

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

Dated Chandigarh, the 11th August, 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.

Please refer to Government letter of even number dated 20.11.2020 and others issued from time to time regarding uploading of employees' data in HRMS. Vide letter dated 16.09.2020 it was also advised to create HRMS Cell and HRMS Nodal Officer in each department and the entities under its control. Hon'ble Chief Minister, Haryana has reviewed employees' data in HRMS on 03.08.2021. While reviewing the same he has desired that immediate action on the following matter be taken:-

- i. Administrative Secretaries shall ensure that HRMS Nodal Officers are notified in their departments as well as their constituent entities i.e. Boards/Corporations/Autonomous Bodies/Missions/Universities/Commissions etc.
- ii. Administrative Secretaries shall ensure that employees' data is entered in HRMS by 31st August, 2021 positively.
- iii. Administrative Secretaries shall ensure that service book of their employees are updated on HRMS. The employees shall be directed to check the entries made therein and correction, if any, be brought to the notice of HRMS staff or Nodal Officer. For this purpose, the employee shall take printout of his/her service book and submit updated information to the establishment staff/HRMS staff who shall upload the same in HRMS.
- iv. All the transfer orders shall be issued in HRMS only. The non-HRMS transfer order i.e. transfer order not carrying QR code of HRMS will not only be treated as invalid but will also invite disciplinary action upon the issuing authority.
- v. The Administrative Secretary of School Education Department is directed to take necessary action to use HRMS for generating the transfer order of their employees of Group 'A', 'B', 'C' and 'D' instead of Edu-MIS.
- vi. Administrative Secretaries shall also ensure that salary of all employees whether regular or contractual (engaged under outsourcing policy-II) of all the statutory, non-statutory and autonomous entities under the aegis of their departments for the month of August (to be paid in September 2021) is not released unless their data is entered in HRMS and each employee has an RMS ID Number. Further, each Board/Corporation shall generate salary pay orders to their banks through HRMS.

2 These instructions may be brought to the notice of all concerned for strict compliance in letter and in spirit.


Chief Secretary to Government Haryana.