

MOST URGENT / DATE BOUND/Completion Certificate by 19.03.2018

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 15.03.2018

Subject: - Regarding updation of complete historical data alongwith caste survey information of all regular employees on HRMS portal – submission of completion certificate upto 19.03.2018.

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 alongwith caste survey information of all regular employees on the HRMS portal and submit completion certificate to directorate upto 11.03.2018 which was again extended upto 15.03.2018. But requisite certificates have yet not been received from any of the district till date. However, historical data in respect of 26192 employees out of total 34754 employees under secondary wing and 42726 employees out of total 61185 employees under elementary wing is still pending as on 15.03.2018. Now Govt. vide letter dated 22.02.2018 has ordered that if the complete information is not updated on portal by end of this month in respect of all regular employee of department, the salary of HOD and Administrative Secretary of the department will be stopped.

It is, therefore, again directed to ensure 100% updation of complete historical data alongwith caste survey information of all regular employees on the HRMS portal upto 18.03.2018 and completion certificate be submitted in the department by 19.03.2018 positively. In case of failure, adverse remarks in the APARs/ACRs will be recorded. Further, if due to negligence of any field functionary, the higher authorities will have to face awkward/ embarrassing situation before the Government, then responsible official/officer will be charge-sheeted under Rule-7 of Haryana Civil Services (P&A) Rules, 2016.

Take it most urgent.

Kumar
**Joint Director (Administration)
Director Secondary Education
Haryana, Panchkula**

CC: -

1. Principal Secretary to Government of Haryana, Departments of Electronics & Information Technology, Civil Secretariat, Chandigarh.
2. Director Treasury & Accounts, Haryana, Chandigarh.
3. Sh. Rajesh Dhiman, Assistant Director O/o Elementary Education, Haryana.
4. PS/ACS(SE).
5. PA/DEE.