

No. 45/15/2004-1GS-II
HARYANA GOVERNMENT
CHIEF SECRETARY ORGANIZATION
GENERAL ADMINISTRATION DEPARTMENT

Dated: Chandigarh, the 9th October, 2020

To

All the Administrative Secretaries to Govt. of Haryana.

All the Heads of Departments,

All the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana.

All the Divisional Commissioners, in Haryana,

All the Deputy Commissioners in Haryana.

Subject: Uploading of joining report of officer/officials on HRMS.

Sir / Madam,

I am directed to invite your attention to the subject cited above and to intimate that a Government employee who is transferred from one office to another shall submit his joining report on HRMS on assuming the charge of new post. For this purpose, each Government employee has to login to ***intraHry.gov.in*** then click on the tab titled '***Joining After Transfer.***' He will also have to upload the copy of his transfer order and of relieving order also on the Transfer/Posting Module of HRMS, if the same have not been uploaded by the concerned Appointing Authority and Head of Office/DDO.

2. All the Appointing Authorities are directed to issue transfer orders through HRMS so that necessary relieving report by the concerned Head of Office/DDO and joining report by the concerned Government employee may be uploaded by them easily. Further, this would help in sorting out the salary issues of officer/official on transfer/posting.

3. All the Administrative Secretaries & Heads of Departments etc. are requested to direct all the concerned officers/officials for strict compliance of these instructions.

Yours faithfully,



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