

**Date Bound**  
**Most Immediate**

**Subject: Regarding completion of employee record of Human Resource Management System.**

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Will the

1. All Special Senior Secretaries/Senior Secretaries/ Secretaries/ Private Secretaries to CM/Cabinet Ministers/State Ministers/CPS/CS/PSCM/APSCM/All OSD's to CM/Advisor to CM/Political Advisor to CM/Political Secretary to CM/ACS/Principal Secretary/ Secretary /Special Secretary/Joint Secretary/Addl. Secretary/Advisor-cum-Secy.
2. All Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/Assistants/Clerks/Group 'D' employees of Haryana Civil Secretariat, Chandigarh.

Kindly refer to the subject noted above.

It is informed as per General Administration Department instructions No. 6234/2020-6GS-1 dated 08.10.2021, Haryana Government has decided to implement Human Resource Management System (HRMS). Under this system the personal information of each employee i.e Service Book, Promotion details, leave details, Transfer etc. are to be entered for timely disposal of cases. The basic details of the officers/officials of Group "A" "B" "C" & "D" of Haryana Civil Secretariat have been uploaded in the HRMS system.

It is, therefore, requested you to visit the Accounts branch/Account & Partition branch and check the basic details. If any correction is required to be made in the uploaded data it should be brought to notice of this office by **04.11.2021** positively, because once the data of basic details is freezed no change would be made. It would be treated final.

*S. K. Puri*  
Superintendent Accounts

for Under Secretary (General) to Govt. Haryana

To

1. All Special Senior Secretaries/Senior Secretaries/ Secretaries/ Private Secretaries to CM/ Cabinet Ministers/State Ministers/CPS/CS/PSCM/APSCM/All OSD's to CM/Advisor to CM/Political Advisor to CM/Political Secretary to CM/ACS/Principal Secretary/ Secretary /Special Secretary/Joint Secretary/Addl. Secretary/Advisor-cum-Secy.
2. All Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents Assistants/Clerks/Group 'D' employees of Haryana Civil Secretariat, Chandigarh.

U.O.No. 7/22/2016-7A

Dated Chandigarh the 19<sup>th</sup> October, 2021

**Important Note:**

1. ***Only those Officers are requested to come who are drawing salary from Haryana Civil Secretariat at present.***
2. ***Officers/Officials belonging to (Group "A" "B" "C" & "D") who will not come to check the basic details till 04.11.2021, then their details will be treated as final and no correction will be made later on.***