

Subject:- Implementation of Online Leave submission and approval system in HRMS.

Will all the:-

- i) Joint Secretary/Deputy Secretaries/Under Secretaries/Superintendents/Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/Senior Secretaries/Secretaries to Ministers/Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

Kindly refer to the subject cited above ?

They are requested to submit their applications through online mode in respect to their leave, joining report, cancellation of leave, tour programme etc. in compliance to the Govt. instructions No.62/31/2020-6GSI dated 30.06.2020.

Treat it as Most Urgent.

Ramesh Kumar
o/c for Special Secretary to Government, Haryana,
Superintendent Establishment-I,
Secretariat Establishment. *S*

To

- i) Joint Secretary/Deputy Secretaries/Under Secretaries/Superintendents/Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/Senior Secretaries/Secretaries to Ministers/Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

U.O. No.4/49/2020-3Estt.I

Dated, Chandigarh, the 16th July, 2020.

Endst. No. No.4/49/2020-3Estt.I

Dated, Chandigarh, the 16th July, 2020.

A copy is forwarded for taking immediate action in this regard to the following:

- i) Commissioner, Haryana Right to Service Commission.
- ii) Principal Resident Commissioner, Haryana Bhawan, New Delhi.
- iii) Secretary, Haryana Raj Bhawan, Chandigarh.
- iv) Director, Sainik & Ardh Sainik Welfare Department, Haryana, Panchkula.
- v) Secretary, Haryana Staff Selection Commission, Panchkula.



Ramesh Kumar
o/c for Special Secretary to Government, Haryana,
Superintendent Establishment-I,
Secretariat Establishment. *S*