

From

Director Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

1. Principal, All Govt. Colleges
2. All NCC Battalions/ Group HeadQuater
3. All State/Central/Sub-Divisional/District Libraries

Memo No: - 3/2-2023 HRMS

Dated:- 28.11.2023

Subject: **Regarding correction in HRMS of Group-D employees appointed after enactment of Group-D Act, 2018.**

Kindly refer to the subject cited above.

A letter received from Human Resource Department, Common Cadre-I, No. 01/75/2022-2CC-I Dated 20.11.2023 is forwarded to you with the request to correct the demographically data in HRMS portal i.e. age, gender, date of birth etc, of Group-D employees in all respect within a week to avoid any ambiguity while implementing the Online Transfer Policy of Group-D employees of common cadre.

Please treat it as most urgent.

— Sd —
Superintendent HRMS
for Director Higher Education
Haryana, Panchkula

Endst No.

Dated, panchkula

A copy is forwarded to the following for necessary action:-

1. Supdt. Administration, NCC, Library, ME, UNP.
2. IT Cell, to upload on Web Portal

Sandeep Kumar
Superintendent HRMS
for Director Higher Education
Haryana, Panchkula

Reminder

No. 01/75/2022-2CC-I
Haryana Government
HUMAN RESOURCES DEPARTMENT
(Common Cadre-I Branch)

Dated, the Chandigarh 20.11.2023

To

1. All Administrative Secretaries to Government, Haryana
2. All Head of the Departments to Government, Haryana
3. All the Divisional Commissioners in Haryana
4. All the Deputy Commissioners of the State of Haryana.

Subject:- Regarding correction of data in HRMS of Group-D employees appointed after enactment of Group-D Act, 2018.

Sir/Madam,

I am directed to invite your kind attention towards the Government letter no. 1/75/2022-2CC-I dated 28.12.2022 and subsequent reminder of even number, dated 09.03.2023 in the matter cited as subject and to request again to correct the demographically data in HRMS Portal i.e. age, gender, date of birth etc. of Group-D employees of Common Cadre in all respect within a week to avoid any ambiguity while implementing the online transfer of Group-D employees of common cadre.

2. These instructions may please be brought to the notice of all concerned for strict compliance. **This may also be treated as Most Urgent.**

Yours Faithfully,

Louise Balie

Superintendent, Common Cadre-I,
for Chief Secretary to Government Haryana,
Human Resources Department.