यश वर्धन गुप्ता- उक्त कार्यालय आदेश को इंटरनेट एवं इंट्रानेट पर अपलोड कराने का कष्ट करें
8. सूचना पटल

 27/4/26

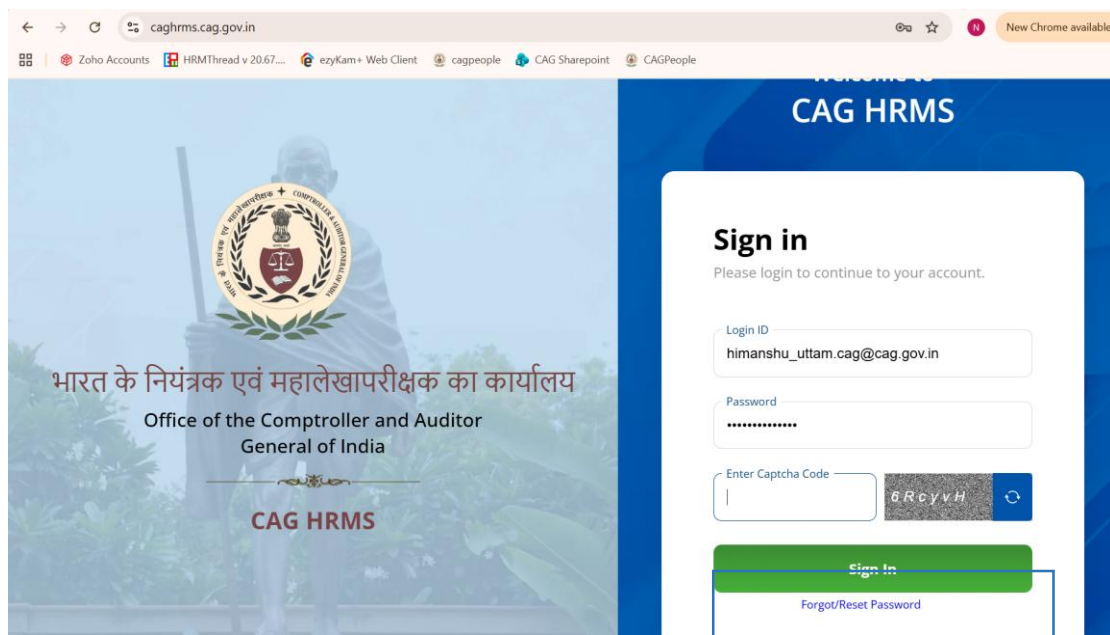
वरिष्ठ लेखापरीक्षा अधिकारी  
IS Wing (eCell & Training)

## CAG HRMS Reset Password

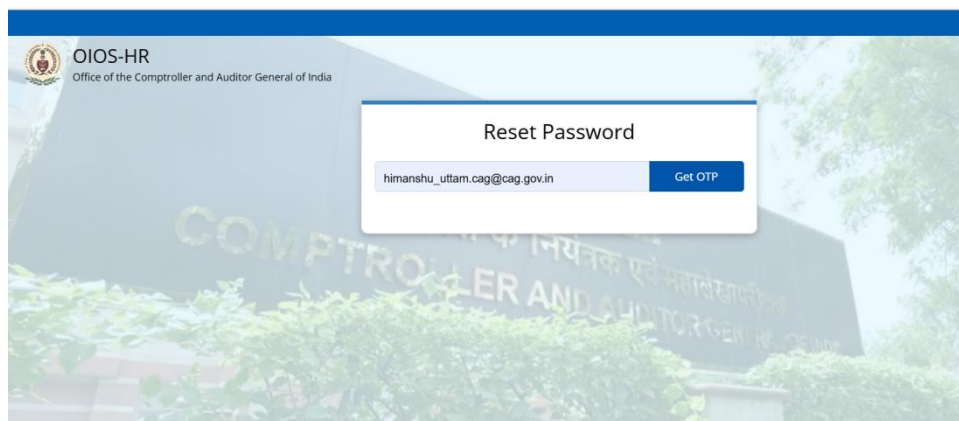
### Introduction

This document outlines the step-by-step process to help users log in to the CAG HRMS application using their credentials.

