

No.62/34/2020-6GS1
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-I Br.)

Dated : Chandigarh, the 16th October, 2020

To

All the Administrative Secretaries to Government, Haryana.
All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana.
All the Registrars of Universities in the State of Haryana.

Subject: Implementation of Human Resource Management System (HRMS) (<http://hrmshry.nic.in>) and updating the employees' details thereof.

Sir/Madam,

I am directed to invite your attention on the subject cited above and to say that as you are aware the Human Resources Management System (HRMS) is a flagship programme of Haryana Government which was adopted in the Year 2017. The State Government vide instructions bearing Memo No.28/14/2016-5B&C, dated 28.06.2016, issued by the Finance Department, Haryana, has decided to implement Human Resources Management System (HRMS) in all the Govt. Departments to maintain personal information of each employee like Service Book, ACR, promotion details, leave details, transfer etc. The implementation of HRMS has been carried out as per the Standard Operating Procedure (SOPs) (**Annexure-I**) in **four Phases** by the all the Departments as under:

	Activity
Phase-I	Creation of Master Data
Phase-II	Entry of Basic level Data
Phase-III	Finalization/ Freezing of basic level data of employees
Phase-IV	Entry of next level service data (Historical Data)

2. Government has considered the matter and to broaden the scope of HRMS to incorporate employee data of all Boards/ Corporations/ Autonomous bodies/Universities etc. All the statutory, non-statutory and autonomous entities under the aegis of all the departments shall initiate action to feed/update the basic as well as service level details/ data of all their employees into HRMS Portal.

3. All the Administrative Secretaries are directed to ensure that employee data of all statutory, non-statutory and autonomous entities under the aegis of their departments is uploaded in HRMS portal **latest by 31st of October, 2020**. For this purpose, it is advised to create HRMS Cell and HRMS Nodal Officer in each department and the entities under its control.

4. it is also request to send the following information as per Annexure-II at the earliest.

Name of the Organization :				
	Name	Designation	Mobile No.	Email ID :
HRMS Nodal Officer :				

5. In case of any guidance for implementation of HRMS the Nodal Officers can contact the following :

Email ID: birminic@gmail.com, nic.board22@gmail.com
Mb. No. 8708189267, Whatsapp No. 8427766741

These instructions may please be brought to the notice of all concerned.

Yours faithfully,



Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

Annexure- I

HRMS Users Details

HRMS में चार तरह के यूजर (user) है

- Department Level User
- Level Admin user
- Checker
- Maker

Human Resource Management System
Government Of Haryana

Super Admin Login

Login

Enter Mandatory & compulsory fields

Your User Type: *

Level Admin User

Username *

Checker

Password *

(Minimum 0 and maximum 20 characters)

Your Password: *

(Minimum 6 and maximum 20 characters)

Enter Security/Image Code *

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(Please fill the text as shown in green box on right side)

Login

If you are not aware of your User Id and Password, Please contact your Administrator.

Services

- Processing of transfer order cases through HRMS from 15/12/2017
- Download Employee Service Mobile Application
- Step to update Office/sub-office under DDO (If any - By head office only)
- Service Verification of all employees has to be updated on the HRMS portal <http://hrmsahry.mca.in> for salary generation.
- All Departments are requested to update the caste data on HRMS portal <http://hrmsahry.mca.in> before 25 oct 2017 as per govt. direction.
- All Board/Co-operation/Universities/Autonomous Bodies are requested to update the caste data, click here before 25 oct 2017 as per govt. direction.
- User Manual (Pdf)-437 (A0)
- Employee Directory
- Basic Detail of Employee
- Complete Service Book of Employee
- ACR Received/Missing
- Employee Age(for Extension Purpose)

HRMS Phases

HRMS में कुल चार फेज़ है

1. Phase – I : e-posting और Master करने है
Department Admin (नोडल ऑफिसर) के द्वारा
2. Phase –II : Level Admin के द्वारा कर्मचारी क्रिएट/Generate unique code करना और चेकर बनाना और उसको पद की अनुमति देना साथ ही चेकर के द्वारा मेकर बनाना और अनुमति देना ।
3. Phase III : कर्मचारी की मूल विवरण (basic infomation) भरना ।
4. Phase IV : कर्मचारी की सर्विस पुस्तिका Historical व Future Transaction में भरे ।

Phase- I

Phase- I के लिए Department Admin User से लॉग इन करना है | ये user ID व पासवर्ड NIC के द्वारा दिया जाएगा | अगर किसी को नहीं मिला है तो वह nic.board22@gmail.com पर विनती डाले |

Phase 1 --- Part 1 (Update E-Posting)

