

**Immediate / HRMS Matter**

From

Director Secondary Education,  
Haryana, Panchkula

To

1. All District Education Officers of Haryana State
2. All District Elementary Education Officers of Haryana State

Memo No.12/69-2016-Admn.(2)  
Dated, Panchkula, the 20/12/2017


**Subject: - Regarding updation of complete information of all regular employees on HRMS portal.**

Refer various orders/instructions on the subject cited above.

The progress of HRMS portal has been reviewed by Hon'ble Chief Minister personally on regular basis and it has been observed that the year wise data under service/posting details of various employees in the State has not been entered by the concerned. Hon'ble CM has desired that the concerned Administrative Secretaries will ensure that HRMS portal shall contain complete and accurate data alongwith complete service/posting details of each employee including mapping the employees at sub-office level by 31<sup>st</sup> December, 2017 and also submit a certificate in this regard to E&IT department.

It is therefore, requested to ensure that the complete and accurate data alongwith complete service/posting details of each employee should be updated on HRMS Portal upto 31.12.2017 positively and certificate in this regard should be submit to directorate upto 02.01.2018 positively required for further submission to W/ACS(SE).

Please give it top priority.


  
**Joint Director (Administration)  
for Director Secondary Education,  
Haryana, Panchkula**

**Endst. No. Even**

**Dated, Panchkula, the 20/12/2017**

A copy of is forwarded to the following for necessary action: -

1. All DDOs (Drawing & Disbursing Officers) School Education, Haryana. It is directed to ensure timely updation of complete and accurate information including historical data in respect of all employees working under their control and completion certificate to be submit to their DEO/DEEO concerned upto 25<sup>th</sup> December, 2017 positively.
2. All District Level Technical Nodal Officers. It is directed to compile the list of issues being faced by DDOs especially for the employees whose salary not released and share the same with Technical Nodal Officer at Directorate personally. It is also directed to arrange regular training programmes of DDOs on HRMS Portal.

  
**Joint Director (Administration)  
for Director Secondary Education,  
Haryana, Panchkula**