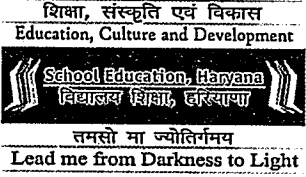




GOVERNMENT OF HARYANA/हरियाणा सरकार

Directorate of Secondary Education

विद्यालय शिक्षा निदेशालय



Off.: Plot No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
 कार्यालय: प्लॉटन01बी, शिक्षा सदन, सेक्टर-5, पंचकुला-134109(भारत)दूरभाष : 91 (0172) 2560246 फॅक्स: 91 (0172) 2560253

MOST URGENT

From

Director Secondary Education,
Haryana, Panchkula.

To

Director SCERT, Gurugram,
All District Education Officers,
All District Elementary Education Officers,
All Principal, DIETs/BIETs/GETTI,
and All DDO's in the State of Haryana.

Memo No. KW 12/69-2016 AD (2)
Dated: 20.11.2017

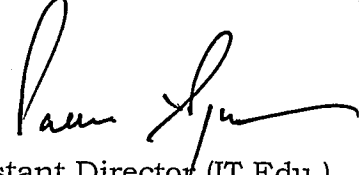
Sub: Sub: Implementation of HRMS in the State.

A meeting was held on 20.11.2017 at 12.00 noon at Main Sectt, Haryana under the chairmanship of Principle Secretary, IT. During the meeting, it has been conveyed to emphasize on the following:

1. Sub-office be defined in the HRMS upto root level i.e upto the actual place of posting of an employee and not only upto the office of the DDO.
2. The service profile be verified and the data entry be done with accuracy since this data is going to be the centralized database for the Govt. for all purposes. The authenticity of the data be ensured by the concerned DDO in respect of each and every details filled up on HRMS. **The DDO and Nodal Officer of the department will be held responsible if the data of an employee is found incorrect. A certificate be obtained from each DDO regarding accuracy of the data.**
3. In some cases it has been observed by NIC that in order to get the salary released, a single service entry has been made in HRMS. Therefore, details of employee service in respect of his posting be filled up as per actual service record till date.
4. Action to be taken immediately on Sr. No. 1 to 3 above and to be completed by 30.11.2017.

5. In case of any assistance regarding HRMS, the DDO will approach the Nodal Officer/ Technical Nodal Officer of the Department. The department will escalate the query/issue to NIC.
6. A mobile app 'INTRAHARYANA' is also being launched by NIC. This app will be available on Google Play Store. The employee can register itself on the app and view his profile. He can also intimate his DDO in case any information is incorrect/missing in his profile.

It is therefore directed to ensure compliance of the instructions as mentioned above.



Assistant Director (IT Edu.)
For Director Secondary Education
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula the 20.11.2017

A copy of the above is being forwarded to the following for information and further necessary action:-

1. PA/DSE for kind information of W/DSE
2. PA/DEE for kind information of W/DEE
3. Registrar Education (Secondary)
4. Registrar Education (Elementary)
5. Nodal Officer (Secondary)
6. Nodal Officer (Elementary)
7. Technical Nodal Officer



Assistant Director (IT Edu.)
For Director Secondary Education
Haryana, Panchkula