
	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamilnadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034</b>  ई-मेल / <b>Email: <a href="mailto:budgetprcco@gov.in">budgetprcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a></b>  दूरभाष / <b>Ph: 28335007 / 28335053</b> फैक्स / <b>Fax: 044-28331050 / 1015</b></p>	 
--	---	--

जीसीसीओ/ GCCO/II/29/04/2023-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI दिनांक /Date: .05.2024

सेवा में /To

The Principal Commissioner/ Commissioner of GST & C. Ex,  
Chennai North/ South/ Outer/ Puducherry/ Coimbatore/ Salem/ Trichy/ Madurai/  
Ch. Audit-I/ Ch. Audit - II/CBE Audit/Ch. Appeals- I/Ch. Appeals-II/ CBE Appeals

महोदय / महोदया,  
Sir/Madam,

विषय/ Sub: **Implementation of E-HRMS 2.0 in Chennai CGST - Clarification on the profiles of transferred/ retired/ resigned officers - Reg.**

\*\*\*\*\*

Kind reference is invited to the previous correspondences sent from this office regarding the updation of profiles in e-HRMS 2.0 portal.

2. In response to the queries raised by the nodal officers of e-HRMS portal of the Zone regarding the profiles of retired/ transferred/ technically resigned officers, the clarifications received from DoPT is given below.

(a) With regard to the **Retired Officers**, nodal officer has to update the status of the employee as retired. Steps to be followed by the nodal officer in this regard is given below.

As a **Nodal > Employee Directory > Update Employee Status > Fill the details (From drop down Choose Retirement) > Submit**.

(b) With regard to the **Transferred Employees**, the employees have to update their Current place of posting/ Current Nodal officer from their "My profile" section.

(c) In case of **Study leave**, maximum period of study leave can be availed by a Govt servant is 24 months (12 month in one spell) as per leave rules.

(d) With regard to the **Technical Resigned officers who have been relieved to other Organizations out of CBIC** (with or without lien), the profiles may be

excluded. In case of their joining before the completion of lien period, the employee may be added if and when they rejoin.

(e) With regard to the **Technically Resigned officers who have been relieved to other zones within CBIC**, the profiles may be returned to the employee so that the employee will be able to update the present place of posting and submit to the new nodal officer.

3. In case of any issues faced by the employees / nodal officers, ticket may be raised in the portal (along with the screenshots of the issue attached) and may intimate to DoPT technical team through mail to support.ehrms-dopt@gov.in.

4. Accordingly, all the nodal officers of the Zone are requested to follow the directions of DoPT and have to direct the officers under their charge accordingly.

5. All the nodal officers are also requested to ensure that **the pending requests received in their nodal dashboard are being cleared before 15 days of receipt of the same** since the request will be deemed approved after the stipulated time period, which will lead to unvalidated data.

6. Further, **in case of transfer /superannuation/ VRS/ resignation of the nodal officer**, the HoDs of the Commissionerates/ Divisions are requested to nominate a new nodal officer immediately, before the relief of the officer, and the nodal officer is also required to transfer the nodal role in the portal to the newly assigned officer, failing which the nodal role has to be assigned by DoPT team again.

भवदीय /Yours faithfully,

Signed by Sreedhar

Balaraman Kasturi

Date: 03-06-2024 11:18:13

(बी. के. श्रीधर/ B. K. SREEDHAR)

मुख्य लेखा अधिकारी/ CHIEF ACCOUNTS OFFICER

Email

Pr CCO CHENNAI GST ZONE

**eHRMS2.0: Clarification regarding issues such as retirement, transfer and study leave irt eHRMS2.0 -reg.****From :** EHRMS DGHRD <ehrms.dghrd@gov.in>

Fri, May 24, 2024 12:50 PM

**Subject :** eHRMS2.0: Clarification regarding issues such as retirement, transfer and study leave irt eHRMS2.0 -reg. 1 attachment

