

No. 62/27/2017-6GS1

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioners of the State of Haryana.
5. The Managing Directors/Chief Administrators of all the Boards/Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 15th November, 2017


Subject: Monitoring of Disciplinary cases under Rule-7 & 8 in Human Resource Management System (HRMS).

Sir/Madam,

The State Government has introduced Human Resources Management System (HRMS). The purpose of this portal is to provide complete information in respect of each employee on a web portal. Information relates for processing disciplinary cases, extension in service cases or any other related matters. HRMS is more comprehensive and has various details regarding an employee and department including service book, salary, promotion, and ACR, details etc. The system also has details of disciplinary proceedings. However, many of these details are not inter-linked within the HRMS, a comprehensive report can not be generated. Therefore, the requirement of monitoring system of disciplinary cases under Rule 7 and 8 has been felt by the Government.

2. The matter has been considered by the State Government and it has been decided to make disciplinary cases monitoring system as an integral part of HRMS. Hence, for collective monitoring of disciplinary cases and finalizing these cases in time bound manner, NIC, Haryana has already been requested to make the following provision in HRMS:-

1. Details of ACR and integrity.
2. Details of status of disciplinary proceedings.
3. Vigilance Clearance.
4. You are, therefore, requested to incorporate the complete information of disciplinary proceedings in respect of all the employees working in your departments in HRMS, so that disciplinary cases could easily be monitored and delay, if any, could be traced out at any stage. It would also help the dealing authorities to take the next step without any confusion and lack of clarity. This system will not only help to monitor disciplinary cases but also be useful while dealing with the extension in service cases or any other related matters. The updation of information may also be done at regular basis.
5. You are requested to ensure full compliance of these instructions in letter and spirit. These instructions may please be brought to the notice of all concerned for strict compliance.


Under Secretary General Administration,
for Chief Secretary to Government Haryana