

Through E-Mail

प्रेषक

महानिदेशक उच्चतर शिक्षा, हरियाणा
शिक्षा सदन, सैक्टर-5, पंचकूला।

सेवा में

सभी राजकीय महाविद्यालयों के प्राचार्य

यादी क्रमांक 13/01-2026 एच0आर0एम0एस0
दिनांक 18/2/26

विषय :- राजकीय महाविद्यालयों के प्राचार्यों का वेतन महाविद्यालय के HRMS Checker ID के माध्यम से झा करने बारे।

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में सूचित किया जाता है सभी राजकीय महाविद्यालयों के प्राचार्यों का वेतन महाविद्यालयों से प्राप्त ई-मेल अनुसार HRMS पोर्टल मुख्यालय से generate किया जा रहा है।

मामले मे सक्षम अधिकारी महोदय द्वारा दिये गये आदेशानुसार प्राचार्यों/सीडीसी-प्राचार्यों के रिकॉर्ड को ऑनलाइन अपडेटे तथा वेतन झा करवाने बारे कार्यवाही महाविद्यालयों के स्तर पर होगी।

अतः आपको निर्देश दिये जाते है कि अपने HRMS पोर्टल की Checker ID से प्राचार्यों/सीडीसी-प्राचार्यों का वेतन अपने स्तर पर निकलवाना सुनिश्चित करें(Annexure I- Salary generation of Principal's (Pages-4))।

संलग्न उपरोक्तानुसार।

कृपया इसे परम अग्रता दें।

-sd-

संयुक्त निदेशक एच0आर0एम0एस0
कृते: महानिदेशक, उच्चतर शिक्षा,
हरियाणा, पंचकूला।

यादी क्रमांक 13/01-2026 एच0आर0एम0एस0

दिनांक, पंचकूला 18/02/2026

उपरोक्त की एक प्रति निम्नलिखित को सूचनार्थ/आवश्यक कार्यवाही हेतु अग्रेषित की जाती है।

1. निजी सचिव/महानिदेशक, उच्चतर शिक्षा, हरियाणा, पंचकूला।
2. निजी सहायक/संयुक्त निदेशक प्रशासन, उच्चतर शिक्षा, हरियाणा, पंचकूला।
3. अधीक्षक प्रशासन(Local)
4. अधीक्षक आई0टी0 सैल (for uploading a copy on web portal)

संयुक्त निदेशक एच0आर0एम0एस0
कृते: महानिदेशक, उच्चतर शिक्षा,
हरियाणा, पंचकूला।

Annexure I

Salary generation of Principal's

- Give Permission to checker ID through your (Government College) Admin Level ID for Principal's Service book to generate salary.
- Login with Admin Level ID

Human Resource Management System
Haryana Government

Department

Number 99 Employee 288897

Board / Corporation / Universities / Authorities / Societies

Number 152 Employee 55276

Latest News

LOGIN With

OTP Password

Level Admin User

edhca

36404

Log In

Important Links

- Go to User Management and Click on User Permission

Human Resource Management System
Government Of Haryana

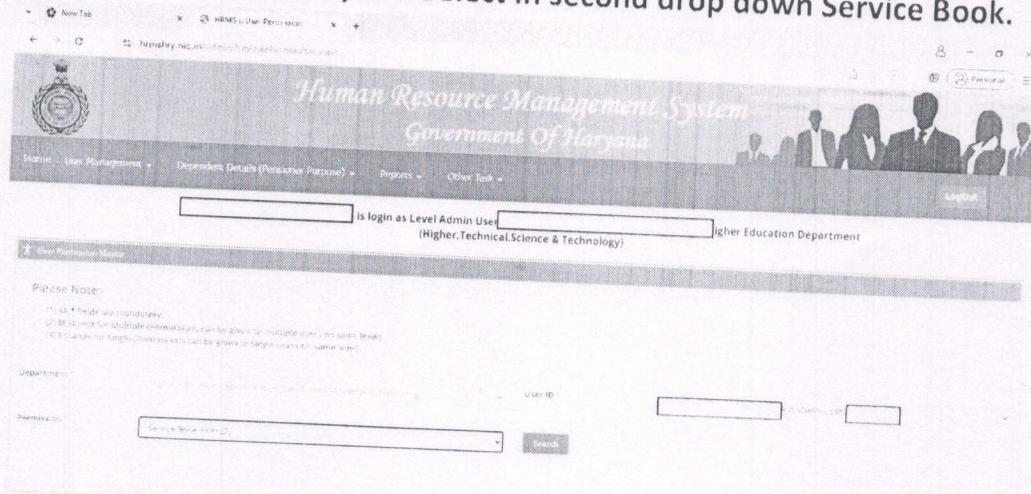
Home User Management Dependent Details (Personnel Purpose) Reports Other Task

