

No. 62/31/2020-6GS-I

Haryana Government
General Administration Department
(General Services-I Branch)

Dated: Chandigarh, the 30th June, 2020

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments of the State.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners in the State.
5. All the Deputy Commissioners in Haryana.
6. All the Sub-Divisional Commissioners (C) in Haryana.

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

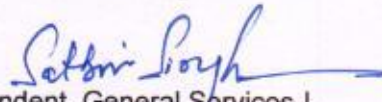
Sir/Madam,

I am directed to invite your attention to Haryana Government, Finance Department circular letter No. 28/14/2016-5B&C, dated 14th May, 2019 on the subject cited above, vide which directions were given for submission of application of any kind of leave including Casual Leave, joining report, cancellation of leave, Tour Programme etc. online through Intra Haryana Portal i.e. <http://intrahry.gov.in> w.e.f. 01.04.2019 but it has come to notice that the above said instructions are not being implemented by the Government employees and also not by the leave/tour sanctioning authorities. The Government has taken it seriously.

2. All the Government employees are again directed to submit their applications of any kind of leave and also their tour programmes, if any, online on <http://intrahry.gov.in>. w.e.f. 1st July, 2020. All the Heads of offices/Heads of Departments etc. are also directed that only online application(s) of leave, joining report, cancellation of leave, tour programme etc. should be considered/sanctioned.

3. All the concerned authorities are directed to ensure compliance of these instructions in letter and spirit.

Yours faithfully,


Superintendent, General Services-I,
for Chief Secretary to Govt. Haryana.