

**CSIR-Central Electronics Engineering Research Institute  
Pilani- 333031 (Rajasthan)**

e-HRMS/CEERI/2026

07.05.2026

**OFFICE MEMORANDUM**

Subject: - Implementation of **e-HRMS** for applying and processing of Various Claims/ Reimbursement.


In order to enhance administrative efficiency, ensure transparency and accountability, and strengthen record management, it has been decided to implement the **e-HRMS** portal for applying and processing of various claims and reimbursements with immediate effect.

Accordingly, the following claims shall henceforth be processed through the **e-HRMS** portal only, as being practiced in most CSIR Laboratories/CSIR Headquarters:

- Tuition Fee Reimbursement
- Telephone Bill Reimbursement
- Medical Reimbursement Claims
- Official Tour Claims
- Newspaper Reimbursement
- LTC Claims

Henceforth all applications/claims pertaining to aforesaid matters shall be accepted and processed through **e-HRMS** portal only. For any query and support Ms. Chandni Dixit, Sr. Steno, may be consulted over email [chandni.dixit@csir.res.in](mailto:chandni.dixit@csir.res.in) or Ph- 01596-252300, who shall be the nodal point for coordination, facilitation and implementation along with other staff of COA office in this matter.

This issues with the approval of Director CSIR-CEERI.

  
07.05.2026  
(Madhuranjan Pandey)  
Controller of Administration