

**Subject: Regarding Update of Family details on HRMS for all Officers / Officials of Haryana Civil Secretariat**

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Will all the:

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents and Deputy Superintendents, Haryana Civil Secretariat.
- ii) Spl. Sr. Secretaries/ Senior Secretaries / Secretaries and Private Secretaries to Ministers and Administrative Secretaries to Govt. Haryana.

Kindly refer to the subject cited above?

2. It is informed that Government of Haryana has decided that ***"All Officers/ Officials of Haryana Civil Secretariat, shall update their family details on HRMS by 12.11.2020 at 11:00 AM positively."***

3. If this information is not updated by the concerned Officers/ Officials by 12.11.2020 at 11:00AM, disciplinary action will be initiated against her/him.

4. You are, therefore, requested to direct the staff under your kind control and yourself to compliance the aforesaid order of Government of Haryana.

This may be brought to the notice of all concerned.



Superintendent Establishment-I  
for Chief Secretary to Government Haryana,

To

- iii) All the Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents and Deputy Superintendents, Haryana Civil Secretariat.
- iv) All the Spl. Sr. Secretaries/ Senior Secretaries / Secretaries and Private Secretaries to Ministers and Administrative Secretaries to Govt Haryana.

U.O No. 22/34/2016-6Estt.-I

Dated: Chandigarh, the, 11<sup>th</sup> November, 2020