Point I: Department Admin user से लॉग इन करे | मेनू में मास्टर के अंदर इ-पोस्ट का लिंक है उसको क्लिक करे | उससे आप e-posting sanction system में चले जायेगे |

1(a) Create E-Post User/ DDO पर क्लिक करे | और यहाँ पर जितने भी ddo है उनकी एंट्री करे |

Human Resource Management System
Government Of Haryana

ADD NEW USER

Department: [Dropdown]
District: [Dropdown]
Office Name of the DDO/E-post User: [Text]
Office Address of the DDO/E-post User: [Text]
User ID: [Text]
Password: [Text]
Confirm password: [Text]
Email ID: [Text]
Mobile No: [Text]

CAUTION: [Dropdown]
Select: [Dropdown]

Password must be 10 character long and should contain at least one alphabet(a-z or A-Z), one numeric digit (0-9).

Add New User Cancel

1 (b) उसके बाद इ - पोस्ट सर्विस-----> ऐड न्यू रूल पर क्लिक करे | उनकी एंट्री करनी है | रूल नाम कॉलम में केवल रूल का नाम ही डाले और पूरे रूल को स्कैन करके अपलोड करे | अगर किसी के पद का रूल नहीं है और उपर दिए गए चेक बॉक्स पर क्लिक करे और **Please tick checkbox if you want to add a new rule named 'No Rule'. check करके save करे |**

1(c) इस में e –पोस्ट सर्विस -----> ऐड न्यू पोस्ट विकल्प पर क्लिक करे यहाँ पर आप अपने विभाग का पद बनाए

1 (c) (i) नोट : Post Master Entry Form -----> post Name के drop down में हरियाणा की सारी पोस्ट उपलब्ध है | अगर कोई अलग पद है जो आप को ड्राप डाउन में नहीं मिल रहा तो वह nic.board22@gmail.com पर स्क्रीन शॉट के साथ भेज करे |


1 (c) (ii) Pay Scale Post की Initial Pay Scale/Functional Pay Scale सलेक्ट करे |
ऐसे आप पोस्ट बना सकते है |

1 (d) Add Sanction Post Detail को सलेक्ट करे | वहा पर ही Right साइड पर Add New Button को क्लिक करके उस DDO के अंदर जितने भी सब ऑफिस है उनको बनाए |

DDO सलेक्ट, पोस्ट सलेक्ट करके हर ऑफिस की प्रतिबंध (sanction) पोस्ट रेगुलर भरनी है |

Phase 1 --- Part 2 (Update Administrative Hierarchy)

Point II : अब विभाग की Administrative Hierarchy बनानी है।



Human Resource Management System
Government Of Haryana

Home

Master's

Update Information

Change Password

User Manuals

LogOut

Welcome User Id: hcaHAR. You are logged in as a Departmental Admin User.

Department Hierarchy Level Master

Level ID *

01

Description of the Level *

Short Description of the Level *

Please enter your level in the hierarchy of department
For Example: Head Office (at 1st level) --> Circle (at 2nd level) --> Division (at 3rd level) --> Sub-Division (at 4th level)

Please enter short description of 3 character
For Example: Head Office (as HOD) --> Circle (as CIR) --> Division (as DIV) --> Sub-Division (as SDV)

Save

Cancel

Level ID	Description of the level	Short description of the level	Edit	Delete
01	ACS	ACS	Edit	Delete
02	Head Office	HOD	Edit	Delete
03	Field Office	CIR	Edit	Delete

II (a) : Master -----> Department Hierarchy Level Master : इस विभाग में जितने लेवल है उनकी शोर्ट फॉर्म डालनी है।

नोट : सबसे पहले ACS/PS जरूर डालना है उसके बाद अपने Level डाले।

II) अगर ट्रांसफर प्रमोशन की फाइल Managing Director से Department Head Office / Directorate से होकर ACS के पास जाती है ये level निम्न है :

ACS



Directorate



MD

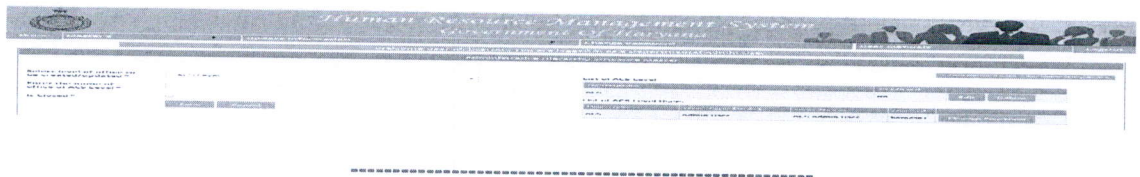


Field Office (If Any)

