

MOST URGENT / DATE BOUND

From

Director Secondary Education,
Haryana, Panchkula

To

1. All District Education Officers of Haryana State
2. All District Elementary Education Officers of Haryana State
3. All Drawing & Disbursing Officers (DDO) of School Education Department, Haryana.

Memo No.12/69-2016-Admn.(2)
Dated, Panchkula, the 27.03.2018

Subject: - Regarding updation of complete historical data alongwith caste survey information of all regular employees on HRMS portal – submission of completion certificate thereof.

Refer to directions issued by Govt. as well as Department time to time on the subject cited above.

It was time & again requested to ensure 100% updation of complete historical data under various modules of HRMS Portal of all regular employees and submit completion certificate to directorate. Revised direction has also been issued in the matter vide D.O. dated 26.03.2018 (copy attached). But even after repeated reminders information of various employees under different modules of HRMS portal is still pending. District wise module wise status of pendency as on 27.03.2018 is given below: -

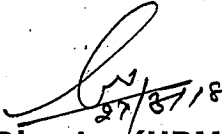
| SNö. | District | Service Verification | Leave Availed | Promotion Availed | Loan Availed | GPF Availed | Financial Upgradation | ACP | ACR |
|-------------------------|--------------|----------------------|---------------|-------------------|--------------|--------------|-----------------------|-------------|--------------|
| Secondary Wing: | | | | | | | | | |
| 1 | Ambala | 5 | 1162 | 422 | 481 | 499 | 46 | 182 | 1298 |
| 2 | Bhiwani | 15 | 2726 | 1225 | 1635 | 1687 | 155 | 405 | 3022 |
| 3 | Faridabad | 4 | 1069 | 455 | 596 | 611 | 51 | 163 | 1129 |
| 4 | Fatehabad | 6 | 1123 | 513 | 663 | 690 | 50 | 125 | 1218 |
| 5 | Gurugram | 11 | 1565 | 854 | 899 | 907 | 144 | 269 | 1675 |
| 6 | Hisar | 7 | 2673 | 1380 | 1701 | 1817 | 256 | 434 | 2895 |
| 7 | Jhajjar | 4 | 1583 | 758 | 804 | 796 | 116 | 237 | 1684 |
| 8 | Jind | 2 | 1885 | 810 | 982 | 1044 | 71 | 256 | 2017 |
| 9 | Kaithal | 4 | 1319 | 658 | 861 | 878 | 76 | 179 | 1407 |
| 10 | Karnal | 4 | 1637 | 784 | 1287 | 1292 | 149 | 304 | 1713 |
| 11 | Kurukshetra | 5 | 1406 | 681 | 959 | 977 | 95 | 204 | 1511 |
| 12 | Mahendergarh | 3 | 1712 | 832 | 1075 | 1124 | 76 | 274 | 1776 |
| 13 | Nuh Mewat | 1 | 596 | 261 | 430 | 422 | 67 | 102 | 609 |
| 14 | Palwal | 5 | 875 | 327 | 472 | 478 | 43 | 189 | 943 |
| 15 | Panchkula | 0 | 661 | 88 | 40 | 46 | 5 | 106 | 875 |
| 16 | Panipat | 2 | 1244 | 615 | 789 | 793 | 73 | 147 | 1322 |
| 17 | Rewari | 4 | 1589 | 742 | 1084 | 1081 | 75 | 239 | 1648 |
| 18 | Rohtak | 2 | 1629 | 692 | 620 | 614 | 74 | 208 | 1963 |
| 19 | Sirsa | 8 | 1266 | 497 | 650 | 674 | 43 | 165 | 1487 |
| 20 | Sonipat | 3 | 2285 | 1131 | 1671 | 1692 | 207 | 343 | 2354 |
| 21 | Yamuna Nagar | 1 | 902 | 383 | 452 | 502 | 43 | 165 | 1033 |
| Grand Total | | 96 | 30907 | 14108 | 18151 | 18624 | 1915 | 4696 | 33579 |
| Elementary Wing: | | | | | | | | | |
| 1 | Ambala | 4 | 2018 | 374 | 1016 | 1029 | 106 | 301 | 2266 |
| 2 | Bhiwani | 13 | 4766 | 936 | 3136 | 3304 | 294 | 793 | 4974 |
| 3 | Faridabad | 5 | 2203 | 283 | 1617 | 1617 | 129 | 261 | 2266 |
| 4 | Fatehabad | 1 | 2565 | 423 | 1576 | 1672 | 80 | 223 | 2597 |
| 5 | Gurugram | 13 | 2525 | 537 | 1760 | 1756 | 205 | 468 | 2615 |
| 6 | Hisar | 11 | 4166 | 947 | 2687 | 2879 | 403 | 763 | 4340 |
| 7 | Jhajjar | 8 | 2196 | 548 | 1220 | 1218 | 182 | 393 | 2322 |
| 8 | Jind | 7 | 3539 | 761 | 1951 | 2039 | 152 | 502 | 3674 |
| 9 | Kaithal | 6 | 2775 | 629 | 1840 | 1884 | 216 | 391 | 2853 |
| 10 | Karnal | 9 | 2977 | 629 | 2248 | 2278 | 263 | 561 | 3066 |
| 11 | Kurukshetra | 4 | 2740 | 610 | 1808 | 1904 | 135 | 373 | 2768 |