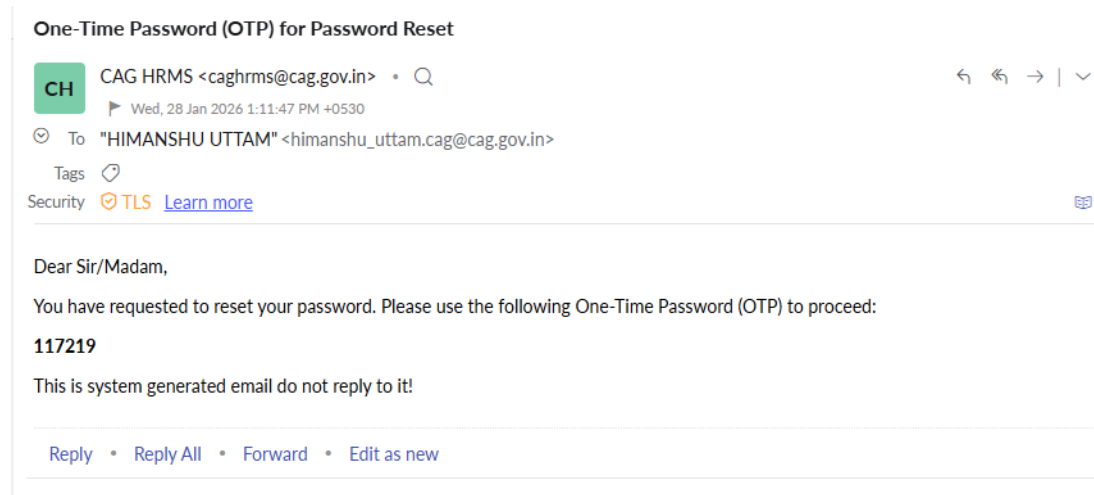
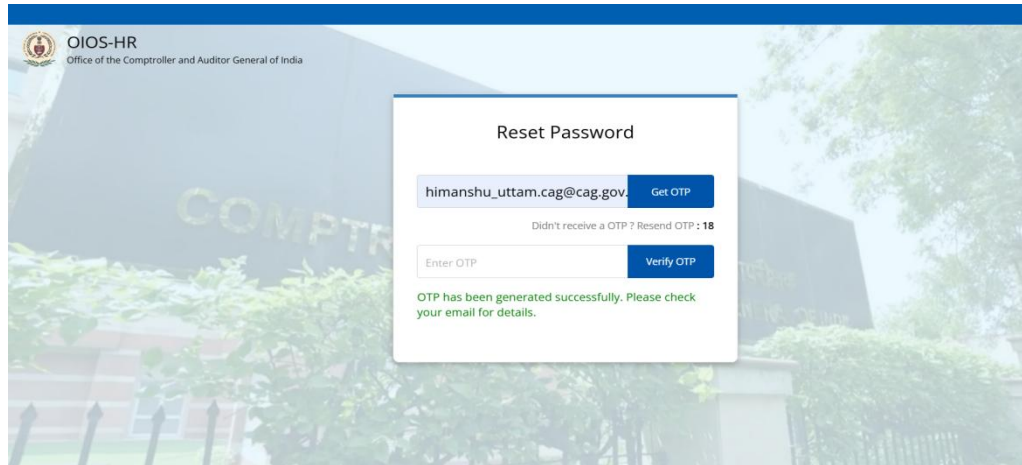
**Step 1-** The user can access the application by opening the following URL:  
<https://caghrms.cag.gov.in>



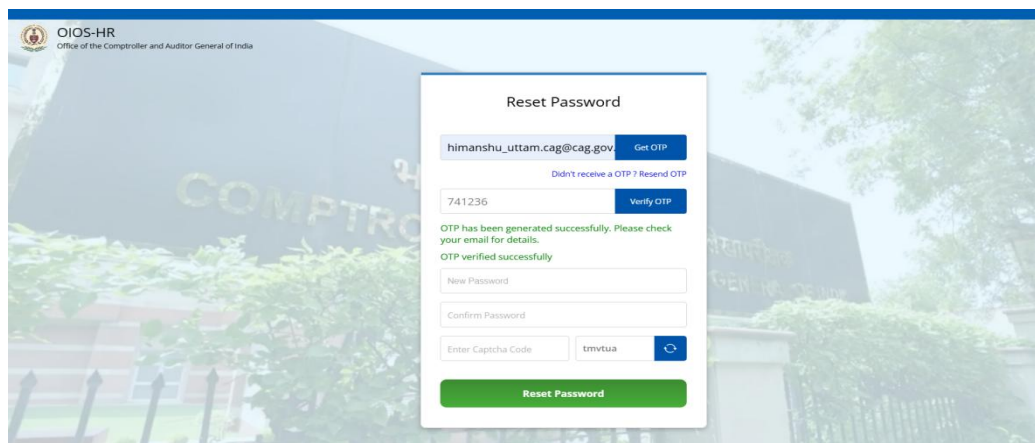
**Step 2-** Once the user clicks on [Forgot/Reset Password](#) link, the system will redirect the user to the Reset Password page to get the OTP for password reset.



