



F.No.12 (3)2022/Estt

Dated: 8th April 2024

CIRCULAR

AS per the instructions of the Council's vide letter no.F.No.5(2)/2022-ICT {Comp.No.205210} dated 02nd February,2024, all the Officials and Staff of ICAR-CIFE Hqrs., and Its Regional Centers are requested to apply for leave through e-HRMS 2.0 Portal only under intimation to their respective Reporting Officer/Incharges.

The timeline set by the ICAR New Delhi after submission of all leave in the e-HRMS module are under:

Reporting Officer – 3 Days
Reviewing Officer – 3 Days

If the same is not done, the leave request shall be deemed approved and leave will be updated by the system automatically.

This issues with the approval of the Director.

(K.L.Meena)
Chief Admin Officer (SG)

Distribution:

1. Director & Joint Director Cell
2. Head of Division/HORC Kolkata Center
3. OICs of Regional Center
4. CAO(SG)/Comptroller/SAO
5. PPS/ F&AO /AOs/AAOs
6. Staff.all@cife.edu.in
7. webmaster@cife.edu.in
8. Guard file