

From

Director Secondary Education,  
Haryana, Panchkula

To

1. All District Education Officers,
2. All District Elementary Education Officers,
3. All Drawing & Disbursing Officers of School Education Department

Memo No.12/69-2016-Admn(2)  
Dated, Panchkula, the 06.10.2017

**Subject: - Regarding implementation of HRMS Project in School Education Department – updation of information of all regular employees.**

Refer to the various letters, orders/instructions, video conference on the subject cited above.

As it is evident that during training session held on 06.10.2017 through EDUSAT, the problems faced the field offices have been discussed in detail and remedy thereof has also been told, so it is directed to issue detailed proceedings of said training to all concerned working under your control by giving directions to complete the work of all employees on HRMS portal and also ensure that salary of the employees be released whose data is complete on the portal under intimation to the directorate.

Further, also ensure that the detail of Technical Nodal Officers with department appointed by you with explanation for delay in the matter.

Such information should be reached in Directorate today i.e. 06.10.2017 positively. In case of failure, the concerned will responsible for the lapse and departmental proceedings will be initiated against the defaulter.

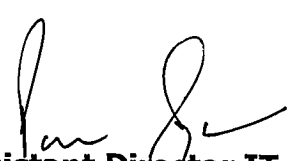
  
**Assistant Director IT**  
**For Director Secondary Education,**  
**Haryana, Panchkula**

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Dated, Panchkula, the

A copy of above is forwarded to the following for information: -

1. OSD/ACS(SE) for kind information of W/ACS(SE).
2. PS/ACS(SE) for kind information of W/ACS(SE).
3. PA/DSE for kind information of W/DSE.
4. PA/DEE for kind information of W/DEE.

  
**Assistant Director IT**  
**For Director Secondary Education,**  
**Haryana, Panchkula**