

No.62/34/2020-6GS-I
HARYANA GOVERNMENT
CHIEF SECRETARY ORGANIZATION
GENERAL ADMINISTRATION DEPARTMENT

Dated Chandigarh, the 1st December, 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 of even number dated 17.11.2021 on the subject cited above vide which the timeline for completion of employees' record in HRMS was extended upto 30th of November 2021.

2.. The Government has decided to extend the timeline for completion of employees' record in HRMS further upto 10th of December 2021.

3. All the Administrative Secretaries/Heads of Departments/Boards/ Corporations/ Universities are requested to direct the Nodal Officers concerned of their department(s) as well as all the constituent units under their administrative control to ensure completion of data entry and finalization of employee records in HRMS by 10.12.2021 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.**