| SNo. | District | Service Verification | Leave Aailed | Promotion Aailed | Loan Aailed | GPF Aailed | Financial Upgradation | ACP | ACR |
|-------------|--------------|----------------------|--------------|------------------|-------------|------------|-----------------------|------|-------|
| 12 | Mahendergarh | 5 | 3197 | 959 | 1980 | 2044 | 215 | 526 | 3186 |
| 13 | Nuh Mewat | 8 | 2656 | 578 | 1951 | 2064 | 242 | 374 | 2692 |
| 14 | Palwal | 4 | 2246 | 334 | 1511 | 1530 | 176 | 267 | 2491 |
| 15 | Panchkula | 4 | 1241 | 90 | 120 | 128 | 41 | 225 | 1439 |
| 16 | Panipat | 10 | 2252 | 465 | 1665 | 1628 | 124 | 248 | 2309 |
| 17 | Rewari | 9 | 2416 | 581 | 1710 | 1693 | 129 | 448 | 2446 |
| 18 | Rohtak | 14 | 2012 | 373 | 766 | 774 | 76 | 281 | 2266 |
| 19 | Sirsa | 17 | 3594 | 600 | 2092 | 2155 | 178 | 450 | 3813 |
| 20 | Sonipat | 6 | 3225 | 930 | 2501 | 2568 | 319 | 718 | 3255 |
| 21 | Yamuna Nagar | 7 | 2616 | 460 | 1445 | 1492 | 179 | 350 | 2745 |
| Grand Total | | 165 | 57925 | 12047 | 36600 | 37656 | 3844 | 8916 | 60383 |

It is, therefore, again directed to ensure updation of 100% information under to be updated on HRMS Portal under different modules specially mentioned in above said table within time period positively. While updating the information on HRMS Portal, following points may keep in mind: -

1. If there is no information needs to be updated on HRMS Portal in case of any employee under two modules i.e. Loan availed, GPF availed, please enter "No" entry in these modules under Historical Transaction option.
2. In case, there is no promotion has been availed by any employee but his/her name still shown in pending list on HRMS then please ensure that his/her current designation and initial designation updated under Step-2 of basic information should be same.
3. Under leave availed module, detail of balance leaves (half pay and earned leave) may be mentioned to remove the employee from pendency list.
4. In case of any other issue/problem being faced by DDO to update information on HRMS Portal, please register your complaint on HRMS help-desk link i.e. <http://164.100.137.158/helpdesk/>

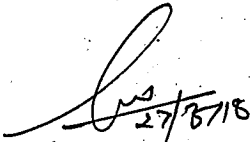
If higher authorities / department faced embarrassing position, you will be liable for departmental proceedings.


Assistant Director (HRMS)
Director Secondary Education
Haryana, Panchkula

Endst. No. 12/69-2016-Admn.(2)

Dated, Panchkula, the 27.03.2018

1. Sh. Rajesh Dhiman, Assistant Director O/o Elementary Education, Haryana.
2. Registrar Education (Secondary & Elementary).
3. PS/ACS(SE).
4. PA/DSE.
5. PA/DEE.


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