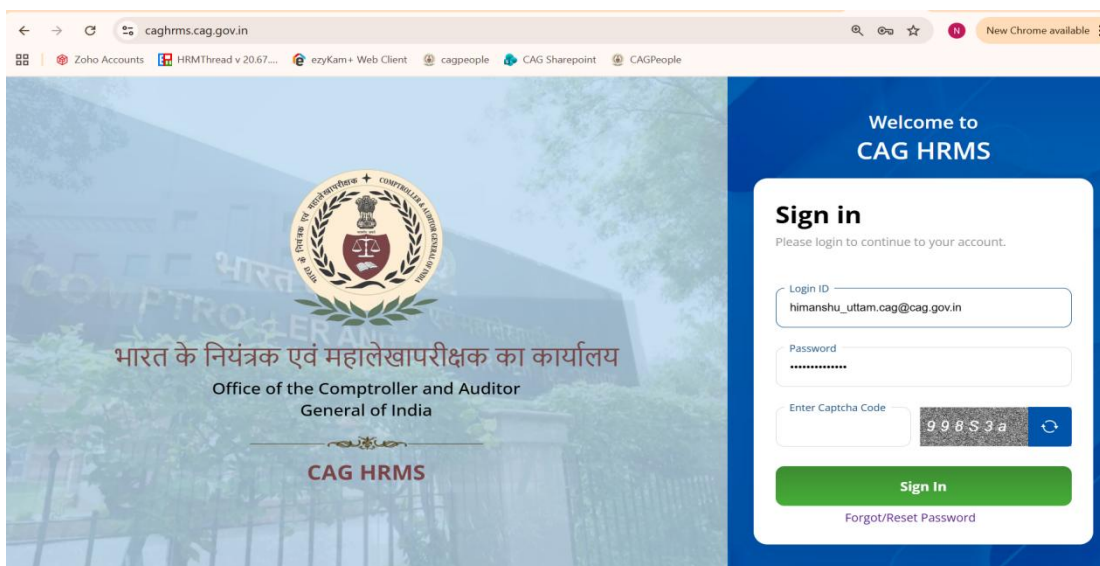
**Step 3-** On the **Reset Password** page, the user is required to enter their registered email ID to receive an OTP for password reset. After entering the email ID and clicking on **Get OTP**, an OTP will be sent to the registered email address. The user must enter the OTP in the **Enter OTP** field and click on **Verify OTP** within 30 seconds to proceed.



**Step 4-** Once the OTP is successfully verified, the user will be prompted to enter a **New Password** and **Confirm Password**. After entering the details, the user must complete the captcha and click on the **Reset Password** button to complete the process.



**Step 5-** Once Reset password done, user will click on 'Click For Login' link placed at right corner to get the Login page and login the application using the updated credentials.



**Note-** To Report any issue relating to login, kindly contact nodal officer and designated Field Helpdesk Official (FHD) of your office.

