

भाकृअनुप - केंद्रीय बारानी कृषि अनुसंधान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सैदाबाद, हैदराबाद **Santoshnagar, Saidabad, Hyderabad 500059**

Date: 13.12.2024

CIRCULAR

As per Council's instructions, it is mandatory for all employees to submit leave applications through e-HRMS 2.0. Accordingly, all staff members are requested to kindly submit their leave applications only through eHRMS. In case of any technical issues in using eHRMS, Shri P. Santhosh, Nodal Officer, may please be contacted.

The controlling officers of employees who do not possess working knowledge of computer are requested to kindly extend necessary support to such employees in using eHRMS.

If situations warrant applying and obtaining leave sanction in physical mode due to non-accessibility of eHRMS on account of network/server/connectivity issues etc., leave may be applied in eHRMS as soon it is accessible/functional, duly uploading copies of such papers. The physical documents need not be sent to Administration.

No physical leave application will be accepted in Establishment Section w.e.f. 1st January 2025.

~~eSigned~~

(वी. सानू | V. Sanu)

प्रशासनिक अधिकारी

Administrative Officer

Distribution

All employees (through group-email)