Add User

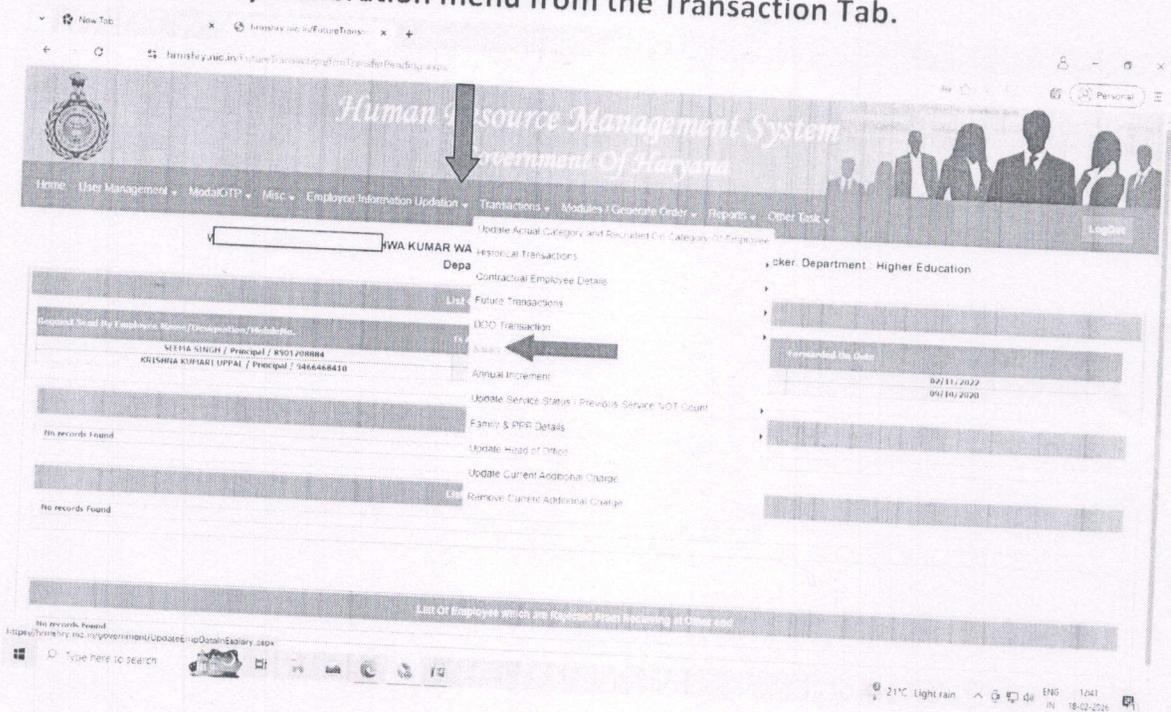
Director is login as Level Admin User (edhc [redacted]), Higher Education Department (Higher Technical Science & Technology)

Welcome To Human Resource Management System

- Select in drop down User ID (That checker ID for which the principal's permission is required.) and Select in second drop down Service Book.



- After the permissions have been given to the CHECKER for which the data has to be sent for salary Generation
- Login with checker user ID and Password.
- Select the Salary Generation menu from the Transaction Tab.



- Then select the month, year and type.

Update the following details as earliest.

1. Update Actual and Recruited On Category from Checker Login --> Transactions --> Update Actual Category and Recruited On Category Of Employee.
2. Update Marital Status from Checker Login --> Employee Information Updation --> Update Marital Status.
3. Update Date Of joining at time of joining from Checker Login --> Future Transaction --> Edit Basic Information.

As per Finance Department direction you can not forward the salary days details for whom some back log of salary days and associated issues are there.

[Click here to get the List of employees pending for Service Book Validation](#)

Select Year: Select Month: Select Type:

Select Designation: I want no. of records per page: Unique Code:

If you select a designation, faster the records will show. Lesser the no. faster the records will show.

If you are not able to see designation in above Designation dropdown

1. Please first check the permission from level admin user to concern checker.
2. If you are not able to give permission from level admin user to checker then ask the department admin user / nodal officer to map rule to designation and add post in e-post.

If you are not able to see employee after search. Please first check the Rule Group, Designation of employee from find your employee screen
If the Rule, Group, Designation of employee is wrong then ask the department admin user / nodal officer to update Rule, Group, Designation from department admin user --> Update Information --> Find and Update.

- On clicking the SUBMIT button the employees list will be displayed as per the service book permission given to user.
- The list contains DDO Details, Employee details, No. of days for salary is to be made, Absent days, Half Pay Leave, Suspension days1, Suspension Percentage 1, Suspension days, Suspension Percentage 2.
- An employee can have more than 1 record in the list with the different pay scale.
- Before submitting the data by checking the checkbox of the employee the correctness of data must be ensured.

- After submitting the data the records will be sent to e-salary for salary generation.

hrms@ry.gov.pk/updates/FindDetailsSalary.aspx

Select Year: 2026
 Select Month: February
 Select Designation: [Redacted]
 Select Type: Pending
 Select Unique Code: [Redacted]
 Want no. of records per page: 5
 Lesser the no. faster the records will show

If you select a designation, faster the records will show

If you are not able to see designation in above Designation dropdown
 1. Please first check the permission from level admin user to concern checker.
 2. If you are not able to give permission from level admin user to checker then ask the department admin user / nodal officer to map rule to designation and add post in e-post.

If you are not able to see employee after search, please first check the Rule, Group, Designation of employee from find your employee screen.
 If the Rule, Group, Designation of employee is wrong then ask the department admin user / nodal officer to update Rule, Group, Designation from department admin user -> Update Information -> Find and Update.

Pending Records For February 2026
 Current Page: 1

SERIAL	ORG Details	Employee Name	Designation	Basic Pay Increment (if any)	Additional Basic Pay (if any)	Basic Pay (Total)	Pay/Scale	Start Date	End Date	Pay Band / Category	Post	Designation	Days 1	Days 2	Days 3	Days 4	Days 5	Type Of Course	Remarks
1	NMAIJA CHAMBRA GOVT COLLEGE SECTOR 1 PAKISTAN 16	SHAHID KHAN	SR4ERT	Post	16900	0	16900	01/02/2026	28/02/2026	26			0	0	0	0	0		Salary will be generated in Pay Commission 7

ACP-DL-D

First 1 Last

I am responsible for sending Basic Pay, Payscale and number of days to E-Salary for salary Preparation. If Employee get wrong salary due to sending wrong data then I am Responsible for the same!!
 Kindly Confirm the above checkbox to Enable the Button!