# CAG HRMS

## CGHS Card Details Updation and Employee Bank Detail Master

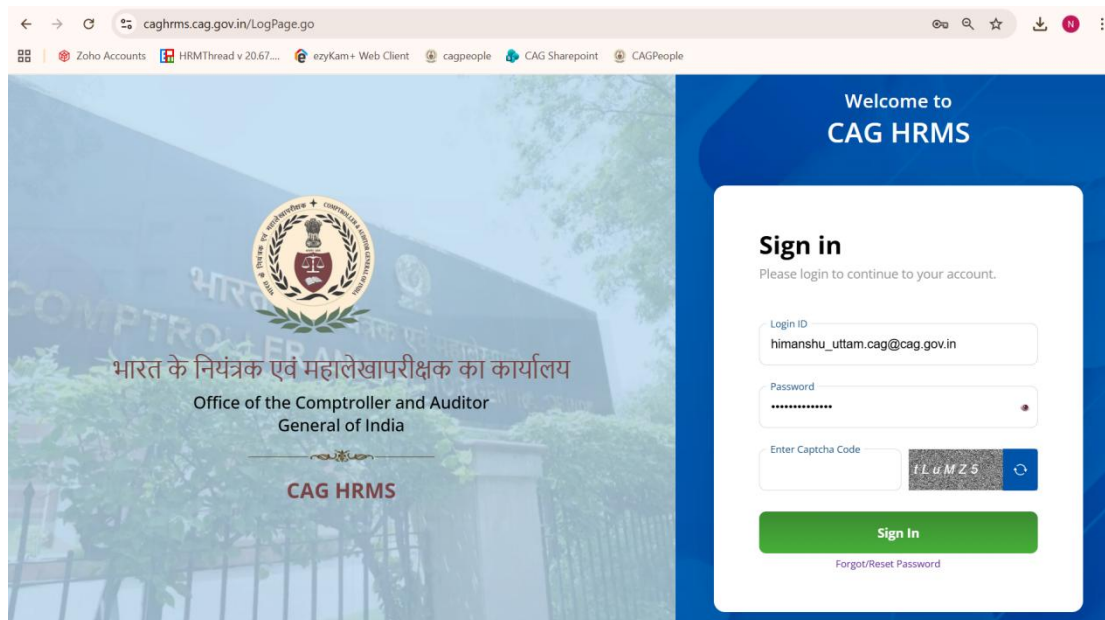
### Introduction

This document provides a step-by-step guide to help users log in to the CAG HRMS application and configure the CGHS Card Master and Bank Details Master.

