

**Immediate
HRMS Matter**

From

Director Secondary Education,
Haryana, Panchkula

To

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

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

Dated, Panchkula, the 16/10/17

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

Kindly refer to order/ instruction given through various Orders, Memo letters and meetings/training programmes on the subject cited above.

As you are aware that the salary for the month of Oct, 2017 paid in the month of Nov., 2017 will only be released in respect of employees whose information has been completed on HRMS Portal and in this regards following actions may be taken: -

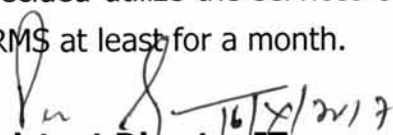

1. One more training session has been scheduled for 23.10.2017 from 2.00 PM to 5.00 PM for School Education Department. All DEOs/DEEOs may ensure their presence in the meeting alongwith all Technical persons and DDOs of their district. This will be the last opportunity given by the NIC for resolving the issues being faced by them.
2. DEOs/DEEOs may arrange a meeting within two days (17th or 18th Oct., 2017) of all DDOs district level during which necessary training may be provided to them by their Technical Nodal Officers.
3. For the solution of wrong mapping, non-showing the name of schools at posting office / service book maintain level etc. necessary directions may be issued to all DDOs to carry the information of DDOUserID and DDO Code in respect of schools being looked after by them as DDO in the above said meeting. Further, Technical Nodal Officer (TNO) may send the same to the Directorate by compiling it at their level upto 18.10.2017 positively. In case of failure, concerned DEO/DEEO and DDO will be responsible for the same.

A list of all schools in two separate files (one for Secondary wing & one for Elementary wing) alongwith detail of DDOUserID and DDO Code has also been shared with all Nodal officers today 16.10.2017 with a direction to complete the list / correct the list. While preparing the information, it should be ensure that ddouserid as "ddoedp" may be used for elementary wing and "ddoeds" ddouserid may be used for secondary wing.

4. As the functionality for reset the password of 4th level hierarchy (i.e. Schools / offices working under DEO/DEEO offices) has been activated in the HRMS account of DEOs/DEEOs, it is directed to reset the admin level password of schools running under their control at their own level and no request will be entrained at Directorate level in this regard.
5. It has also come to the notice of department that some of the districts has deputed one technical nodal officer for both offices i.e. DEO and DEEOs whereas it was earlier directed to appoint separate persons for each office as there are two different login has been generated on the portal and it is not possible to deal with the work of both offices by one person.

Therefore, it is again requested to appoint separate technical nodal officers for each office and share their contact detail with department upto 18.10.2017 positively.

6. All are requested to complete the work in respect of all employees working under your control in a time bound manner and with full dedication / enthusiasm.
7. The matter regarding non-utilization of services of AM (MIS) has also been discussed with Higher Authorities and it has been decided utilize the services of AM (MIS) for completion of data of employees on HRMS at least for a month.


Assistant Director IT
for Director Secondary Education,
Haryana, Panchkula


CC: -

Registrar Education (S).