

Through
email

No. 22/03/2022-4Trg
Haryana Government
Chief Secretary Office
Training Department

Dated Chandigarh the 19th October, 2022

To

1. All the Administrative Secretaries of Haryana State
2. All the Heads of Department in Haryana
3. All Heads of Boards and Corporations in Haryana
4. Vice-Chancellors of all State Universities in Haryana

Subject: Instructions to Departments/Boards/Corporations/Universities on HIPA Training Module on HRMS.

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Respected Madam/Sir,

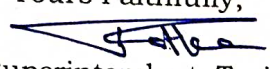
I am directed to refer to the subject noted above and to say that a workflow-based training module has been developed in Human Resource Management System (HRMS), wherein Haryana Institute of Public Administration (HIPA), Gurugram shall publish trainings based on training calendar. Departments may nominate employees for the published trainings by HIPA in HRMS. HIPA will generate online training certificate in HRMS and to the employees who successfully clear assessment tests in HRMS after the training. Training record will then be added in the online service book of employees.

2. Accordingly, it has been decided that from 01.11.2022 onwards, all training nominations of the employees from the Departments will be accepted through HIPA Training Module in HRMS only.

3. Further, detailed user manual for publishing training and nomination of employees may be found at <https://hrmshry.nic.in> and <https://intrahry.gov.in>. HRMS credentials available with the departments may be used to access the HIPA Training Module. In case of any issues, NIC Haryana may be contacted at IFMS Help Desk (<http://helpdesk.ifmsharyana.nic.in/>).

4. Standard Operating Procedure (SOP) of HIPA Training Module is enclosed for ready reference.

Yours Faithfully,

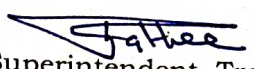

Superintendent, Training
for Chief Secretary to Govt., Haryana

Endst. No. 22/03/2022-4Trg

Dated, Chandigarh, the 19th October, 2022

A copy is forwarded to the following for information & further necessary action to:-

1. Director General, Haryana Institute of Public Administration (HIPA), HIPA Complex, Plot No. 76, Sector-18, Gurugram.
2. Sh. Deepak Bansal, State Informatics Officer (SIO), NIC, Haryana, New Haryana Civil Secretariat, 1st Floor, Sector-17, Chandigarh


Superintendent, Training
for Chief Secretary to Govt., Haryana

HIPA Training Standard Operating Procedure

1. HIPA adds Training Calendar on HRMS from department admin user.
2. HIPA grants permission from department admin login to any checker as training co-ordinator for publishing training, confirmation of training, generating training certificate and to upload training photos and post training material.
3. HIPA publishes training on HRMS from checker login to whom permission is granted with basic details like number of participating departments, number of employees per department, training date from, training date to, training subject, venue etc.
4. Letter generated by step 3 is automatically forwarded to concerned Nodal Officers, Training Co-coordinators and employees of concerned departments.
5. Department grants permission from department admin login to any checker as training co-ordinator for nominating the employees.
6. Employee(s) can send their nomination for training from IntraHry portal.
7. Department(s) will nominate the employees either by itself on HRMS portal from checker login to whom permission is granted or on the basis of nomination request sent by employee(s) from IntraHry portal.
8. HIPA sends confirmation of training to employees and shares training schedule & pre training material with employees on HRMS portal from checker login. The said training schedule and pre training material can be downloaded by employee from IntraHry portal.
9. Employees attend the training on the prescribed date and at venue. HIPA marks the attendance of employees during training and take assessment test on HRMS portal from checker login.
10. HIPA generates training certificate to employees who attended the training and cleared the assessment test on HRMS portal from checker login.
11. Employees can download their training certificate from IntraHry portal.
12. HIPA will upload training photos and post training material on HRMS portal from checker login. These training photos and post training material can be downloaded by employees from IntraHry portal.
13. Training record of employees who received the training certificate is added in Service Book on HRMS automatically.
14. HIPA and other participating departments can view the training report of conducted trainings from Checker login.