

DDGA SECRETARIAT

Ref: DDGA/HFMS(2020)

5 Feb 2020

Sub: HFMS Training Programme - reg.

This refers to the training programme scheduled for today i.e. 5 Feb 2020 for the departments at BIS HQs in Lal C Verman Conference Hall to demonstrate the functionalities of the Module Personal Records and Leave.

In this regard, all employees to ensure the accuracy of the details filled-up by them with regard to personal record and leave. Further, the personal information will be duly verified and validated by HRD/Estt. Department for respective employees. However, In case of leave, the information filled-up by the employees duly authenticated by Heads shall be treated as final for all future purposes.

Roma Roy

(Roma Roy)

Deputy Director General(Admn.)

To: All departments at BIS HQs.