

BUREAU OF INDIAN STANDARDS
(Establishment Department)

संदर्भ : स्था-V/जी-2021

दिनांक : 28.06.2021

विषय : एचएफएमएस सॉफ्टवेयर में रिकार्ड का अद्यतन/ Updation of records in HFMS Software.

CIRCULAR

In reference to the earlier circular Estt.V/HFMS dated 19 April 2021, the updation of leave record in HFMS software was sought as on 30th April 2021 and to inform the status to Establishment Department/ HRD accordingly. Till now very few ROs/BOs have informed the status. Establishment/HRD are not in the situation to verify the leave status due to unavailability of the details till date.

2. In this connection, all the HoDs are once again requested to upload the balance of regular leaves credit of the employee working under them on the Leave Module of HFMS Software as on 30 June 2021. If any variation is found in both physical as well as in HFMS, kindly intimate the same to Establishment Department/ HRD immediately.

3. It is also requested to ensure that the above data may be uploaded on the portal and Establishment Deptt. /HRD Department may be informed accordingly latest by 10 July 2021 through email so the details of leaves of all employee can be validated by Establishment Department/HRD Department. This is important in view of updation of leaves due on 1 July 2021.



(एन. विटोबा)

निदेशक (स्थापना)

Circulated to all Deptts. At HQs/Ros/Bos/CL & NITs through BIS Intranet.