

From

The Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Head of Departments, Haryana.
3. All the Divisional Commissioners, Deputy Commissioners and SDOs (civil) in Haryana State.
4. All Managing Director/ Chief Administrators of Boards/ Corporations/Public Undertaking in the State.

Dated, Chandigarh the 4th June, 2018

Subject: Framing of online transfer policy-HRMS Implementation Status.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the Government has considered the matter and decided to formulate a transparent transfer policy for those departments having State Cadre Strength more than 500 cadre posts. Some departments have still not updated the service records in HRMS. The information on some points with respect to such departments is given herein below for kind consideration:-

1. **Entries regarding Leave Balance (Half pay, earned) of 500 OR more than 500 employees** have not been updated by the Agriculture & Farmer Welfare Deptt., Animal Husbandry, Commissioner, Rohtak Division, Development & Panchayats, Elementary Education, Higher Education, School Education, ESI, Excise & Taxation, Family Welfare, Food & Supplies, Forests, Health, High Court, Irrigation & Water Resources, Land Records, Medical Education & Research, Police, Prisons, Public Health Engg. Department, PWD (B&R), Technical Education, Transport and Women & Child Development Departments.
2. **Entries regarding Promotion of 500 OR more than 500 employees have not been updated** by Animal Husbandry, Elementary Education, Higher Education, School Education, Forests, High Court, Irrigation & Water Resources & Police Departments.
3. **Entries regarding ACRs for 01.04.07 to 31.03.17 OR Date of Joining to 31.03.17 of 500 OR more than 500 employees have not been made** by Agriculture & Farmer Welfare Deptt., Animal Husbandry, Ayush, Chief Secretariat Establishment, Commissioner, Hisar, Commissioner, Rohtak, Development & Panchayats, Elementary Education, Higher Education, School Education, ESI, Excise & Taxation, Family Welfare, Food & Supplies, Forests, Health, High Court, Irrigation & Water Resources, Labour, Land Records, Medical Education & Research, Police, Prisons, Prosecution, Public Health Engg. Department, Public Relations, PWD (B&R), Registrar, Cooperative Societies, Skill Development & Industrial Training, Sports & Youth Affairs, Town & Country Planning, Transport and Women & Child Development Departments.
4. In many cases, service records are not being updated in HRMS as per events and the entries are being merged together e.g. suppose an employee remained posted at six stations in ten years of service but while

feeding his posting record in HRMS concerned DDO fed only one station i.e. last station holding by the employee instead of entering all six entries in HRMS. Due to this, it is not possible to verify the service of the employees properly.

Therefore, you are requested to update the service record data of each employee of your department so that Online Transfer Policy of all departments can be brought into effect.



Under Secretary, Protocol
for Chief Secretary to Government Haryana.