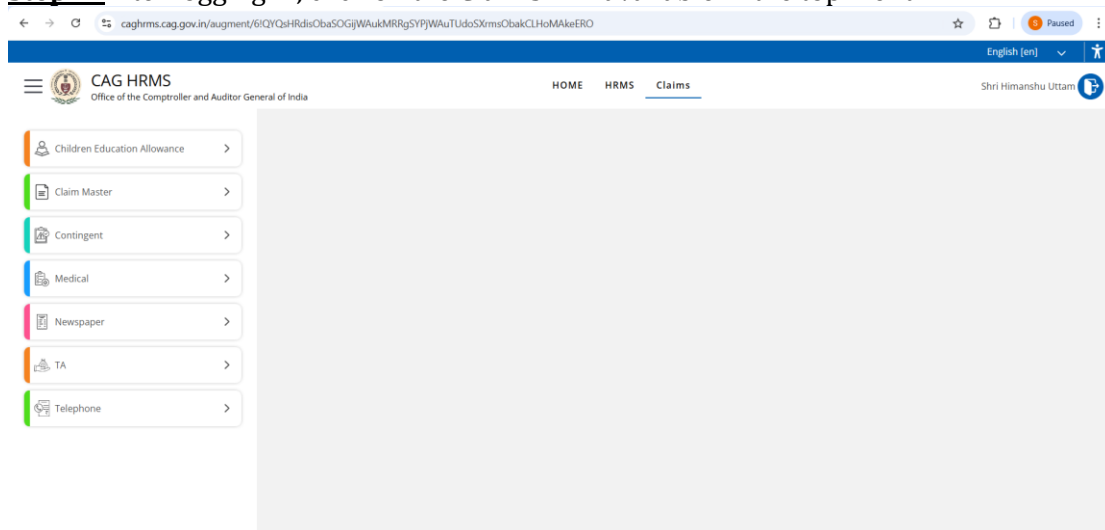
### A. CGHS Card Creation/Updation-

**Step 1-** The user can access the application by opening the following URL:

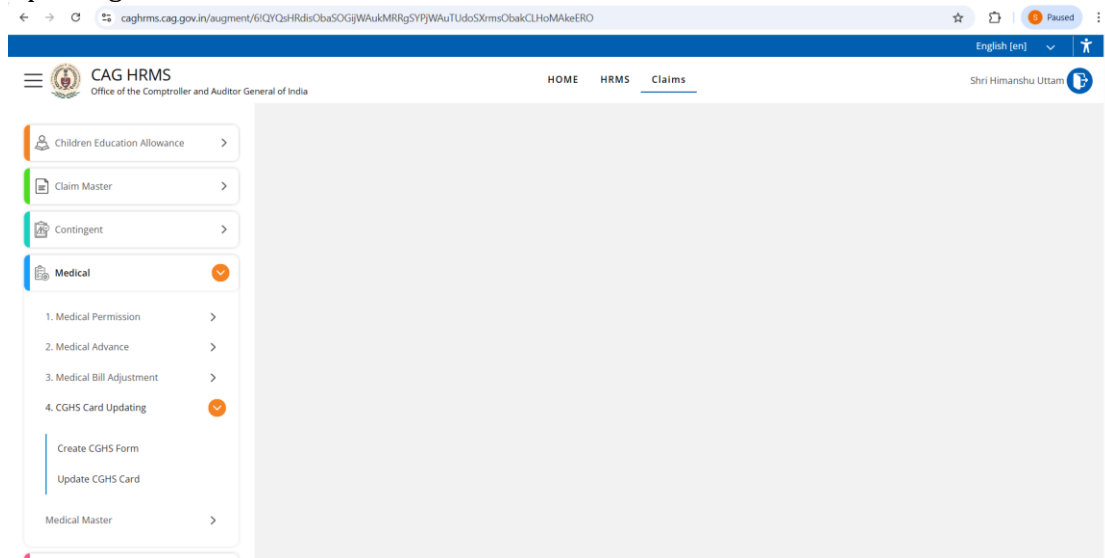
<https://caghrms.cag.gov.in>



**Step 2.** After logging in, click on the Claims link available in the top menu.



**Step 3.** Click on the Medical Process option under Claims and open the CGHS Card Updating menu.

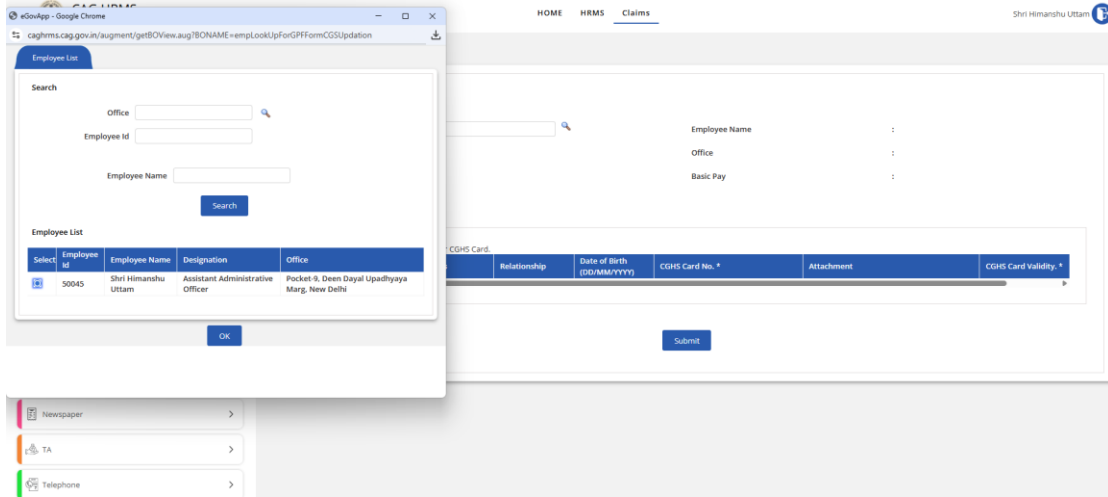


## Creation

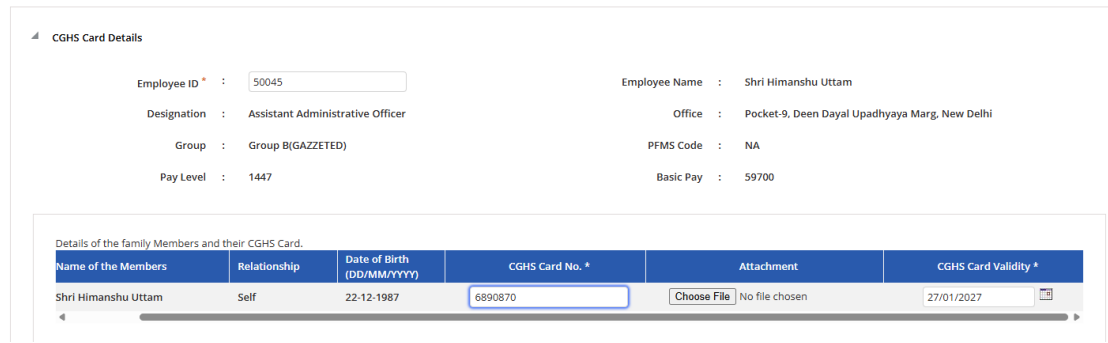
**Step 4.** After that, click on Create CGHS Form. A new form will open where the user can enter the required details and click on the Submit button.

