

**URGENT/DATE BOUND (HRMS Matter)**

From

Director Secondary Education,  
Haryana, Panchkula

To

All District Education Officer  
All District Elementary Education Officer

Memo No.12/69-2016-Admn.(2)  
Dated, Panchkula, the 26.10.2017

**Subject: - Regarding updation of completion information on HRMS portal in respect of all regular employees.**

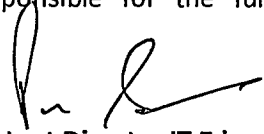
Kindly refer to this office orders/instructions given by various orders/letters/training programmes on the subject cited above.

It was repeatedly requested to provide the following information to the directorate:-

1. The List of school shared by department alongwith detail of DDOUserID & DDOCode dully corrected /verified by concerned BEO/DEO or BEEO/DEEO.
2. Contact detail of Nodal Officers of DEOs/DEEOs offices.
3. School wise detail of posts not shown on the HRMS Portal.

As the information is still awaited from your end so it is, therefore, requested to ensure that the above said information should be sent to directorate through email at [eduhry.nairy@gmail.com](mailto:eduhry.nairy@gmail.com) upto 26.10.2017, if failed, the same should be handed over in IT Cell of directorate through Nodal Officer concerned personally on 27.10.2017 upto 2.30 PM.

In case of failure, the concerned DEO/DEEO will have to visit the directorate alongwith requisite information and copy of appropriate disciplinary action taken by them against the erring Nodal Officer by 28.10.2017 otherwise they will be responsible for the further proceedings.



**Assistant Director IT Edu.  
for Director Secondary Education,  
Haryana, Panchkula**

