

## Most Urgent

प्रेषक

महानिदेशक उच्चतर शिक्षा  
हरियाणा, पंचकुला।

सेवा में,

1. प्राचार्य, हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।
2. हरियाणा राज्य में स्थित सभी एन0सी0सी0 बटालियन।
3. हरियाणा राज्य में स्थित सभी उप मण्डल पुस्तकालय / जिला पुस्तकालय / राज्य केंद्रीय पुस्तकालय।

यादि क्रमांक DHE-180001/14/2021-HRMS-DHE  
दिनांक, पंचकुला 20.9.2021

विषय:-

**Regarding updation of HRMS Data.**

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको मानीनय मुख्य सचिव से प्राप्त पत्र की प्रति भेजते हुए अनुरोध है कि अपने अधीनस्थ कार्यरत सभी कर्मचारियों का एच0आर0एम0एस0 डाटा सलंगन पत्र अनुसार एच0आर0एम0एस0 पोर्टल पर शीघ्र अति शीघ्र पूरा करना सुनिश्चित करे तथा बिन्दु नं0 6 के संदर्भ में लिखा जाता है कि अभी एन0आई0सी0 द्वारा कोई प्रावधान तैयार नहीं किया गया है जिसमें अनुबंधित कर्मचारियों (Outsourcing Part-II) का एच0आर0एम0एस0 डाटा पोर्टल पर दर्ज किया जा सके।

कृपया मामले को उच्च प्राथमिकता दे।

*Ashok Kumar*

उप-अधीक्षक एच0आर0एम0एस0 /ARO  
कृते: कार्यालय महानिदेशक उच्चतर शिक्षा  
हरियाणा, पंचकुला

पृष्ठांकन क्रमांक

दिनांक, पंचकुला

उपरोक्त की एक प्रति निम्न को इस अनुरोध के साथ भेजी जाती है कि अपने अधीनस्थ अमले का रिकॉर्ड एच0आर0एम0एस0 पोर्टल पर ए0सी0आर0 सहित अपलोड करवाना सुनिश्चित करे।

1. अधीक्षक, एन0सी0सी0 शाखा।
2. अधीक्षक, लाइब्रेरी शाखा।
3. अधीक्षक, एम0ई0 शाखा।

*IT Cell to upload on web portal*

*Ashok Kumar*

उप-अधीक्षक एच0आर0एम0एस0 /ARO  
कृते: कार्यालय महानिदेशक उच्चतर शिक्षा  
हरियाणा, पंचकुला

No. 62/34/2020-6GS-I  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh, the 11<sup>th</sup> August, 2021

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in Haryana.

**Subject:** Regarding completion of employee records data entry in Human Resources Management System (HRMS) viz. service book validation, transfer order on HRMS software, generation of HRMS Id. etc.

Please refer to Government letter of even number dated 20.11.2020 and others issued from time to time regarding uploading of employees' data in HRMS. Vide letter dated 16.09.2020 it was also advised to create HRMS Cell and HRMS Nodal Officer in each department and the entities under its control. Hon'ble Chief Minister, Haryana has reviewed employees' data in HRMS on 03.08.2021. While reviewing the same he has desired that immediate action on the following matter be taken:-

- i. Administrative Secretaries shall ensure that HRMS Nodal Officers are notified in their departments as well as their constituent entities i.e. Boards/Corporations/Autonomous Bodies/Missions/Universities/Commissions etc.
- ii. Administrative Secretaries shall ensure that employees' data is entered in HRMS by 31<sup>st</sup> August, 2021 positively.
- iii. Administrative Secretaries shall ensure that service book of their employees are updated on HRMS. The employees shall be directed to check the entries made therein and correction, if any, be brought to the notice of HRMS staff or Nodal Officer. For this purpose, the employee shall take printout of his/her service book and submit updated information to the establishment staff/HRMS staff who shall upload the same in HRMS.
- iv. All the transfer orders shall be issued in HRMS only. The non-HRMS transfer order i.e. transfer order not carrying QR code of HRMS will not only be treated as invalid but will also invite disciplinary action upon the issuing authority.
- v. The Administrative Secretary of School Education Department is directed to take necessary action to use HRMS for generating the transfer order of their employees of Group 'A', 'B', 'C' and 'D' instead of Edu-MIS.
- vi. Administrative Secretaries shall also ensure that salary of all employees whether regular or contractual (engaged under outsourcing policy-II) of all the statutory, non-statutory and autonomous entities under the aegis of their departments for the month of August (to be paid in September 2021) is not released unless their data is entered in HRMS and each employee has an RMS ID Number. Further, each Board/Corporation shall generate salary pay orders to their banks through HRMS.

2 These instructions may be brought to the notice of all concerned for strict compliance in letter and in spirit.

  
Chief Secretary to Government Haryana.