

No. 62/34/2020-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh, the 22nd September, 2021

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Regarding completion of employee records data entry in Human Resources Management System (HRMS) viz. service book validation, transfer order on HRMS software, generation of HRMS Id. etc.

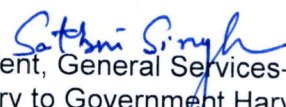
Sir/Madam,

I am directed to invite your attention to letter of even number dated 11.08.2021 vide which all the statutory, non-statutory and autonomous entities under the aegis of various Administrative Departments were directed to upload the data of all employees whether regular or contractual engaged under Outsourcing Policy, Part-II in HRMS.

2. Many departments have approached the Government for clarification whether the data of contractual employees engaged in the departments (under Outsourcing Policy-Part-II) is to be uploaded in HRMS or not, as the letter dated 11.08.2021 was silent in that regard. Some departments have also informed that no link has been provided in HRMS software for uploading the data of contractual employees and NIC is also not in position to resolve the issue unless there are specific directions from the Government in this regard.

3. The matter has been considered by the Government and it is clarified that all Departments/Boards/Corporations etc. are required to upload the data of all employees (whether regular or contractual) in HRMS.


4. All Administrative Secretaries are requested to ensure that the data of all contractual employees of their Departments/Boards/Corporations etc. engaged under Outsourcing Policy-Part-II is uploaded in HRMS by 15.10.2021 positively. NIC is also being directed to resolve related technical issues in the HRMS Software. For any technical query please contact Mr. Mayank at Mb. 99882-10071.


Superintendent, General Services-I,
Chief Secretary to Government Haryana.

Endst.No.62/34/2020-6GS-I

Dated Chandigarh, the 22nd September, 2021

A copy is forwarded to SIO, NIC, Haryana, for making the necessary provisions for uploading data of contractual employees (under Outsourcing Policy Part-II) of the departments in HRMS by 25.09.2021.


Superintendent, General Services-I,
Chief Secretary to Government Haryana.