



भा. कृ. अनु. प. -केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान

ICAR - Central Arid Zone Research Institute

जोधपुर/Jodhpur (राजस्थान/Rajasthan)-342 003

Website: www.cazri.res.in, Email: director.cazri@icar.gov.in

Phone No. 0291 - 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 2788706(Dir.)/2786498(PME)

F.No. Misc./CAZRI/CAOCell/2026-27

Dated : 11.08.2026

CIRCULAR

Subject: Instructions for Implementation of e-Governance Applications and all 24 Workflows under e-HRMS 2.0

In pursuance of the Government's initiative and ICAR instructions issued vide letter F.No. 5(1)/2025-ICT (e-file-364737) dated 24.07.2026 to strengthen digital governance and streamline Human Resource Management processes, it has been decided to implement all **24 workflows** available under the **e-HRMS 2.0** platform in this organization.

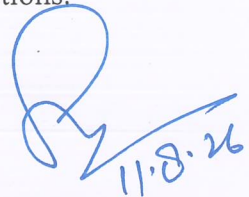
Accordingly, all Heads of Divisions/RRSs/KVKs. Sections/Units In-charges, Drawing and Disbursing Officer (DDO), Establishment Sections, Reporting/Reviewing/Approving Authorities, and all employees are hereby instructed to ensure the effective implementation and use of all e-HRMS 24 workflow activities (leave, LTC, reimbursements, etc.). No manual processing after 31.08.2026

The following instructions shall be complied with strictly:

1. All employees shall verify and update their personal, service, and official details available in the e-HRMS 2.0 portal before the implementation date.
2. All HR-related requests covered under the 24 e-HRMS 2.0 workflows shall be initiated, processed, and approved exclusively through the e-HRMS 2.0 portal.
3. Manual applications, physical files, or offline processing for services covered under e-HRMS 2.0 shall be discontinued from the effective date, except in exceptional circumstances with the prior approval of the Competent Authority.
4. Reporting, Reviewing, and Approving Authorities shall process all workflow requests within the prescribed timelines to avoid delays in service delivery.
5. Heads of Divisions/RRSs/KVKs. Sections/Units In-charges, Drawing and Disbursing Officer (DDO), Establishment Sections, Reporting/Reviewing/Approving Authorities shall monitor the implementation of the workflows under their jurisdiction and ensure complete compliance by all employees.
6. The e-HRMS Nodal Officer/System Administrator shall coordinate implementation, provide necessary technical assistance, organize user awareness sessions where required, and resolve issues in coordination with the concerned authorities.
7. Any discrepancy in employee records shall be brought to the notice of the Establishment Section and the e-HRMS Nodal Officer immediately for necessary correction.
8. All officers and employees shall ensure the accuracy of information entered into the system and shall be responsible for maintaining updated records.
9. Periodic reviews shall be conducted by the administration to monitor the status of workflow implementation and compliance across all offices and sections.

All concerned are directed to extend full cooperation to ensure the successful implementation of all 24 e-HRMS 2.0 workflows. Non-compliance with these instructions may be viewed seriously and dealt with in accordance with the applicable rules and administrative instructions.

This is issued with the approval of Director, ICAR-CAZRI, Jodhpur



(Indraraj Meena)
Sr. Administrative Officer &
Nodal Officer, E-hrms 2.0

Copy to :

1. All employees through their respective Heads/In-charges
2. AAO to Director Cell/PA to CAO(SG)/CFAO for information
3. AKMU In-charge with request to upload the same on CAZRI Website & Intra.
4. Guard File



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Indian Council of Agricultural Research

कृषि भवन, डॉ. राजेंद्र प्रसाद रोड, नई दिल्ली - 110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001

Dated the 24th July, 2026

F. No.: 5(1)/2025-ICT (e/file-364737)

Subject: Minutes of the Meeting to review the Progress and Status of Implementation of e-Governance Applications in ICAR. – reg.

