

No.10/06/2023-3CC-II
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
COMMON CADRE-II

Dated: Chandigarh the 03rd January, 2025

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Administrators of all the Boards/Corporations/Statutory Bodies/Public Enterprises 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 notification of the "Haryana Human Resource Management System (Administration) Policy, 2024".

Sir/Madam,

I am directed to invite your attention towards the subject cited above and to say that for the systematic management of its human resources through a revised and updated Human Resource Management System, the Government has notified the "Haryana Human Resource Management System (Administration) Policy, 2024" vide notification No. 10/06/2023-3CCII dated 02.01.2025. The copy of above said policy is enclosed herewith.

2. It is requested that the same may please be brought to the notice of all concerned for strict compliance in letter and spirit. Further, in case of any query, the same may be sent to Human Resources Department.

Sonia Balra
Superintendent, Common Cadre-II
for Chief Secretary to Govt. Haryana,
Human Resources Department

Dated: 03rd January, 2025

Endst. No. 10/06/2023-3CC-II

A copy of above is forwarded to the System Informatics Officer, National Informatics Centre, Haryana for information and further necessary action.

Sonia Balra
Superintendent, Common Cadre-II
for Chief Secretary to Govt. Haryana,
Human Resources Department



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EXTRAORDINARY

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HARYANA GOVERNMENT HUMAN RESOURCES DEPARTMENT

Notification

The 2nd January, 2025

No. 10/06/2023-3CCII.— The Governor of Haryana is pleased to declare the following Policy for systematic management of its Human Resources through a revised and updated Human Resource Management System, hereinafter called e-HRMS 2.0;

1. Short Title and Commencement:

- (i) This policy may be called the “Haryana Human Resource Management System (Administration) Policy, 2024.”
- (ii) This policy shall come into force from the date of its publication in the official Gazette.
- (iii) Human Resource Department shall notify from time to time the date with effect from which particular module(s) of e-HRMS 2.0 shall come into force and the information contained in it shall be considered authentic and actionable.

2. Object of the Policy:

- (1) To systematically manage the process of creation and alteration of the posts sanctioned for any department/organization as a whole and various functional offices under that department/organization.
- (2) To manage placements, transfers/postings of officials of the Government of Haryana, both regularly recruited as well as contractual employees, as required in public interest from time to time.
- (3) To optimally utilize services of employees of the Government departments/organizations and to serve the public in best possible manner.
- (4) To maintain upto date data in respect of different terms and conditions of services of employees of the Government, for facilitating faster decision making in the overall interest of the employees.

3. Definitions:

In this policy, unless the context otherwise requires-

- (i) ‘Employee’ means any person engaged, on regular basis, contractual basis or otherwise;

- (ii) **'Empowered Committee'** means the Empowered Committee constituted under Clause 7 of this policy;
- (iii) **'e-HRMS 2.0'** means IT enabled online platform including various modules which may be incorporated in the portal from time to time;
- (iv) **'Functional Office'** means each individual office or establishment under any department/organization which utilizes the services of employees engaged against sanctioned posts. For instance, the list of functional offices in the case of PWD (B&R) will mean each office of the SDO/ Executive Engineer (XEN)/Superintendent Engineer (SE)/Chief Engineer (CE) and the office of Head of Department;
- (v) **'Organization'** means all Boards/Corporations/statutory Bodies/Public Enterprises/ Universities etc. under the control of Haryana Government;
- (vi) **'Post'** means the post sanctioned for functional offices under the department by the competent authority which ordinarily means the Finance Department Haryana.

4. **Applicability of this Policy:**

Save as otherwise provided, this policy shall be applicable to all Haryana Government Employees working in various departments and organizations under the Government of Haryana, working on regular or on contract basis or otherwise:

Provided that nothing in this policy shall be deemed to have conferred any additional right on any employee over and above his/her terms and conditions of employment.

5. **Administrative Department for Management of e-HRMS 2.0:**

- (1) Government of Haryana in Human Resources Department (HRD) shall be the administrative department for custody and management of the e-HRMS 2.0.
- (2) HRD shall be responsible for causing various software modules prepared and hosting them on the portal, and also for ensuring that all modules operate satisfactory at all times. The HRD shall also be responsible for safety and integrity of the data hosted on e-HRMS 2.0.

6. **Structure of e-HRMS 2.0:**

e-HRMS 2.0 shall be single platform for management of placements, transfers/postings and other terms and conditions of services of the employees of Departments/ Organizations. It may be comprised of many modules as may be decided by the Government in Human Resource Department from time to time. A list of modules which are currently incorporated in HRMS are enlisted in **Annexure-A** of this policy. The list is subject to alteration from time to time if the exigencies and circumstances so necessitate.

