

No.62/34/2020-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh, the 20th November, 2020

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations 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 completion of employees' data entry in Human Resources Management System (HRMS) and timely disposal of ACP, ACR, Extension in service beyond 50/55 years as well as Retirement cases.

Sir/Madam,

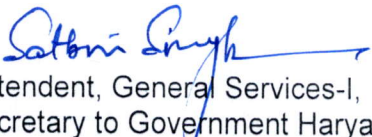
I am directed to invite your attention to Government letter of even number dated 09.11.2020 and others issued from time to time regarding uploading of employees data in HRMS. As conveyed on 09.11.2020, Hon'ble Chief Minister, Haryana took a review on 16.11.2020 regarding HRMS and the status of cases uploaded thereon.

2. Hon'ble Chief Minister while reviewing the employees' data and cases uploaded in HRMS has observed that cases of employees relating to grant of ACP, writing of ACR, cases pertaining to extension in service beyond the age of 50/55 years, retirement and disciplinary matters etc. are pending in large numbers in various departments and constituent units. It has been further observed that many Departments, Boards, Corporations etc. have not yet uploaded the data of their employees in HRMS. Taking serious note of this he has directed that uploading of employees' details and disposal of all pending cases mentioned above should be finalized by 30.11.2020 positively.

3. All the Administrative Secretaries/Heads of Departments/Boards/ Corporations/ Universities are, therefore, requested to direct the Nodal Officers concerned of their department(s) as well as all the constituent units under their administrative control to ensure that the data of all the employees is uploaded as well as updated in HRMS by 30.11.2020 positively. The cases already pending regarding grant of ACP, writing of ACR, grant of extension in service beyond the age of 50/55 years, cases of disciplinary proceedings and retirement cases should be disposed of at the earliest. All the employees may also be directed to upload their family details, property details in HRMS by 30.11.2020 positively. It is also requested that salary of the month of November to be paid in December 2020 may also be linked to creation of employees' record in HRMS by the Drawing and Disbursing Officers of the Department/Board/Corporation/ Universities etc.

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

Yours faithfully,


Superintendent, General Services-I,
for Chief Secretary to Government Haryana.