An online meeting was convened under the Chairmanship of the **Additional Secretary, DARE & Secretary, ICAR** on date 20.07.2026 at 12.00 Noon to review the implementation status of **eHRMS 2.0, SAMARTH Portal / GPF, CPGRAMS, and eOffice** at ICAR Hqrs. and its Institutes. ADG(ICT), JS (Pers.), JS (Finance), Director, eHRMS Division, DoPT, CTO, Karamayogi Bharat, all Directors along with their nodal officers of ICAR Institutes, Officers from Administration division and ICT unit ICAR Hqrs were present in the meeting. The action points emerged during the meeting are as under:

S. No.	Action to be taken	Timeline
By Directors / Head of Administration / Nodal Officer, ICAR Hq and All ICAR Institutes		
1	Correct 138 employee profiles with wrong date of birth in eHRMS 2.0.	By 1-08-2026
2	Update/deactivate 1,058 profiles of retired employees in eHRMS 2.0.	By 1-08-2026
3	Approval of 18 pending profiles and follow up with 35 employees to submit profiles for approval.	By 1-08-2026
4	Ensure e-signing of 7,768 pending employee profiles in eHRMS.	"
5	Update employee service category (ARS / Technical / Admin & Finance) and correct designation in eHRMS 2.0.	"
6	Ensure all 24 workflows activities (leave, LTC, reimbursements, etc.) are to be processed online. No manual processing after 31st August 2026.	By 31st August 2026
7	Implement SAMARTH payroll from March, 2026 without any gap	"
By eHRMS Division DoPT / Karamyogi Bharat		
8	Filter option for specialization (Discipline for ARS and functional group for Technical category) should be incorporating while generating employee list	Timeline to be discussed with CTO, KB
9	Implementation of Vacancy Management System for ARS and Technical category services in ICAR. Proposal forwarded by eHRMS team vide email dated 16.07.2026 is pending with DoPT for approval.	
10	Explore possibility of implementation of vigilance module in ICAR. Nodal Officer and Officer assigned with AVD role updates the vigilance status on	

Amegra

eHRMS 2.0 The process of giving Vigilance clearance to any employee is done in off line mode or in e-office. This module may be enabled for ICAR.		
By ICT Unit ICAR Hqrs		
11	List of employees as per item 1 to 4 to be shared to all Directors of the ICAR Institutes.	By 24-07-2026
12	Coordinate for VPN domain addition for merged eOffice instance with NIC.	By 31st July 2026
13	Convene a separate VC under the Chairmanship of ADG ICT with all CPGRAMS Nodal Officers for grievance review and timely disposal.	By 15-08-2026
14	Renamed Institute should be updated eHRMS & Samarth.	By 01-08-2026
15	Prepare video tutorials for SAMARTH payroll/GPF implementation.	By 07-8- 2026
16	10-12 Officers to be selected from ICAR for reviewing 10 grievances for quality and root cause analysis as per DARPG directions.	By 01-08-2026
By Finance Division ICAR Hqrs. / SAMARTH Team		
17	Complete full-scale SAMARTH implementation at IARI and NAIP.	By 7th August 2026
18	Finalise SOP / Framework for SAMARTH rollout to all ICAR institutes.	8th-10th August 2026
19	Share Master Trainers list with SAMARTH team for training planning.	Same day
20	Circulate finalised SAMARTH SOP to all ICAR institutes.	By 15th August 2026

Meeting ended with the vote of thanks to the chair.


(Ashok Kumar Meena)
Deputy Secretary (ICT)
Ph.-011- 23046688

Distribution:

1. Director, all ICAR Institutes.
2. Joint Secretary (Pers / TS) / Joint Secretary, Finance, ICAR, Krishi Bhawan, New Delhi.
3. Director, eHRMS Division, DoPT, New Delhi.
4. Director (Admin), ICAR, Krishi Bhawan, New Delhi.
5. Chief Technical Officer, eHRMS team, Karamayogi Bharat, New Delhi.
6. eSAMARTH team, DU, New Delhi.
7. PPS to Additional Secretary, DARE & Secretary, ICAR.
8. PPS to Additional Secretary & Financial Advisor DARE / ICAR.
9. Guard file.