Sr. No.	Name of the Members	Relationship	Date of Birth (DD/MM/YYYY)	CGHS Card No. *	Attachment

**Step 5.** Click on Search Icon (🔍) provided at Employee ID field and select the employee from Employee List.

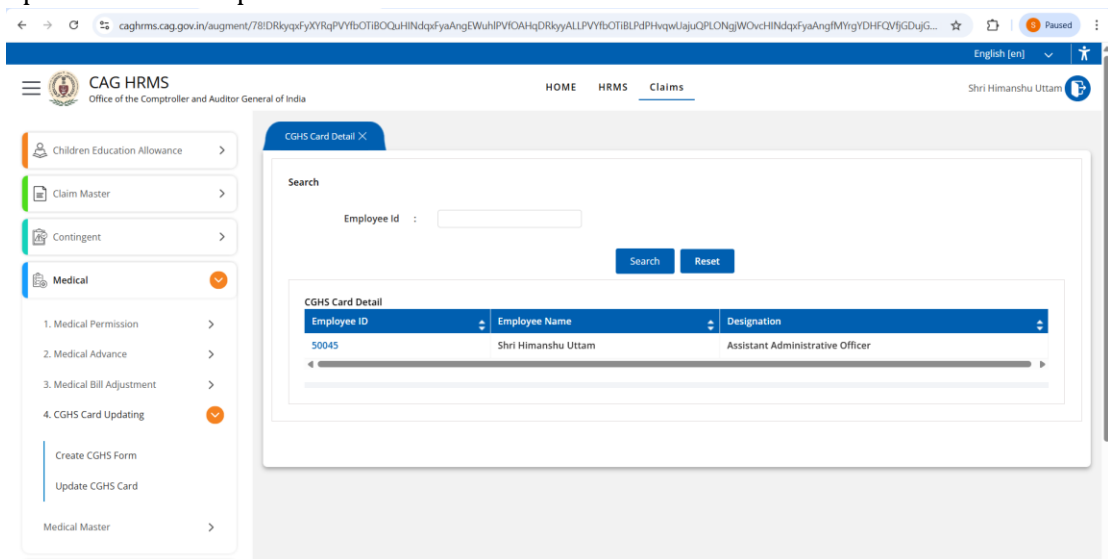


**Step 6.** Fill 'CGHS Card No' and 'CGHS Card Validity' for Self and Family members and submit.

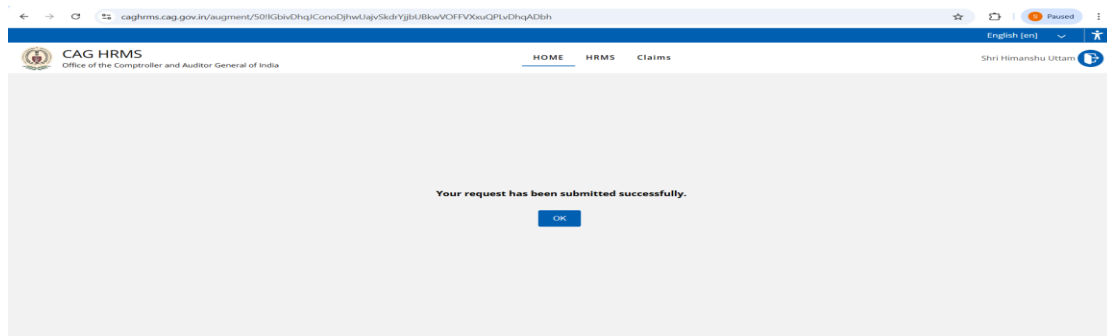
