

From

Director Secondary Education,
Haryana, Panchkula

To

All District Education Officers & District Elementary Education Officers
State of Haryana

Memo No. 12/69-2016-Admu.(2)
Dated, Panchkula, the 27/09/2017

Subject: - Regarding completion of information of all employees on HRMS portal.

Kindly refer to order dated 26.09.2017 and instructions given during video conference dated 26.09.2017 on the subject cited above.

During video conference held on 26.09.2017 through EDUSAT, clarification were given to all DDOs to send their problems being faced by them to the District Education Office and District Elementary Education Office concerned and direct query at directorate level will not be entertained but even though number of problems received in the Directorate directly from concerned DDOs/Schools. Further, District Education Officers and District Elementary Education Officers were also requested to depute Technical Nodal Officers at District/Block level and share their contact detail with all DDOs under intimation to Directorate but it has been reported by various DDOs that they did not receive any information in this regard. Further, it was also requested to issue minutes of training session dated 25.09.2017 to all DDOs under intimation to Directorate but the same is still awaited.

The issues/problems are being faced by field offices and steps to solve the same are given below:-

1. The service book of some employees shown at different place instead of place where he/she is working like Directorate Level or other school/office). In this case, DDOs are requested to send list of such employees to the concerned DEO/DEEO office and DEO/DEEO offices may send the same to Directorate by compiling such requests in a single files in the following format: -

Payee Code	e-Salary DDO User ID where service book actually maintained (e.g.ddoeds123 OR ddoedp123)	Name of location where Service book shown	Remarks (if any)

Note: - The employees information on HRMS portal to be updated by the office where service book is maintained.

2. In some cases, service book as well as present place of posting of employee is shown at different place instead of School/Office where employee is actually working presently, in

this case, DEO/DEEO offices may compile the list of such employees in following format by collecting the same from concerned DDOs and send it to directorate: -

Payee Code	Old e-Salary DDO User ID where employee shown on HRMS Portal	New e-Salary DDO User ID where employee actually working	Remarks (if any)

3. It is also noticed that some posts on HRMS in some school are not shown. In this regard, it is requested to compile the list of such cases in the following format and send the directorate: -

Name of School	DSE School Code	e-Salary DDO User ID of School/Location	Name of Post/Designation	Number of posts	Remarks

4. In the case of JBT/HT teachers, name of primary school is not shown in the account of their DDOs login (Middle/High/Sr.Sec. School etc.) on HRMS portal. In such cases, it is requested to send list of such primary schools in the following format: -

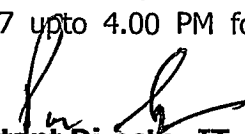
Name of School	DSE School Code	e-Salary DDO User ID of School

5. Contact detail of Technical Nodal Officer (TNO) from each block and district who will look after the work of all schools (Elementary as well as Secondary) may be sent to Directorate in the following format: -

Name of Employee designated as TNO	Name of Office	Mobile Number (Whats app)	Email address

6. Login credentials of all DDOs for elementary and secondary wings was sent to the concerned DEOs/DEEOs with a request to issue these login credentials with concerned DDO under proper received. But various DDOs reported that they have not received such information from their DEO/DEEO offices. It is again requested to issue such login credentials to the concerned DDOs under proper received and copy of received may also submit to Directorate.

All District Education Offices/District Elementary Education Offices are requested to ensure that such information in respect of all Schools / employees for which problem is being faced by DDOs should reach in Directorate today i.e. 27.09.2017 upto 4.00 PM for timely solution thereof.


Assistant Director IT
for Director Secondary Education,
Haryana, Panchkula

CC: -

1. All DDOs of School Education Department with direction to contact your DEO/DEEO office concerned in case of any problem regarding HRMS. Direct query at Directorate level will not be entertained.
2. Registrar Education (S)