

GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-III BRANCH
NO. 22/77/2016-1GSIII
Dated Chandigarh, the 26th October, 2017

To

1. All Heads of Departments in the State of Haryana.
2. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurgaon Division.
3. All the CAs/ MDs of all Boards/ Corporations/ Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Deputy Commissioners in the State of Haryana.

Subject: CWP No. 9931 of 2016 (O&M) & other connected matters-Providing caste information of all Government Employees.

Sir/Madam,

I am directed to inform that State Government had directed vide letter No. 22/77/2016-IGS-III dated 20.09.2017 that all departments/boards/ corporations shall provide information of Caste data of all employees under their control. Each employee shall submit a self-declaration in respect of his/her caste which shall be entered in the HRMS (Human Resource Management System) by the concerned DDOs.

2. It has been brought to notice that the PSUs do not have access to HRMS.
3. Therefore, Government has taken a decision that the PSU in the State of Haryana shall enter their employees Caste and other details on another data entry portal i.e. <http://164-100-245:8080/adhaarseed>.
4. Each PSU has been provided with username and password for the purpose which may be collected from Ashish Dhingra, Scientist-B, NIC (email: ashish.dhingra@nic.in and phone No. 7837870199) or Shri Navin Barwal, Programmer, (email: navi.barwal1991@gmail.com and phone No. 9041737674).
5. For the aid of PSUs, a user handbook explaining data entry mechanism on the said portal is also provided and attached along-with.
6. All PSUs are expected to complete their data entry of all employees on the said portal by 31st of October, 2017 positively.

Yours faithfully,

Sirke Singh
Superintendent, GS-III Branch,
for Chief Secretary to Government, Haryana.

INTERNAL DISTRIBUTION

The State Informatic Officer/NIC, Haryana Civil Secretariat, Chandigarh for uploading on the website of the State Government and Chief Secretary's office as well. He is requested to send this letter by e-mail to all concerned.

Step by Step guide for Aadhaar Seeding in Boards/Corporations/Autonomous Bodies

Step 1: Open Browser such as Internet Explorer, Mozilla Firefox or Google Chrome and type

<http://164.100.137.245:8080/addhaarseed>

Enter userid and password as provided in attached sheet corresponding to your organization along with security image code as shown in following screen.

164.100.137.245:8080/addhaarseed/login.aspx

Login Screen for Authorised Users

Your User Id: *

(Minimum 0 and maximum 20 characters)

Your Password: *

(Minimum 6 and maximum 20 characters)

Enter Security/Image Code : *

75857

(Please fill the text as shown in green box on left side)

Log In

If you are not aware of your User Id and Password. Please contact your Administrator.

Step 2 : If any organization has field offices and wants to get data entry done at field level, then field level users can be created as shown below. Select District and enter office name and click on create button, loginid will be created with password same as login id.

Home

Employee Aadhaar Entry

Logout

Back

Board/Corporation User Creation form...

Userid : cimadm

Department : AYU-AYUSH

Board/Corporation : Council of Indian Medicine

District

Office Name :

create

Cancel

Srno	LoginId	Department	Board	Distict	Office Name		
1	cimusr02	AYU-AYUSH	Council of Indian Medicine	Karnal	karnal sector 6	Active	Edit
2	cimusr01	AYU-AYUSH	Council of Indian Medicine	Gurgaon	office gur	Active	Edit

Step 3 :To enter information pertaining to an employee for Aadhaar and Caste related data, click on Employee Aadhaar Entry link adjacent to Home link as shown below.

HomeEmployee Aadhaar EntryLogout

BackDepartment Entry Form...Userid : cimadm

View Employee Details

Aadhaar Card no : *2664

Father Name : *mangit singh

Father Aadhaar :

Name of Spouse : *taruna

Emp.Dept.UniqueID : *78R344

Date of Birth :07-10-2017

Gender : *MaleFemaleTransgender

Caste category : *BCC

Religion : *Hinduism

Mobile no : *9198

Email :

Distict : *Panchkula

Pay Scale : *57700-1230-58930-1380-67210-1540-7029

Employee Status : *RegularTemporaryContractual

Date Of Joining : *05-05-2017

Monthly Gross Salary : *45000

Employee Name *sunil kumar

Mother Name : *kavita rani

Mother Aadhaar :