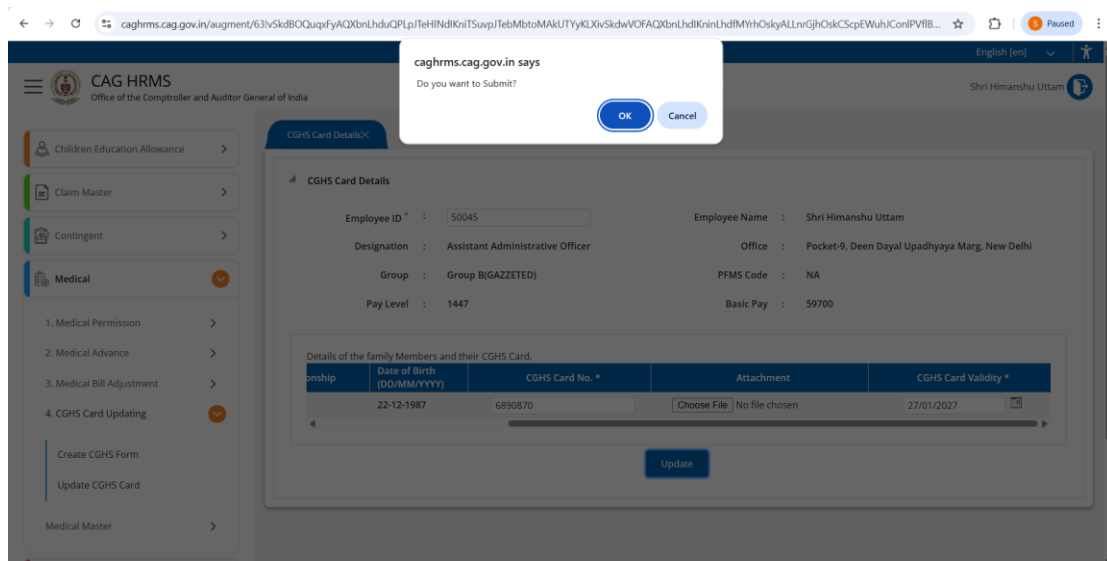
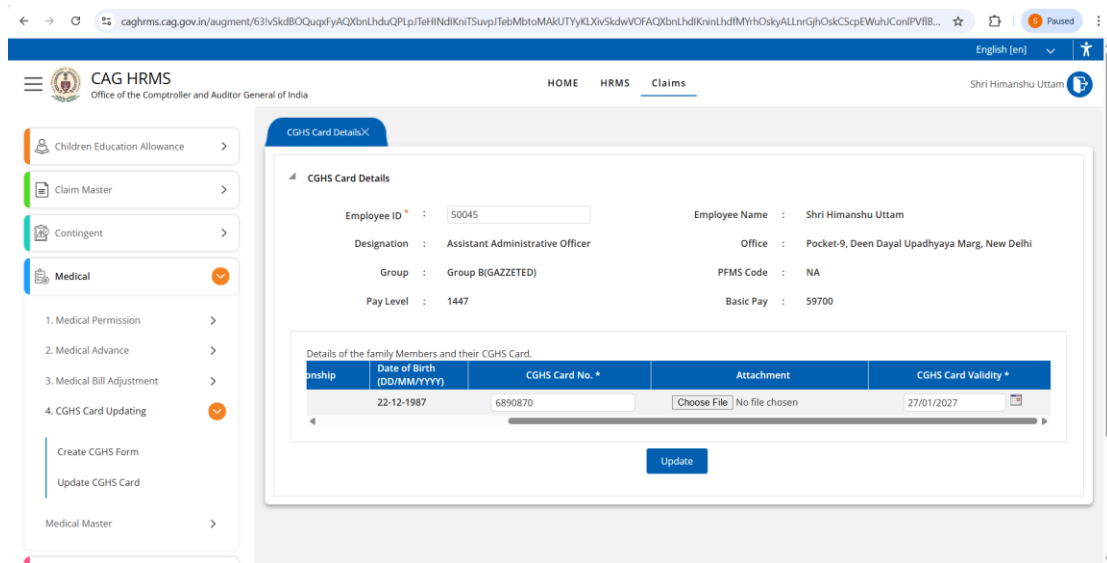


## Updation

**Step 7.** If an employee needs to update the CGHS card details, they can click on Update CGHS Card. The employee details will appear first; upon clicking the Employee ID, the update form will open.



