

No. A-21021/1/2019-E.I  
Government of India  
Ministry of Road Transport & Highways  
(Establishment Section-I)  
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Time bound

Dated the 20<sup>th</sup> Dec, 2019

**OFFICE ORDER No. 231/2019**

In pursuance of Minutes of Meeting dated 26.11.2019 on E-HRMS, chaired by Secretary(P), DoP&T and with the approval of Competent Authority in this Ministry, following is hereby ordered with the aim of digitizing all HR processes from Hiring to Retiring through E-HRMS:

- ❖ All the employees of this Ministry are required to update their partially entered Service Records on E-HRMS portal (Process defined below). It leads to authentication by Employees, post which the same will be authenticated by Administration. *Authentication is the proof that the employee has certified and verified his/her service records.*

2. Process to be followed is as under:

- ❖ Visit the web address i.e. <https://ehrms.gov.in/ehrms>.
- ❖ Select Organisation as **M/o Road Transport & Highways** and select login type as **Admin** and press continue.
- ❖ **Login ID and Password** may be obtained from respective Establishment section. After obtaining the same login to the portal and press close button on the following pop-up:

No of 336 Employees email of EHRMS System not matches to the eOffice System. Kindly rectify it to port correct Leave Data in EHRMS system.  
(Kindly see 'Employee Email not matches to eOffice' Report).

Close

- ❖ Go to **Service Book Management > Service Book Entry > Update partially entered Service Book**. Enter your name in the pop up that appears

**Update Partially Entered Service Book**

Ankush Sharma(Assistant Section Officer)  
(69000199)(2020)  
Anjanay Tripathi (Executive Engineer)  
(69000338)(AT024M89001)  
Anjani Kumar Mishra(Assistant Section Officer)(69000100)(1010440)  
Ankur Man: Tripathi(Assistant Executive Engineer (69000339)(AMT024M93001)  
Ankush Sharma(Assistant Section Officer)  
(69000199)(2020)

Please Turn Over..



- ❖ Update all your information as you see on left side of the dashboard.

GOVERNMENT OF INDIA Human Resource Management System	
PERSONAL INFORMATION	
Personal Information I	✓
Personal Information II	✓
Photograph	✓
Signature	✓
Identification	✓
Specimen of Handwritten	✓
Mobile No.	✓
Permanent Address	✓
Communication Address	✓
Office Address	✓
Emergency Address	✓
FAMILY DETAILS	
Family Member	✓
Identification	✓
REMARKS	

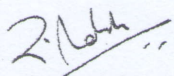
2. All the employees are required to keep following information handy while filling up the records:

- ❖ Employee Code: Code that appears on Pay Slip / same may be accessed from Cash Section, if required.
- ❖ Photograph(Scanned)
- ❖ Specimen of Signature(Scanned)
- ❖ Aadhar Card
- ❖ PAN Card

3. Employees have to make sure that their Aadhar Cards are linked to their Mobile No. in use. Also they have to make sure that they have NIC/Gov.in e-mail address.

4. Employees may access their Service Books from respective Establishments for updating their information. If any issue or problem is faced in the above process, the E-HRMS Roll Out Team may be contacted in NIC and Room No. 426.

5. Above process is to be completed by 31<sup>st</sup> Dec 2019 so that the aim to onboard this Ministry on E-HRMS Platform may be achieved. This may be given TOP PRIORITY.

  
(Rajesh Malik)

Under Secretary to the Government of India

Copy To

1. All Officials, MoRT&H
2. PS to JS(Estt.)
3. NIC with a request to upload the same on E-Office.
4. Office Order Folder/Guard File