

## Guidelines cum Steps for HRMS Portal

1. Login on e-salary portal => click on Import Data to HRMS => Set School/Office hierarchy with following steps: -

Update Department Hierarchy DDO Mapping

Fields Marked with \* are mandatory fields.

DDO Details \*  
Name -GBSSS TIGAON  
Designation -PRINCIPAL  
DDO\_Address - GSSS TIGAON FARIDABAF

Select Department Establishment Level \*

--Select--  
Additional Chief Secretary School Education  
Head Office  
District Office  
Offices/Schools

Note: Select department level as "office/School" in case of School carefully as this will affect your employees on HRMS portal and **please don't select first two options (Additional Chief Secretary School Education and Head Office) from this list in any case.** In case this window not appeared it means you have already completed this step.

Then select your School by selecting hierarchy as per example given below: -

Update Department Hierarchy DDO Mapping

Fields Marked with \* are mandatory fields.

DDO Details \*  
Name -GBSSS TIGAON  
Designation -PRINCIPAL  
DDO\_Address - GSSS TIGAON FARIDABAF

Select Department Establishment Level \*

Offices/Schools

Select Additional Chief Secretary School Education: Additional Chief Secretary School Education

Select Head Office: Directorate of Secondary Education, Haryana

Select District Office: District Education Officer, Faridabad

Select Offices/Schools: GSSS Tigaon (Faridabad) [1115]

Update

2. Create Checker by using Admin Level Login provided by Directorate and gives permission to the checker for all designation available in your office / school.
3. Create Maker by using Checker Level Login which is created by you at step-2 above and gives permission to the Maker for all designation available in your office / school.

Following is the login page of HRMS for this purpose (step-2 & 3): -

Human Resource Management System  
Government Of Haryana

Super #

Login

Fields Marked with \* are mandatory fields.

Your User Type: \*  
Level Admin User  
Level Admin User  
Checker  
Maker  
Department Admin User

Your Password: \*  
(Minimum 6 and maximum 20 characters)

Enter Security/Image Code : \*  
48866  
(Please fill the text as shown in green box on right side)

Log In

If you are not aware of your User Id and Password, Please contact your Administrator.

Services

→ All TO's, ATO's, DDO's and General Public members are requested Queries/Observations through Helpdesk Application from 25th August onwards is available on <http://helpdesk.ifmsharyana.nic.in>. No other mode issues will be allowed on emails i.e. softprobl@gmail.com and egrasproblem@gmail.com as well as on contact number's from 25th August onwards

→ User Manual  
→ User Manual (Video)-(437 MB)  
→ Employee Directory  
→ Basic Detail of Employee  
→ Complete Service Book of Employee  
→ ACR Received/Missing  
→ Employee Age(for Extension Purpose)  
→ Retirement Due  
→ Postwise Sanctioned & Vacancy position  
→ Officewise Sanctioned & Vacancy position  
→ ACR Pending

Employee

- Import data of all employees from e-salary by using checker login of e-salary portal of your school under Non-updated employees tag, if any. Ensure all employees working in your office/school should be moved from Non-updated tag to updated tag in e-salary portal. Also before importing the employees to HRMS, please ensure the department of employee should be correct means Employees of Secondary wing like PGT, Clerk, Assistant, Principal etc. should be imported through "eds" login and employees of Elementary Wing like JBT, C&V, Master etc. should be imported through "edp" login.

You can also change the department of employee on e-salary portal by using Update Department link available under "Import Data to HRMS" menu:



In case any designation or rule not shown in the dropdowns while importing the data of employees, please email screen shot of page to us at [hryedu.hrms@gmail.com](mailto:hryedu.hrms@gmail.com) along-with detail of checker login and school.