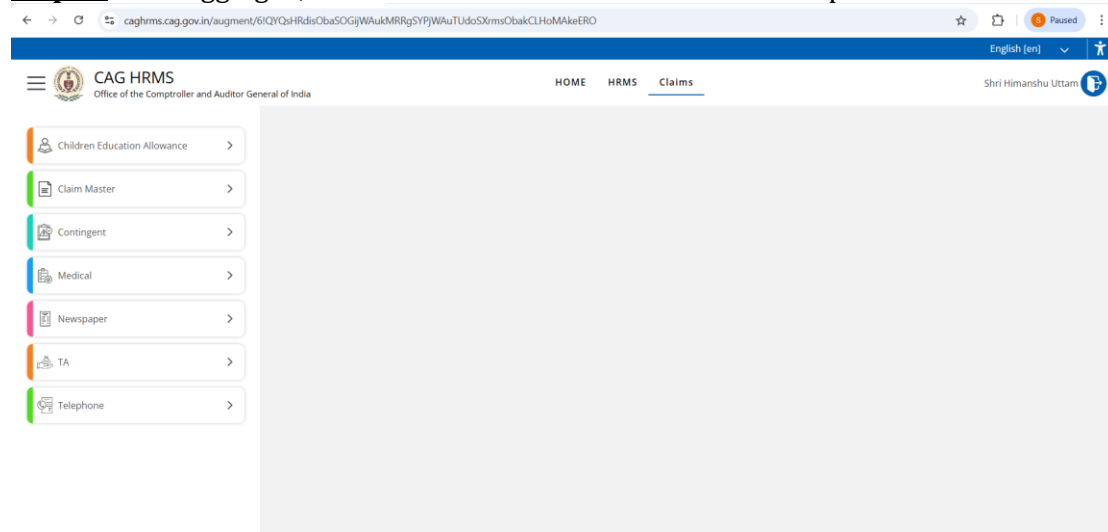
**Step 8.** To update the CGHS details, the user can modify the required information in the form and click on the Update button.



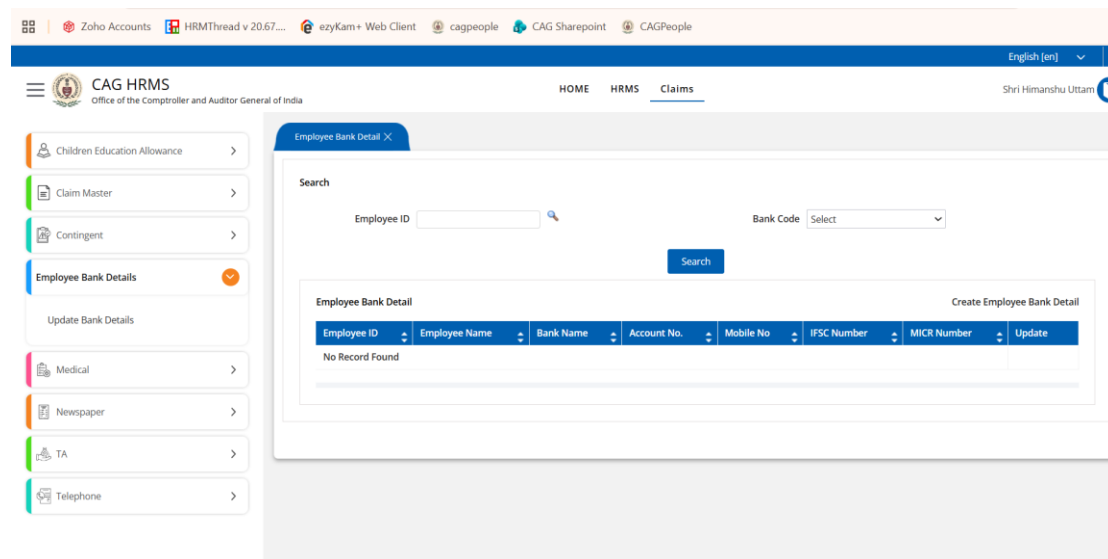
**Note:** If your Family details are not available in the system, kindly bring it to the notice of your Nodal Officer and FHDs to add the details in the system.

## B. Employee Bank Details-

**Step 1.** After logging in, click on the Claims link available in the top menu.



**Step 2.** Open Employee Bank Details menu.



## Creation

**Step 3.** After that, click on Create Employee Bank Details. A new form will open where the user can enter the required details and click on the Submit button.

## Updation

**Step 4.** If an employee needs to update the bank details, they can click on the Update icon, after which the update form will open.

**Step 5.** To update the bank details, the user can modify the required information in the form and click on the Update button