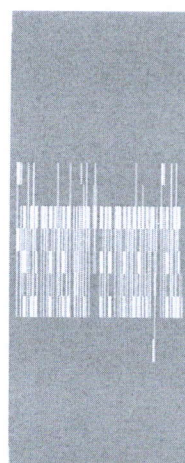
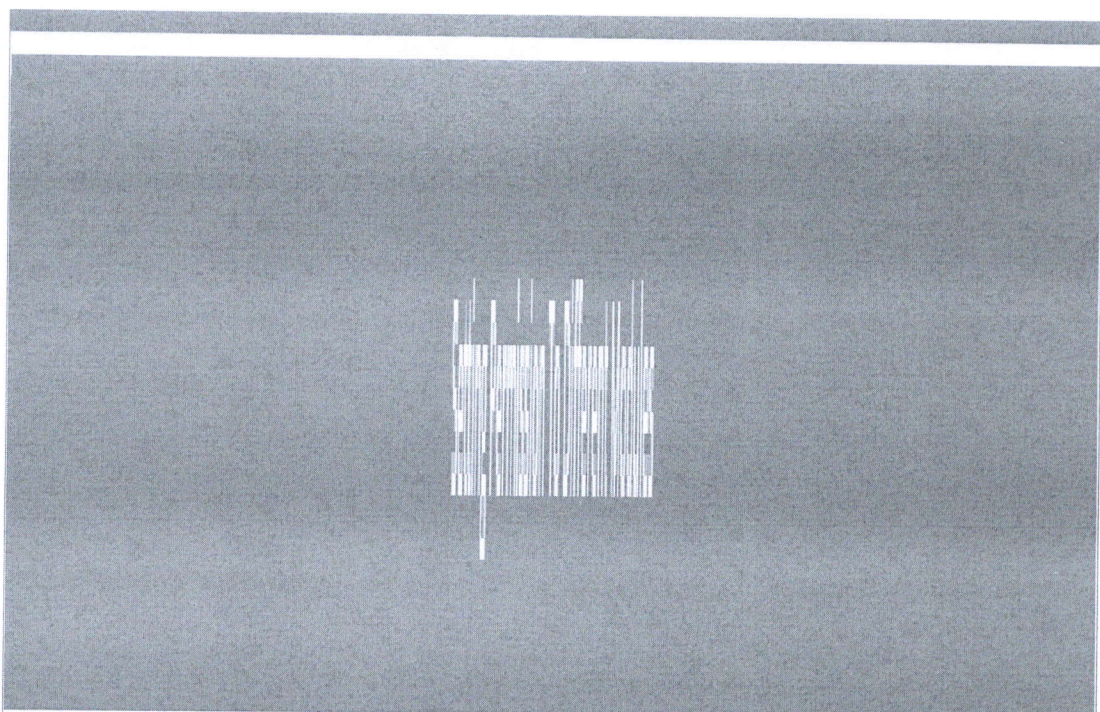
II (b) मास्टर के अंदर Administrative Hierarchy Structure Master जितने भी लेवल पर जितने भी ऑफिस है उतने आपको यहाँ बनाने है जैसे ACS, MD level पर एक-एक ऑफिस बनेगा और फील्ड ऑफिस लेवल पर जयादा ऑफिस होंगे वहा पर एक से जयादा ऑफिस बनेगे।

नोट: ऑफिस में ही जो DDO बनाये है उनको DDO के साथ map करना है।

नोट : जो भी level Admin User बनाए है उसका User ID और Password नोट करके फील्ड ऑफिस में मेल करे। जो User ID होगा वही Password होगा।



2. Master Setting Permission Different Module : जिस पद (designation) का ACP/Time Scale होता है उसको मानचित्रण (mapping) करके सेव करे।



Work Place Management

Service Bank Level*Any Level

ACH Level*Any Level

Education Allowance Level*Any Level

Loan Sanction Level*Any Level

Punishment Level*Any Level

Seniority List Level*Any Level

Promotion Level*Any Level

GPF Sanction Level*Any Level

Loan Application Level*Any Level

Contingency Allowance Level*Any Level

Transfer Level*Any Level

LTC Level*Any Level

Medical Sanction Level*Any Level

ACR Level*Any Level

Save

Cancel

Roll No.	Service	Designation	Active Status	Work Place Management	Roll	Design
Test 4	B	Programmer	Active	Work Place Management	Roll	Design
Test 1	C	Assistant	Active	Work Place Management	Roll	Design
Test 9	D	Clerk	Active	Work Place Management	Roll	Design

ANNEXURE-II

Name of the Organization :				
	Name	Designation	Mobile No.	Email ID :
HRMS Nodal Officer :				