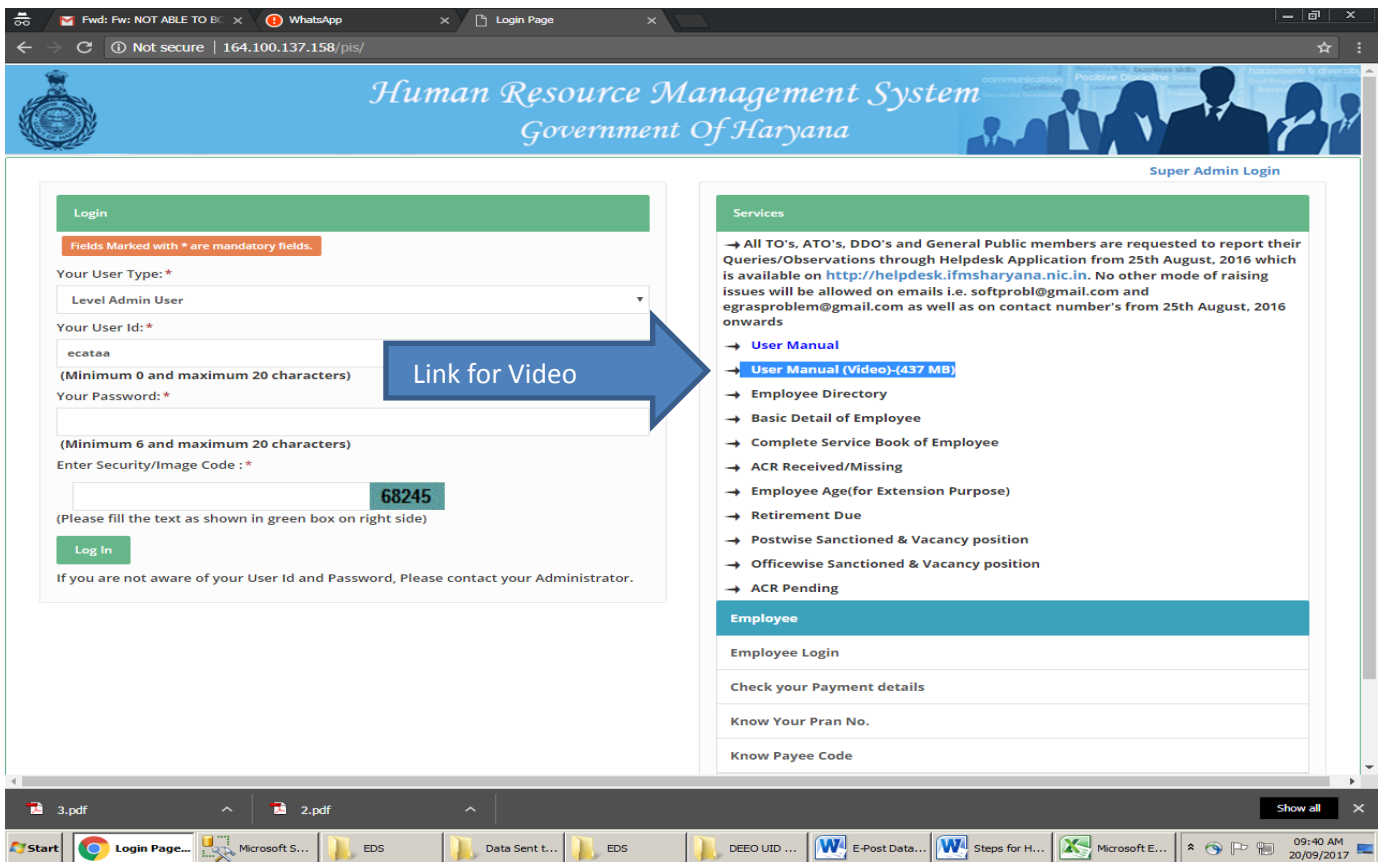
- By using maker login on HRMS Portal, please upload complete information of employees working under your control within time. As the mostly employees has been imported on HRMS portal by Head Quarter, they will be shown on HRMS portal at following link:

