

**Most Urgent**  
**Date Bound**

**No.42/160/2022-5HR-II**  
**Haryana Government**  
**Human Resources Department**  
**(In Human Resources-II Branch)**

**Dated: Chandigarh, the 15<sup>th</sup> July, 2022.**

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments, Haryana
3. All the Managing Directors of Boards/Corporations/Public Sector Undertakings in Haryana
4. All the Divisional Commissioners in Haryana State.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
6. Registrar of all the Universities in Haryana.

**Subject:- Regarding uploading on the portal of HRMS the detail of sanctioned/filled up/vacant posts of Group A, B, C & D.**

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Sir/Madam,

I am directed to invite your attention towards Govt. instructions No.42/160/2022-5GS-II dated 06.07.2022 vide which it was directed to upload the details of all the posts of Group-A to Group-D on the dashboard of HRMS portal in the prescribed proforma and methodology provided in the Annexure-A by 15.07.2022 positively.

2. It has come to notice that most of the departments have not uploaded the complete details of all the posts of Group-A to Group-D relating to their departments so far. **The State Government has taken serious view in the matter and it has been decided to extend the timeline for uploading the data of all the posts of Group-A to Group-D by 23.07.2022 positively in the enclosed proforma and methodology provided in Annexure-A.**

3. These instructions may please be treated as **MOST URGENT** and brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

  
Under Secretary Human Resources-II,  
for Chief Secretary to Government Haryana.

