

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.

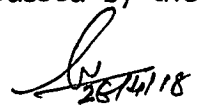
Memo No.12/69-2016-Admn.(2)
Dated, Panchkula, the 26.04.2018

Subject: - Regarding updation of complete information of all regular employees on HRMS portal and processing of ACP cases only through HRMS portal.

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

There are number of instructions/reminders has been issued to all concerned for updation of 100% information on HRMS portal in respect of all regular employees. Further, it was also requested vide letter dated 23.02.2018 to ensure the processing of ACP cases only through HRMS Portal as the orders of ACP, if any, issued manually without processing through HRMS portal will not be accepted by the HRMS portal. Even after repeated reminders, it is noticed that the pendency is still very high under different modules HRMS portal, moreover, there are number of cases has been received in directorate without processing thereof on HRMS Portal and orders of the same has also been issued by the directorate as well.

It is, therefore, again directed to ensure updation of 100% information under different modules on HRMS Portal and also ensure the processing of all ACP cases only through the HRMS Portal as there is no option for updation of manually sanctioned ACP cases on the portal. Further, in case any orders for ACP has been issued based on manual processing, same may be withdrawn immediately as direct concerned to process the same again through HRMS Portal in compliance of instructions passed by the Haryana Govt. (Copy enclosed).


**Assistant Director (HRMS)
Director Secondary Education
Haryana, Panchkula**

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

Dated, Panchkula, the 26.04.2018

1. Sh. Rajesh Dhiman, Assistant Director O/o Elementary Education, Haryana.
2. Registrar Education (Secondary & Elementary).
3. All Branch Officers and Superintendents of establishment branches of Both Directorate and DDOs of School Education Department. It is requested to ensure no ACP order may be issued on the basis of cases received without processing through HRMS Portal. In case, any order in this regard issued after stipulated date decided by Govt. may be withdrawn immediately and ask concerned to re-send their case through HRMS as ordered by State Govt.
4. PS/ACS(SE).
5. PA/DSE.
6. PA/DEE.


**Assistant Director (HRMS)
Director Secondary Education
Haryana, Panchkula**