

No. 1/Misc./2020-3SIV

From

The Chief Secretary to Government, Haryana.

To

All the IAS/HCS Officers in the State of Haryana.
and on deputation in Government of India & other States.

Dated Chandigarh, the 14th July, 2020

Subject:-

Verification of their personal details/ service particulars by all the IAS/HCS Officers which is uploaded in the Human Resources Management System(HRMS).

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that the Employee Basic Information Updation (personal details) / service particulars of all the IAS/HCS officers of Haryana State, as per available record, has been uploaded by this department in the Human Resources Management System HRMS) wherein entry of their service particulars in the following modules have been made by this department:-

- 1 Promotions
- 2 Financial up-gradation
- 3 Leave
- 4 Service verification
- 5 Loans
- 6 Transfer/Postings
- 7 Leave Travel Concession.

All the IAS/HCS officers are requested to check their Employee Basic Information Updation(Personal details)/ Service particulars entered in the Human Resources Management System(HRMS). However, if they notice any missing entry/error in the service particulars entered in the above mentioned modules in the HRMS, they shall be required to make objection by entering the requisite remarks in the text box shown on the end of screen and then submit it. The portal for checking and verifying their personal /service details at Human Resources Management System(HRMS) shall remain open upto 31.07.2020 and thereafter shall be freezed by this department. For the purpose of viewing their Employee Basis Information Updation(Personal details)/service particulars entered in the Human Resources Management System, they may visit the website- Intraharyana.gov.in and follow the instructions annexed herewith to check and verify the details uploaded in the Human Resources Management System(HRMS). After submission of verification of their personal details/service particulars by them, it will be presumed that their information declared correct from them.

These instructions can also be downloaded from website:

"csharyana.gov.in"

Rashmi
Joint Secretary Services-III
for Chief Secretary to Government, Haryana

Instructions for verifying the data/ service-book in HRMS:

1. Intra Haryana can be accessed over internet using web link (intrahry.gov.in)
2. If an officer is already registered on the portal then he/she has to enter his/her user ID, password and code shown in right box of the screen of the HRMS portal and then click on Login Button.
3. After login, click on link "**Validate Service Book**". Employee Detail will be displayed.
4. Click on the "**Take Action**" button to view the service book that will be displayed on the screen.
5. Please check your data available on the portal if any correction is required in the existing data then you have to make objection/ remarks i.e. description of corrections in the text box and then submit it or if all your data is correct then verify the service book.
6. Officer is requested to add their family detail in module "**Family Details**".

If an officer is not registered on the portal first he/she has to register himself/herself as per the following steps:

1. Click on "**New Registration Button**" on intrahry.gov.in.
2. Select employee type, Payee-code/ unique code or Salary Bank Account No. and then click on submit button.
3. On the screen click on "**Show mobile no from HRMS**". If the displayed mobile number is correct then click on submit. The officer will get the OTP and then verify the OTP. Finally enter the password you want to set for your login.

***Please download the manual/video from the portal intrahry.gov.in**