



भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
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CIRCULAR

Subject: Online Submission of Loan & Advances Requests through eHRMS 2.0 Portal

All employees of ICAR-CRIJAF are hereby informed that the facility for submitting requests related to **Loans and Advances** has been fully implemented on the eHRMS 2.0 Portal. Employees are required to submit their applications exclusively through this platform.

Guidelines for Submission:

1. Log in to the eHRMS 2.0 Portal using your credentials.
2. Navigate to the **Loans & Advances** section and fill in the required details accurately.
3. Attach all necessary supporting documents as per the instructions on the portal. (wherever applicable)
4. Ensure all mandatory fields are completed before submitting the request.

Employees are advised to carefully make entries to avoid delays in processing.

Specific Instructions for GPF Advances:

While applying for **GPF Advances** through the portal, it is mandatory to provide the current GPF balance in the application. Employees are instructed to obtain verified GPF balance information from the **Audit & Accounts Section**.

This order is issued for strict compliance and adherence with immediate effect.

Drawing & Disbursing Officer (DDO)
ICAR-CRIJAF

Copy to:

1. **All Head/In charges of Divisions/Section/Substations/Units/KVKs** of ICAR-CRIJAF with a request to bring the contents of the circular to the notice of all concerned employees working under their administrative control for compliance.
2. **PPS to Director**, ICAR-CRIJAF, Barrackpore.
3. **PA to Head of Office**, ICAR-CRIJAF, Barrackpore.
4. **Notice Board**