

No.6234/2020-6GS-I
HARYANA GOVERNMENT
CHIEF SECRETARY ORGANIZATION
GENERAL ADMINISTRATION DEPARTMENT

Dated Chandigarh, the 8th October, 2021

To

All the Administrative Secretaries to Govt. of Haryana.
All the Heads of Departments,
All the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana.
All the Divisional Commissioners in Haryana,
All the Deputy Commissioners in Haryana.
The Registrars of all the Universities in the State of Haryana.

Subject: Regarding completion of employee records in Human Resources Management System (HRMS).

Sir / Madam,

I am directed to invite your kind attention to Government letter No. 63/34/2020-GS-I dated 16.10.2020, 09.11.2021, 11.08.2021 and 22.09.2021 on the subject cited above vide which it was requested that all Administrative Secretaries were requested to upload into HRMS portal the employee data relating to employees' service book, promotion, leave, transfer, ACR, disciplinary matters etc.

2. Government has decided that employee data relating to Service Books and Disciplinary Proceedings is to be filed into HRMS and completed in a time bound manner.

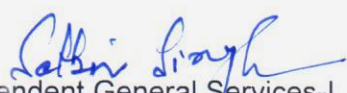
3. All Administrative Secretaries are advised to ensure that employee data relating to service books, current place of posting and disciplinary proceedings are entered into HRMS as per following schedule:

Sr. No.	Activity	Timeline
i.	Maker (Data entry operators/clerks) will enter the details of the employees viz. service books and disciplinary matter. Note: besides completing all data fields, the service book shall be scanned and upload on the HRMS portal.	05.10.2021 to 22.10.2021
ii.	Checker (Establishment officers Group B level or DDOs shall check the quality of data entry	05.10.2021 to 22.10.2021
iii.	Employees are to be given facility to check & validate details. Employees can access their data by logging into HRMS using their Payee Code or Registered Mobile number and apply for correction in the record/data.	23.10.2021 to 04.11.2021
iv.	Department (HoD/ Head of Office) will verify and freeze the data	05.11.2021 to 15.11.2021

Note: The help Manuals for above modules (service books & disciplinary matters) have been uploaded in opening page of HRMS web portal (hrmshry.nic.in).

4. All the Administrative Secretaries & Heads of Departments etc. are requested to ensure completion of data entry and finalization of employee records by 15th of November, 2021 positively.

Yours faithfully,


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

Note: All order issued by office of Chief Secretary, Haryana (GAD) from 4.10.2021 onwards can be found on the official website- csharyana.gov.in.

Any instruction/order purporting to be issued by office of Chief Secretary, Haryana (GAD) after 4.10.2021 but not available on the official website is to be treated as fake.