



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

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(ISO 9001: 2015 Certified Institute)



F. No. 4/21/2023-Estt.

Dated: 01.01.2025

CIRCULAR

In pursuance to ICAR OM ref. F. NO. 5(2)/2022-ICT Dated: 28th August, 2024, on Implementation of paperless processing in respect of services provided through e-HRMS 2.0 platform:, all the staff members of this Institute are hereby requested to avail the following employee services through eHRMS 2.0 portal effective from 01.01.2025. The listed employee services will not be entertained in physical/offline mode further.

List of employees services to be availed only through eHRMS 2.0:

<u>Sl. No.</u>	<u>Name of Employee Service</u>
1.	All Types Of Leaves
2.	Leave Travel Concession (LTC Claim/Intimation/Advance/Encashment
3.	Official Tours
4.	TA/DA Allowances- On Tour, Transfer
5.	Passport Services- intimation/No Objection Certificate/ Identity Certificate
6.	Loan/ Advances-GPF Advance , Computer Advance, House Building Advance
7.	Reimbursements- on Medical, telephone, Newspaper
8.	Child Education Allowance
9.	Any other Employee services added from time to time on eHRMS 2.0

All employees must update their eHRMS 2.0 profile on a regular basis, so that they can avail these employee services and benefits as per their entitlement. AAO (Estt.) may be contacted for issues relating to service particulars, discrepancies in leave balance etc. For any other matters eHRMS users may intimate to the Nodal Officer, eHRMS 2.0.

Further, all officers who have been assigned the role of 'reporting/reviewing officers' on eHRMS 2.0 are requested to process the employee service requests for the staff mapped to them, as per procedure, in a timely manner.

This circular is issued with the approval of the Competent Authority


Senior Administrative Officer

Distribution:

1. The Project Coordinator (AICRP on Spices), ICAR-IISR, Kozhikode
2. All Heads of Division, ICAR-IISR, Kozhikode
3. The SIC-PME, ICAR-IISR, Kozhikode
4. The Head I/C, ICAR-IISR, Regional Station, Appangala
5. The SIC (Farm) Chelavoor/Peruvannamuzhi
6. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
7. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
8. The Administrative Officer, ICAR-IISR, Kozhikode
9. The Assistant Administrative Officer (Estt., Works, Stores), ICAR-IISR, Kozhikode
10. PS to Director, ICAR-IISR, Kozhikode
11. Arisoft

मसालों की महक है निराली, सेवन से होगा देश खुशहाली