



F. No. 14-31/2016-Adm-I

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare)

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय

DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE

एन.एच; चार, फरीदाबाद-121001 (हरियाणा)/N.H. IV, FARIDABAD-121001 (Haryana)

Dated: 04th Oct., 2023

OFFICE MEMORANDUM

Subject: On-boarding of all staff of GCS Cadre (Technical/Non-Technical) of the Directorate of PPQ&S on e-HRMS platform – Regarding.

e-HRMS is the flagship programme of Govt. of India implemented by DOP&T which is an online platform for Central Govt. employees to access their service-related information and aims to digitize & streamline HR processes in the Govt. of India. **e-HRMS** is envisaged to be the single platform for all service-related matters for Central Govt. employees in near future.

2. It has been decided by the Ministry of Agriculture & Farmers Welfare to initiate the process of on-boarding of all employees of **GCS Cadre** (Technical & Non-Technical) on **e-HRMS** platform in a time bound manner.

3. The procedure of on-boarding the employees on **e-HRMS** involves the verification of particulars filled by the individual for which the physical service book would be required. As the service books of the concerned Officers/officials are in possession of the Regional Office or the Officer-in-Charges of respective stations where the officers/officials are posted, hence there is a **requirement to nominate the In-charges of Regional Offices as Nodal Officers for e-HRMS.**

4. All the Officer-in-Charges of Regional CIPMC/PQS/LCO/LWO'FSIL & RPTLs are directed to forward the requisite information to the Nodal Officer (Smt. Saroj Bala, Section Officer, Admn-IV(email id – sarojbala.71@gov.in) as per the following:-

- i.) Details in respect of all staff under the jurisdiction of Regional in-Charges (including themselves) in the excel sheet as per Annexure-A in soft copy.
- ii) Details of all Regional in-Charges for nomination as Nodal Officer in the format as per Annexure-B in soft copy.

5. Scheme In-Charges/Divisional In-Charges of IPM/PQ/Locust/P&C/CIL/CIB&RC /TLC are directed to provide details in the excel sheet of GCS Cadre staff under their control (including themselves) as per **Annexure-A** in soft copy.

6. The above details are required for mapping of the staff with the Nodal Officer and for onward transmission to DOP&T, the custodian of the Master Data base. It may be noted that the matter is being monitored by DA&FW and the **above exercise is required to be completed in a time bound manner, and in any case not later than 12th October, 2023.**


(Kusum Goel)

Chief Administrative Officer

To

1. All Scheme In-charges /Divisional In-charges/CIL/CIB&RC/P&C
2. IT cell – for uploading on the website of the Directorate.
3. Accounts/SO (Adm-I, II, III, IV, GA)/IT Cell - are directed to provide details in the excel sheet of GCS Cadre staff under their control as per **Annexure-A** in soft copy.

Copy to:-

1. Smt. Saroj Bala, SO (Adm-IV) & Nodal Officer (e-HRMS)
2. US (PP/Estt./US (E-I)), DA&FW, Ministry of Agriculture & Farmers Welfare, New Delhi.
3. PPS to PPA - for information.

For Annexure-A, click here : [Annexure-A](#)

For Annexure-B, click here : [Annexure-B](#)