7. **Empowered Committee:**

- 1. There shall be an Empowered Committee (EC) comprised of following officers:-

1.	Chief Secretary	Chairperson
2.	Administrative Secretary of Finance Department	Member
3.	Administrative Secretary of Human Resources Department	Member
4.	Director General/Director, Human Resources Department	Member Secretary

The EC may meet as often as necessary for taking decisions relating to the functioning of the e-HRMS 2.0 including additions, alterations, or modification of modules in the interest of efficient management of the Human Resource and Deployment of employees in various offices of a Department/Organization.

- 2. Secretarial services to the EC shall be provided by the Human Resources Department.
- 3. EC may co-opt any other person, officer or expert from time to time to advise it on any matter including technical or administrative matters.
- 4. In case the EC wishes to engage service of any expert from private sector to give advice on technical matters, the EC shall have full power to determine remuneration to be paid to such experts. The payment of remuneration to the experts shall be made by the Human Resources Department.
- 5. The EC may decide its own procedure. The EC will be competent to decide the extent of access to be granted to the e-HRMS 2.0 to the other departments/organizations or other authorized persons. The overall access to the e-HRMS 2.0 alongwith custody of source code shall remain with the HRD.

8. Responsibility of the Human Resources Department (HRD) in regard to the e-HRMS 2.0:

- (1) HRD shall be responsible for ensuring that the correct and duly verified data only is hosted on e-HRMS 2.0 by different departments/organizations.
- (2) The data hosted on e-HRMS 2.0 shall be backed by documentary evidence, a copy of which shall be maintained by the department/organization concerned as well as in the records of the HRD. No information shall be hosted on e-HRMS 2.0 unless it is duly verified and supported by documentary evidence. The information regarding sanctioned posts must be supported by sanction letters issued by the Finance Department. Heads of the Departments/Organizations concerned shall ensure that no unauthenticated data or information is put in the e-HRMS 2.0 portal.
- (3) In the existing HRMS, unauthenticated information regarding sanctioned posts for the departments/organizations has been hosted and the posts sanctioned for the various functional offices are not available in respect of a large number of departments/organizations. In the e-HRMS 2.0, all the Heads of Departments/Organizations shall ensure that firstly, only the data regarding sanctioned posts in respect of each functional office or institution or field installation of every department/organization is incorporated on the portal, the sum total of which shall constitute sanctioned strength of employees of the department/organization.
- (4) In case sanction letters or other supporting evidence is not available in the Head of Department/Administrative Department or the Finance Department in regard to some posts, the department/organization concerned shall obtain fresh sanction from the Finance Department before incorporating the same in the e-HRMS 2.0.
- (5) Before hosting the information relating to sanctioned posts and filled up posts on e-HRMS 2.0, Head of the Departments/Organizations concerned shall take approval from the Administrative Secretary concerned on file and also maintain records thereof for reference.

9. Creation of posts of IT Personnel:

The Government of Haryana in Human Resources Department on the recommendations of Empowered Committee with the approval of Finance Department may create as many posts of IT professionals or Managers or officers as are deemed necessary for smooth preparation, functioning, maintenance and timely upgradation of the e-HRMS 2.0.

10. Removal of difficulties:

e-HRMS 2.0 is a new online system. Some difficulties may be faced during its development and implementation. Therefore, for a period of one year from the date of initiation of e-HRMS 2.0, the HRD, on the recommendations of the Empowered Committee, may issue any clarifications, alterations and amendments in this policy. All such amendments shall be issued **only** with the prior approval of Chief Minister, Haryana.

Chandigarh:

Dated : The 1st January, 2025.

VIVEK JOSHI,
Chief Secretary to Government, Haryana.

Annexure-A

(See Clause 6)

1	Annual Confidential Report
2	Assured Career Progression
3	Service Book
4	Deputation
5	Disciplinary Module
6	Leave Management
7	Loans and Advances
8	Medical Bill Reimbursement
9	Monthly Performance Appraisal
10	Online Transfer Policy
11	Pay Fixation
12	Private Foreign Visit Management
13	Profile Management
14	Promotion Management
15	Property Return Details
16	Re-employment
17	Resignation
18	Salary Generation
19	Sanrakshak Module
20	Superannuation
21	Timescale Module
22	Training and Development
23	Transfer and Posting management
24	Voluntary Retirement Scheme