

**No.42/160/2022-5HR-II**  
**HARYANA GOVERNMENT**  
**HUMAN RESOURCES DEPARTMENT**  
**(Human Resources-II Br.)**

Dated Chandigarh, the 22<sup>nd</sup> July 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.

**Subject: Regarding updation of sanctioned posts in Human Resources Management System application (HRMS) and e-Post software.**

**Sir/Madam,**

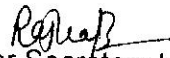
I am directed to invite your attention to the subject cited above. It has come to notice that many Departments have not updated the accurate number of sanctioned posts of their department in HRMS and in e-Post application.

2. In this regard, meeting has been scheduled under the chairpersonship of Secretary Human Resources Department at room no. 65, 4<sup>th</sup> floor, Haryana Civil Secretariat, Sector 1, Chandigarh as per enclosed scheduled, followed by training, pertaining to data updation of accurate number of sanctioned posts in HRMS and e-Post software. All the Nodal officers shall come with Department wise office wise Group & Posts wise sanctioned data.

3. Training of all the nodal officers of HRMS will be provided by NIC at 9<sup>th</sup> floor of Haryana Civil Secretariat, Sector 1, Chandigarh. All the nodal officers shall fill the accurate number of sanctioned posts of their Department in HRMS and e-Post software during the training itself. Therefore, all the nodal officers are directed to come with laptop and data card (for Internet connectivity) as per Department wise schedule attached at **Annexure- I**.

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

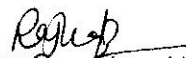
Yours faithfully,

  
Under Secretary HR-II,  
for Chief Secretary to Government Haryana.

Endst. No.42/160/2022-5HR-II

Dated Chandigarh, the 22<sup>nd</sup> July 2022

A copy is forwarded to Sh. Yashpal, Scientist-E, NIC, 9<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh for necessary action please.

  
Under Secretary HR-II,  
for Chief Secretary to Government Haryana.

## Annexure – I

Sr. No.	Name of the Departments/Offices	Date & Time of Meeting/Training
1.	1 Advocate General, Haryana 2 Agriculture Department, Haryana. 3 Animal Husbandry & Dairying Department, Haryana 4 Archaeology & Museums Department, Haryana 5 Architecture Department, Haryana 6 Archives Department, Haryana 7 AYUSH Department, Haryana 8 Urban Estates Department, Haryana 9 Chief Electrical Inspector, Haryana 10 Civil Aviation Department, Haryana.	25.07.2022  10:00AM to 1:00PM
2.	1 Cooperation Department, Haryana. 2 Development & Panchayats Department, Haryana 3 Economic & Statistical Analysis, Haryana. 4 Elections Department, Haryana 5 Electronics and Information Technology, Haryana 6 Elementary Education Department, Haryana 7 Employees State Insurance Health Care, Haryana 8 Employment Department, Haryana. 9 Environment Department, Haryana 10 Excise & Taxation Department, Haryana	25.07.2022  2:00PM to 5:00PM
3.	1 Financial Commissioner's Office, Haryana, Revenue and Disaster Management Department. 2 Department of Fire & Emergency Services Haryana 3 Fisheries Department, Haryana 4 Food & Supplies Department, Haryana. 5 Food and Drugs Administration, Haryana 6 Forest Department, Haryana 7 Haryana Civil Secretariat 8 Haryana Police. 9 Haryana State Lotteries Department. 10 Health Services, Haryana	26.07.2022  10:00AM to 1:00PM
4.	1 Higher Education Department, Haryana 2 Home Guards, & Director, Civil Defense, Haryana. 3 Horticulture Department, Haryana. 4 Hospitality Departments, Haryana. 5 Housing 6 Industrial Training & Vocational Education Department, Haryana. 7 Industries & Commerce Department, Haryana. 8 Information, Public Relations & Cultural Affairs Department, Haryana. 9 Institutional Finance & Credit Control, Haryana 10 Urban Local Bodies Department, Haryana.	26.07.2022  2:00PM to 5:00PM

5.	1 Irrigation and Water Resources Department, Haryana. 2 Labour Department, Haryana 3 Land Records and Consolidation, Haryana, 4 Law & Legislative Department, Haryana 5 Local Audit Department, Haryana. 6 Medical Education and Research Department, Haryana. 7 Mines & Geology Department, Haryana. 8 Panchayati Raj, Haryana 9 Power 10 Printing & Stationery Department, Haryana.	<b>27.07.2022</b>  <b>10:00AM to 1:00PM</b>
6.	1 Prisons Haryana 2 Prosecution Department, Haryana. 3 Public Health Engineering Department, Haryana 4 Public Works Department (Buildings & Roads), Haryana. 5 Renewable Energy Department, Haryana. 6 Rural Development Department. 7 Sainik and Ardh Sainik Welfare Department 8 Science & Technology Department, Haryana. 9 Secondary Education Department, Haryana. 10 Small Savings Department, Haryana.	<b>27.07.2022</b>  <b>2:00PM to 5:00PM</b>
7.	1 Social Justice & Empowerment. 2 Sports and Youth Affairs, Haryana. 3 State Transport Department, Haryana 4 State Vigilance Bureau, Haryana, Panchkula. 5 Supplies & Disposals, Haryana 6 Technical Education Department, Haryana 7 Tourism Department, Haryana. 8 Town & Country Planning Department, Haryana 9 Transport Department, Haryana 10 Treasuries and Accounts Department, Haryana	<b>28.07.2022</b>  <b>10:00AM to 1:00PM</b>
8.	1 Welfare of Schedule Castes & Backward Classes Department, Haryana 2 Women & Child Development Department, Haryana.	<b>28.07.2022</b>  <b>2:00PM to 5:00PM</b>
9.	Any other Department not listed above, if any	<b>29.07.2022</b>  <b>10:00AM to 1:00PM</b>