

No. Z.16024/21/2023-CHS.V
Government of India
Ministry of Health & Family Welfare
(CHS Division)

Maulana Azad Medical College	
2, B-1, Mayapuri, New Delhi	
(R & L Branch)	
Receipt No.	1838
Date	14/09/2026

C-Wing, First Floor,
Kartavya Bhawan-I, New Delhi-110001.
Dated: 14-09-2026

To,
The Heads of all Institutes under Central Health Service.

Subject: Mandatory operationalisation of eHRMS portal for CHS officers – implementation of Leave and other modules and capacity building of Nodal Officers – reg.

Madam/ Sir,

In continuation of this Division's letter of even number dated 01.06.2026, all Heads of Institutions/Nodal Offices under CCA-CHS are requested to ensure that CHS officers under their administrative control apply for Leave, TA/DA, LTC, Foreign Visits, Tours and Reimbursements through the respective modules of e-HRMS only. **No physical/offline applications for the above-mentioned requests from CHS officers may be entertained.**

2. Further, the e-HRMS Team, DoPT/Karmayogi Bharat is requested to arrange necessary hands on training through physical mode for Delhi based Nodals and through online mode for outside Delhi based Nodals soon, to facilitate effective use of the above modules.

3. The Nodal Officers may accordingly coordinate with the Karmayogi Bharat/ e-HRMS Team and extend necessary cooperation for the training and operationalisation of the modules.

4. This issues with the approval of JS(CHS).

Encl.: As above.

Digitally signed by

Nikhil Bhatnagar Yours faithfully,

Date: 14-09-2026

12:04:58

(Nikhil Bhatnagar)

Under Secretary to the Government of India

Tele: 011 2401 3271

Copy to

- The Director (eHRMS), DoPT
- The Chief Technical Officer, Karmayogi Bharat, DoPT

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Incharge, LAN & Server
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No. Z.16024/21/2023-CHS.V
Government of India
Ministry of Health & Family Welfare
(CHS-V Section)

C-Wing, 1st Floor,
Kartavya Bhawan-I, New Delhi
Dated: 01-06-2026

To,

The Heads of all Institutes under Central Health Service.

Subject: Mandatory Operationalization of e-HRMS Portal for CHS Officers and exclusive Sanction of Leaves via e-HRMS – Reg.

Sir/Madam,

I am directed to refer to this Division's letter of even number dated 12.05.2026 and the subsequent review meeting held in hybrid mode on 26th May 2026 on the subject cited above. The Minutes of the Meeting held on 26th May 2026, which have been circulated via email, must be strictly adhered to.

2. As deliberated in the above meeting, all the Heads of Institutes and Administrative Authorities are hereby directed to ensure that all categories of leave applications in respect of CHS officers are processed, recommended, and sanctioned exclusively **through the e-HRMS portal with immediate effect.**

3. **No physical/offline leave applications shall be entertained by any Institute.** Non-compliance with these instructions will be viewed seriously.

4. This issues with the approval of the Competent Authority.

Digitally signed by Yours faithfully
Nikhil Bhatnagar
Date: 01-06-2026
18:59:47

(Nikhil Bhatnagar)
Under Secretary to the Govt. of India
Tele: 011 2401 3271

Copy for information to:-

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4. PPS to Director (CGHS)
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6. US(CHS-I/II and CHS-III/IV)

- i. PPS to AS(CHS)
- ii. PPS to DGHS
- iii. PPS to JS(CHS)
- iv. PPS to Director (CGHS)
- v. PPS to Dir(CHS)
- vi. US(CHS-I/II and CHS-III/IV)