Historical Transactions => Employee Basic Information Updation=>

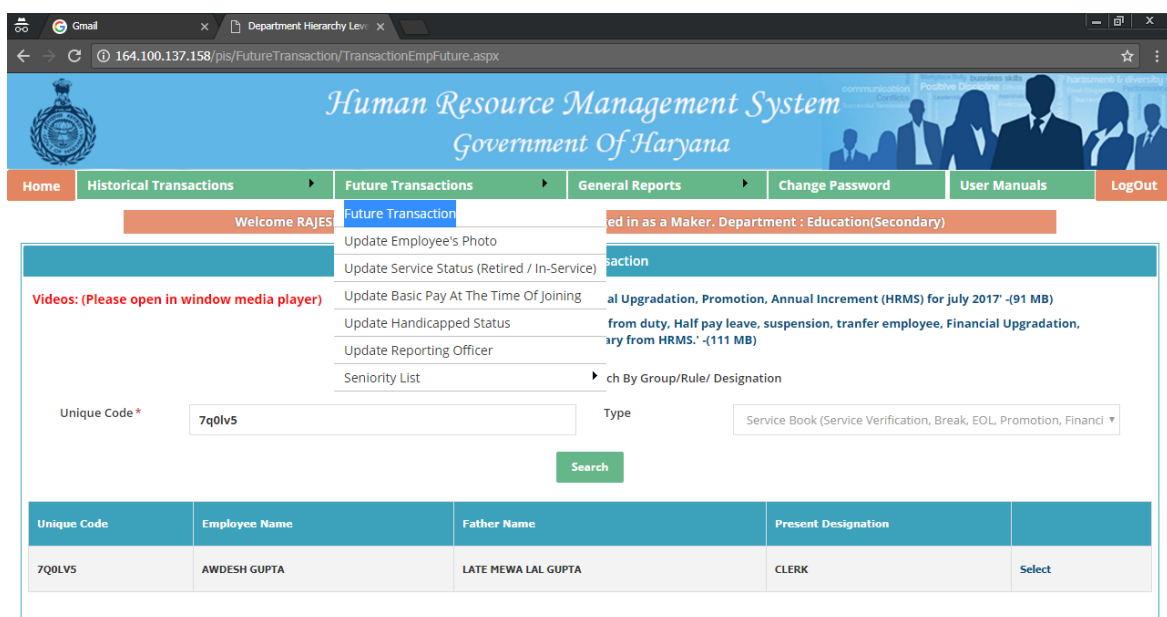
Select designation from Dropdown: Employee imported on HRMS portal by directorate will appeared under "Verify & Forward Employee Details" tag directly and employee imported by you from e-salary portal will appeared under "Pending updation of record(s)" tag as shown in the figure below:

Sr No	Employee Name (Employee Id, Designation)	Unique Code	Email	Phone	Edit
1	RAJESH (6FOL93, Programmer)	6FOL93		9468476073	<a href="#">Edit</a> <a href="#">Verify &amp; Forward Employee Details</a> <a href="#">Print Details</a>

It is advised to view the complete video available on HRMS portal. This video is available on Youtube at: - [https://www.youtube.com/watch?v=6RjpwJOK\\_5U](https://www.youtube.com/watch?v=6RjpwJOK_5U)



6. **Transfer employee to another school:** If any employee transferred to another location but shown in your account on HRMS portal then you have to transfer such employee to that location by using step: Future Transaction => Future Transaction:



Click on "Select Button" available against the name of each employee => then Click on Posting/Transfer option => Click on Add Button and enter the complete detail of employee required to transfer employee at his new place of posting and save it (For detail please view complete video):

**Human Resource Management System**  
Government Of Haryana

Welcome RAJESH KUMAR (User Id: edshodm6). You are logged in as a Maker. Department : Education(Secondary)

**Posting/Transfer Details**

Emp Id : 7Q0LV5 UniqueCode : 7Q0LV5 Rows marked with color  are locked.

Employee Name : Mr AWDESH GUPTA

Present Designation : CLERK

Designation at the time of First Appointment on regular basis : CLERK Add

EmpId	SNO	Transfer Type	Transfer From	Transfer To	Posted As	Relieving Date	Relieving Time	Joining Date	Joining Time	Order By	IsLocked	LockedBy
7Q0LV5	1		Director Secondary Education		CLERK			28/05/2014			False	ddoeds3322

**Posting/Transfer Details**

Please Update Current Office and Current Date of Joining of this employee(Click Here) before entering the Posting/Transfer Details.Ignore if already done.

Employee Id \*  Posting Type\*

Transfer From		Transfer To	
Department	Education(Secondary)	Select Department	Directorate of Secondary Education, Haryana
Office	Director Secondary Education	Establishment Level	
		Posted As	CLERK

Windows Taskbar: 01:09 PM 21/09/2017