



भारत सरकार / GOVERNMENT OF INDIA

डॉ राम मनोहर लोहिया अस्पताल एवं
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI-110001



No. eGov-11/1/2023-E-Gov Comp No. 14239

Dated : .03.2026

REMINDER CIRCULAR

Subject: Mandatory Completion of Profile Update and Onboarding on e-HRMS 2.0 Portal – reg

Reference: Office Circular No eGov-11/1/2023-E-Gov Comp No. 14239 dated 14.02.2026.

In continuation of the ongoing implementation of e-HRMS 2.0, all employees and Heads of Departments (HODs) are hereby informed that the transition to the new specialized Nodal IDs is in its final phase. To ensure the portal becomes fully functional for **Leave, LTC, and Tour approvals**, the following instructions are issued for immediate compliance:

1. Responsibility of Heads of Departments (HODs)

All HODs shall ensure that all regular employees (Doctors and Staff) working under their supervision are onboarded on the portal without further delay. It is the responsibility of the HOD to ensure that the profiles of all employees working under their administrative control are **100% complete**.

2. Status of CHS Doctors (Teaching, Non-Teaching Specialists, and GDMOs)

Attached herewith is a list of CHS doctors whose profiles are still reflected as "**Incomplete**" on the Nodal Officer portal. All concerned doctors are directed to rectify these deficiencies within **48 hours**.

In case of any discrepancies or technical queries, the following officials may be contacted:

- **CHS Doctors (Teaching Cadre):** Ms. Bindu Ncendoor, Assistant, Registrar Office.
- **CHS Doctors (Non-Teaching Specialist & GDMO Cadre):** Sh. Rohan, UDC, e-HRMS Cell.

3. Responsibility of Section Nodal Officers

As per the decisions taken in the meeting dated 12.03.2026, the respective **Section Nodal Officers** (HA-I, Registrar, Nursing, Technical, and E-II) remain responsible for:

- Final verification of profiles against physical Service Book records.
- Mapping of **Reporting, Reviewing, and Tour Authority IDs**.
- Manual updation of verified **Leave Balances** into the digital e-Service Books.

4. Timelines for Compliance

- **CHS Doctors & Nursing Staff:** Must complete all profile submissions within **07 days**.
- **Administrative & Technical Staff:** Completion is mandated within **14 days**.

This issues with the approval of the Competent Authority.

(Vijay Prakash Nodiya)
Dy. Director (Admn)

Copy to:

1. PS to Director/ MS /Principal, ABVIMS & Dr. RML Hospital.
2. All Additional Medical Superintendents.
3. All HODs (For mandatory compliance).
4. All Concerned Nodal Officers.
5. In-charge, NIC Cell (For website and e-office notice board upload).
6. Dr Abhishek Thakur, Institutional Nodal, ABVIMS & Dr RML Hospital, EHRMS 2.0.