

**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR, GUWAHATI-6.**

No. S(E)91/2017/87

Dated Dispur, the 7th May, 2019.

Office Order

After the implementation of e-Service Book under HRMS/ Manav Sampada system, it has been decided to adopt the online leave management module for the employees of Assam Secretariat Service from now. Under this module, an employee shall apply for leave online and thereafter, the leave application shall be forwarded online by the Reporting Officer of the concerned Department to S.A.D.

Following are the steps for the online leave module:-

1. To apply for leaves namely earned leave, child care leave, maternity leave, commuted leave, an employee shall use the “**Online Leave Menu**” in the HRMS (Manav Sampada), the URL of which is <http://ehrms.nic.in>. One needs to first select the State as “Assam” and then use the credentials, i.e., User id and Password.
2. One has to ensure that the current leave balance of the employee is updated in HRMS portal initially to start with.
3. Employee has to select the Reporting Officer of his/her department first in the module.
4. For Online Leave application, an OTP is required which shall be sent to the concerned employee’s email id. So it is mandatory that each employee, reporting officer, final approving authority provide valid email id.
5. The online application shall be forwarded to S.A.D. through ‘Reporting Officer’ electronically for final approval and issue of ‘Leave Sanction Order’ by S.A.D. This Leave Order shall be published and available in the HRMS portal and the employee’s Dashboard. The leave record shall be automatically updated in the e-Service Book of the employee.
6. At all stages during processing of the leave application – e-transaction alerts shall be available on the employee’s /reporting officer’s / final approval authority’s dashboard as well as intimation shall be sent to their registered email ids.
7. Employee shall also be required to submit joining report after completion of the leave.

Further, it is requested to all employees to use the government e-mail id provided to them. Here it may be mentioned that the credentials used by the employees for e-office project (<http://assam.eoffice.gov.in>) and for using government mail application (<http://mail.gov.in>) is same.

To view the e-Service Books, employees may use the following credentials: User id and password (Password is the **first 3 characters** of one’s first name in **Capital** along with his/her **birth-year (4 digit)**). After successful Login to eHRMS account – one may check the menu under

tab 'General' -> My Profile. Using this menu – a general user can view his /her service book, update contact details (email id and mobile no.), upload scanned signature, update reporting officer etc.

For any assistance regarding e-Service Book and online leave, one may contact the **Help-desk at Block-A, Ground Floor, Assam Secretariat, Dispur.**

Sd/- (Sri Devajyoti Hazarika, ACS)
Secretary to the Govt. of Assam,
Secretariat Administration Department

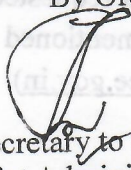
Memo No. S(E)91/2017/87-A

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Copy for information & necessary action to:

1. All Addl. C.S. /Prin. Secy. / Comm. & Secy. of Departments of Assam Secretariat.
2. S.O. to Chief Secretary, Assam, Dispur, Ghy-6.
3. P.S. to Principal Secretary to Hon'ble C.M. for kind appraisal of the Principal Secretary, Dispur, Ghy-6.
4. P.S. to Commissioner & Secretary, S.A.D. for kind appraisal of the Commissioner & Secretary, S.A.D., Dispur, Ghy-6.
5. Under Secretary/Deputy Secretary to the Govt. of Assam, S.A.D.
6. Smti. Suchitra Pyarelal, Sr. Tech. Director, NIC, Assam, Dispur, Ghy-6.
7. All Superintendents of Assam Secretariat. They are requested to collect the credentials (user id and password) of the Reporting Officer of their respective Departments from HRMS help-desk at Block-A, Ground Floor, Assam Secretariat.
8. All branches of S.A.D.
9. Guard File.
10. Office Copy.

By Order etc,


Joint Secretary to the Govt. of Assam,
Secretariat Administration Department