**To :** Superintendent Establishment, CBN, Gwalior <supdt-estt@cbn.nic.in>, CCU CGST Ahmedabad Zone <ccu-cexamd@nic.in>, PCCO Central Taxes Bengaluru Zone <ccbz-excise@nic.in>, ESTT-PCCO, B LORE <ao.estt-pccobz@gov.in>, CCU CGST Bhopal Zone <ccu-cexbpl@nic.in>, CCU CGST Bhubaneswar Zone <ccu-cexbbr@nic.in>, Chief Commissioners Unit Chandigarh <ccu-cexchd@nic.in>, Pr CCO CHENNAI GST ZONE <ccu-cexchn@nic.in>, CCU CGST DELHI ZONE <ccu-cexdel@nic.in>, Kumar Mohan <cca-delhizone@gov.in>, Chief Commissioners Unit Central Excise Shillong <ccu-cexshlng@nic.in>, cco guwahati <cco-cgstguwahati@gov.in>, CCO SHILLONG <ccshillo@nic.in>, goacentralexcise@gmail.com, CCO Hyderabad GST Zone <ccu-cexhyd@nic.in>, CCU CGST Jaipur Zone <ccu-cexjpr@nic.in>, CCU CGST Kolkata Zone <ccu-cexkoa@nic.in>, CCU CGST Lucknow Zone <ccu-cexlko@nic.in>, CCU CGST Meerut Zone <ccu-cexmeerut@nic.in>, CCU CGST Mumbai Zone <ccu-cexmum1@gov.in>, CCU CGST Nagpur Zone <ccu-cexngpr@gov.in>, CCO Panchkula <ccu-gstpk@gov.in>, CCU CGST Pune Zone <ccu-cexpune@nic.in>, CCU CGST Ranchi Zone <ccu-cexranchi@nic.in>, CCU CGST Thiruvananthapuram Zone <ccu-cexcok@nic.in>, cexcochin@excise.nic.in, CCU CGST Vadodara Zone <ccu-cexvdr@nic.in>, CCU CGST Visakhapatnam Zone <ccu-cexvzg@nic.in>, Chief Commissioner Office Customs Gujarat Zone <ccu-cusamd@nic.in>, CCU Customs Bengaluru Zone <ccu-cusblr@nic.in>, Commissioner <commr@cochincustoms.gov.in>, CCU Customs Chennai Zone <ccu-cuschn@gov.in>, CC, Chennai Customs <ccchennaizone.tn@nic.in>, CCU Customs Delhi Zone <ccu-cusdel@nic.in>, Establishment Section <estt.goacustoms@gov.in>, CCU Customs Prev. Delhi Zone <cccpdz-cbec@nic.in>, CCU Customs Kolkata Zone <ccu-cuskoa@nic.in>, CCU Customs Mumbai Zone I <ccu-cusmum1@nic.in>, CCU Customs Mumbai Zone II <ccu-cusmum2@nic.in>, Chief Commissioner JNCH <chiefcom@jawaharcustoms.gov.in>, CCU Customs Mumbai Zone III <cczone3@mumbaicustoms3.gov.in>, CCU Customs Preventive Patna Zone <ccu-cuspatna@nic.in>, Section HRM <policy.dghrd@nic.in>, nacin faridabad <nacin.faridabad@icegate.gov.in>, DGPM New Delhi <dgpm-cbic@gov.in>, dg sys <dg.sys@icegate.gov.in>, DG Val <dg.valuation@nic.in>, DG Val <dg.valuation@dov.gov.in>, DG Vigilance CBIC <dg.vig-cbec@nic.in>, Directorate of Legal Affairs <dla-rev@nic.in>, Commissioner Settlement <scr-rj@nic.in>, DG WELFARE CBEC <dgwelfare.cbic@gov.in>, dgcei admnnd <dgcei.admnnd@gmail.com>, DGRI Hqrs <drihqrs@nic.in>, CCU Customs Prev. Trichy Zone <ccuprev-custrichy@nic.in>, DGHRD HRM I <dghrdhrm1.cbic@gov.in>, dol cbec <dol-cbec@nic.in>, DG Anti Profiteering <dgap.cbic@gov.in>, Directorate of International Customs <Diccbec.dor@gov.in>, Director CRCL <dir.crcl-cbec@nic.in>, DGARM DELHI <dgarm-cbec@gov.in>, DG DGARM <dg.dgarm@gov.in>, cestat08@gmail.com, cestat2015@gmail.com, cestat38allahabad@gmail.com, DGTS CBIC <dgts-cbic@gov.in>

**Cc :** Ritesh Tripathi <ritesh.tripathi@gov.in>

Madam/Sir,

Please find the attached file for ready reference for all the Nodal Officers and employees of eHRMS2.0.

Regards,  
Team e-HRMS, CBIC



**Clarification reg Retirement, transfer & study leave irt eHRMS2.0.pdf**

56 KB

---

DoPT technical team has provided the clarification regarding issues such as retirement, transfer and study leave.

Kindly refer to the following case steps for reference in respect to eHRMS2.0:

**Case 1. For Retirement**

A nodal can update the employee status as Retirement.

FLOW IS :

As a Nodal> Employee Directory > Update Employee Status > Fill the details (From Dropdown choose RETIREMENT)> Submit

**Case 2. Transferred Employee**

Kindly ask the respective employees to update their Current Place of Posting/Current Nodal officer wise from their "My Profile" section.

**Case 3. Study Leave**

Maximum period of study leave that can be availed by a govt servant is 24 months (12 month in one spell) as per leave rule.

For any further assistance, ticket may be raised along with the screenshots attached of the issue or write to DoPT technical team [support.ehrms-dopt@gov.in](mailto:support.ehrms-dopt@gov.in) .