



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

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No.S(E)91/2017/106

Dated Dispur, the 11<sup>th</sup> February, 2021.

**OFFICE MEMORANDUM**

In order to bring about an effective and efficient human resource management system and with a view to eliminating avoidable paper-work, the Secretariat Administration Department introduced eHRMS (Manav Sampada), a web based application. Under the Manav Sampada, Online Leave module was introduced in May, 2019 which facilitates the employees of Assam Secretariat to avail leave in online mode.

It has been emphasized to discontinue all other modes of applying leave for all employees of the Secretariat for effective management of leave matters. There are also existing instructions to the employees vide Govt. Office Order No. S(E)91/2017/87, dated 7<sup>th</sup> May, 2019. But, in spite of such Government instructions, it is observed that offline leave applications are still being followed in many departments.

The following consolidated instructions are now issued for strict compliance of the Online Leave Management System.

1. All leave should be applied through online mode only in <https://ehrms.nic.in>.
2. Before availing any leave, employees shall ensure prior approval of the concerned authority. No post approval of leave shall be allowed without any special circumstances.
3. Leave applications received through any other mode other than online mode shall not be entertained.

Unauthorized absence of employees will be dealt with appropriate rules of the Office Procedure.

Sd/- M. S. Manivannan, IAS  
Commissioner & Secretary to the Govt. of Assam,  
Secretariat Administration Department.

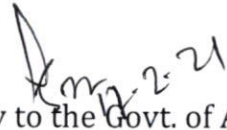
Memo No.S(E)91/2017/106-A

Dated Dispur, the 11<sup>th</sup> February, 2021.

Copy for information and necessary action to:-

1. All Commissioner & Secretaries to the Govt. of Assam.
2. All Secretaries to the Govt. of Assam.
3. All Administrative Departments with a request to circulate among the staff of the department.
4. Principal Private Secretary to the Hon'ble Chief Minister, Assam.
5. P.S. to all Hon'ble Ministers, Assam.
6. S.O. to the Chief Secretary, Assam.
7. P.S. to all Addl. Chief Secretaries /Principal Secretaries to the Govt. of Assam.
8. Content Manager, SA Department for uploading in department website.

By Order etc.,

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