

From

Director Secondary Education
Haryana, Panchkula

To

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

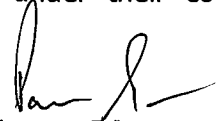
Memo No.12/69-2016-Admn.(2)
Dated, Panchkula, the 31.10.2017

Subject: - Regarding updation of complete information of all regular employee on HRMS Portal.

Refer to the various instructions issued through orders, training sessions, emails on the subject cited above.

As you are aware that salary for the month of Oct., 2017 is released only for the employees whose information has been updated on the HRMS Portal. However, it is pointed out that the salary for Oct., 2017 is also released for the employees whose only basic information is uploaded on the portal. The matter has been reviewed by the Government seriously and it has been decided that the salary for the month of November, 2017 paid in Dec., 2017 will only be released on updation of complete information in respect of all modules like service verification, leave account, service break, GPF availed, Loans availed, LTC, Absent from Duty, Court Cases, Promotion detail with complete record etc. etc. on the portal.

It is, therefore, requested to ensure the timely completion of information as stated above on the HRMS Portal of all employees working under their control upto 20.11.2017.



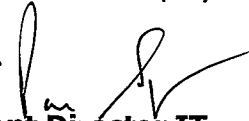
**Assistant Director IT
For Director Secondary Education
Haryana, Panchkula**

Endst No. Even

Dated, Panchkula, the 31.10.2017

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

1. Registrar Education (S) and Sh. Surender Singh Negi, Assistant Director. It is requested to ensure the timely completion of information of all employees of Directorate on the HRMS Portal as per time schedule.
2. Nodal Officer Head Quarter (Elementary and Secondary wing).



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

Immediate / Date Bound

From

Director Secondary Education
Haryana, Panchkula

To

1. District Education Officers, Jind and Sonipat
2. District Elementary Education Officers, Jind

Memo No.12/69-2016-Admn.(2)
Dated, Panchkula, the 31.10.2017

Subject: - Regarding updation of complete information of employees on HRMS Portal.

Refer to the subject cited above.

In this regard it is intimated that the status of information updated on HRMS Portal of following employees has been reviewed by the Government randomly and it has been revealed that information in respect of them is not complete so far: -

1. Mayan Devi, Class-IV [098661], Soheta Sonipat.
2. Surat Singh Class-IV [097157] GSSS Kalsora Jind (168)
3. Azad Singh Class-IV [098152] GMS Bhonsla Jind [1594]

It is, therefore, requested that the information of said employees be completed on HRMS in all respect today i.e. 31.10.2017 positively under intimation to the Directorate on email (eduhry.itcell@gmail.com) otherwise stern disciplinary action will be initiated against the erring official/officer.


31/10/17
Budget Officer

**For Director Secondary Education
Haryana, Panchkula**

Endst No. Even

Dated, Panchkula, the 31.10.2017

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

1. Nodal Officer (HRMS), Treasury and Accounts Department. It is intimated that the one official namely Sudesh Lect. (Guest) is a contractual employees, hence no action is required in respect of HRMS for this employee.
2. Nodal Officer (Elementary and Secondary wing).


31/10/17
Budget Officer

**For Director Secondary Education
Haryana, Panchkula**