

**No.10/06/2023-3CC-II**  
**HARYANA GOVERNMENT**  
**HUMAN RESOURCES DEPARTMENT**  
**COMMON CADRE-II**

**Dated: Chandigarh the 09<sup>th</sup> April, 2025**

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Administrators of all the Boards/Corporations/Statutory Bodies/Public Enterprises in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in Haryana.


**Subject: Regarding updation of the data of sanctioned posts and vacant posts on HRMS.**

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Sir/Madam,

I am directed to invite your attention towards the Govt. Letter No. 10/06/2023-3CCII dated 03.01.2025 on subject cited above and to say that it has been noticed that data of sanctioned posts, filled-up posts and vacant posts of department has not been updated on HRMS till yet.


2. It is therefore requested to update the data of sanctioned posts, filled-up posts and vacant posts of department on HRMS within 15 days, without any fail. These instructions may please be brought to the notice of all concerned for strict compliance.

  
Superintendent, Common Cadre-II  
for Additional Chief Secretary to Government Haryana,  
Human Resources Department

Endst. No. 10/06/2023-3CC-II

**Dated: 09<sup>th</sup> April, 2025**

A copy of above is forwarded to the State Informatics Officer, National Informatics Centre, Haryana for information and further necessary action.

  
Superintendent, Common Cadre-II  
for Additional Chief Secretary to Government Haryana,  
Human Resources Department