

Urgent/Time Bound

From

Director General Higher Education
Haryana, Panchkula

To

1. All Principals, Haryana Govt. Colleges
2. All NCC Battalion situated in Haryana State
3. All Dist. Library/State Library/Sub Divisional Library

Memo No.2/8-2021 HRMS
Dated, Panchkula, the 08.10.2021

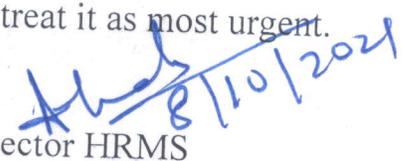
Sub:- **Regarding completion of Human Resource Management (HRMS).**

Kindly peruse the matter.

I am directed to invite your kind attention to Govt. Letter No.6234/2020-6GS-1 dated 08.10.2021 vide which Govt. advised to ensure that employees data relating to Service Books, current place of posting and Disciplinary Proceedings are to be entered into HRMS as per following scheduled:-

Sr. No	Activity	Time Line
1	Maker (Data Entry Operators/Clerks) will entered the details of the employee viz service Books and Disciplinary Matter. Note:- Besides completing all data fields, the Service Book shall be scanned and upload on the HRMS Portal.	05.10.2021 to 20.10.2021
2	Checkers (Establishment Officers Group -B Level for DDOs shall check the quality of Data Entry.	05.10.2021 to 22.10.2021
3	Employee are to be given facility check and validate details Employee can access their data by Logging into HRMS Using their Payee Code or registered Mobile No. And apply for correction in the record/Data.	23.10.2021 to 04.11.2021
4	Department(HOD/Head of Office) will verify and freeze the Data	05.11.2021 to 15.11.2021

A video conferencing will be organising on 12.10.2021 in the subject matter above. Link will be provided through Email on 11.10.2021 for attending the same. You are requested to ensure completion of Data entry and finalization of employee record by 15th November, 2021 positively. Kindly treat it as most urgent.


Deputy Director HRMS
for Director General Higher Education
Haryana, Panchkula