Spouse Aadhaar :

Address : *1243 sector 12 pkl

Marital Status : *Currently Married

Provide Caste Information: *YesNo

Sub-caste category : *Jat Sikh(3)

Pan no :

Qualification : *B.LIB

State : *Haryana

City/Village : *Ram Garh

Designation : *Accounts Clerk

Present Place of Posting : *panchkula

Account no : *45

Bank Ifsc : *ANDB0000651

Save

Cancel

Step 4: All required fields are marked with star. Kindly enter all data and click on save button. You will see following confirmation message.

tryForDept.aspx

154.100.137.245:8080 says:
Record Save Successfully

OK

Step 5: Click on View Employee Details marked in Yellow color to see entered data. User has facility to edit as well as view records.

HomeEmployeeAadhaar EntryLogout

BackDepartment Entry Form...Userid : cimdadm

View Employee Details

Aadhaar Card no : *

Father Name : *

Father Aadhaar :

Name of Spouse : *

Emp.Dept.UniqueID : *

Date of Birth :
dd/mm/yyyy

Gender : *
☒ Male ☐ Female ☐ Transgender

Caste category : *
--Select--

Religion : *
--Select--

Mobile no : *
+91

Email :

Distict : *
--Select--

Pay Scale : *
--Select--

Employee Name *

Mother Name : *

Mother Aadhaar :

Spouse Aadhaar :

Address : *

Marital Status : *
--Select--

Provide Caste Information : *
Yes * No

Sub-caste category : *
Select

Pan no :

Qualification : *
--Select--

State : *
--Select--

City/Village : *

Designation : *
--select--

Present Place of Posting : *

137.245.8000/aaonaars3eo/admin/trmentryforUepl.aspx#

Home

Employee Aadhaar Entry

Logout

Employee Detail

Back

Search Record

--Select--

--Select--

All

Name

Aadhaar

Enter Search Text

Search

Aadhaar

Father Name :

Father Aadhaar :

Name of Spouse :

Emp.Dat.UniqueID :

Date of Birth :

dd/mm/yyyy

Gender :

Male

Female

Transgender

Caste category :

--Select--

Religion :

--Select--

Mobile no. :

+91

Email :

District :

--Select--

Pay Scale :

--Select--

Employee Status :

Regular

Temporary

Contractual

Monthly Gross Salary :

Mother Name :

Mother Aadhaar :

Spouse Aadhaar :

Address :

Marital Status :

--Select--

Provide Caste Information :

Yes* No

Sub-caste category :

Jat Sikhi(3)

Pan no :

Qualification :

--Select--

State :

--Select--

City/Village :

Designation :

--select--

Present Place of Posting :

Bank Ifsc :

Excel

Save

Cancel

37.245:8080/addhaarseed/admin/frmentryForDept.aspx#

The screenshot shows a Microsoft Excel spreadsheet titled "AadhaarEmpReport [Compatibility Mode] - Microsoft Excel". The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, PDF, and Team. The Home tab is active, showing options for Font, Alignment, Number, Styles, Cells, and Editing. The data is organized in a table with the following columns: Aadhaar No, Employee Name, Emp UniqueID, Father Name, Father Aadhaar, Mother Name, Mother Aadhaar, Spouse Name, Spouse Aadhaar, Date of Birth, Gender, Address, Marital Status, Religion, Caste, PAN, and Mobile No. The first row of data shows an employee named "naveen" with an Aadhaar number "02" (highlighted with a red box) and a mobile number "9865326598". The second row shows an employee named "asdfsdf" with an Aadhaar number "4" (highlighted with a red box) and a mobile number "9855555555".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Aadhaar No	Employee Name	Emp UniqueID	Father Name	Father Aadhaar	Mother Name	Mother Aadhaar	Spouse Name	Spouse Aadhaar	Date of Birth	Gender	Address	Marital Status	Religion	Caste	PAN	Mobile No	
2	02	naveen	sdf	karambir		kamla		moni		01/01/1900	Male	sdf	Currently Married	Christianity			9865326598	
3	4	asdfsdf	asdf	sadf		asdf		sadf		01/01/1900	Male	asdf	Widow / Widower	Christianity			9855555555	