

Most Urgent/Time Bound/E-Mail

प्रेषक

महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला।

सेवा में,

1. प्राचार्य, हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।
2. हरियाणा राज्य में स्थित सभी कमांडिंग आफिसर, एन0सी0सी0 बटालियन।
3. हरियाणा राज्य में स्थित सभी उप मण्डल पुस्तकालय/जिला पुस्तकालय/
राज्य केंद्रीय पुस्तकालय।

यादि क्रमांक 2/8-2020 एच0आर0एम0एस0(1)

दिनांक, पंचकुला 24-11-2020

विषय:- Regarding completion of employee's data entry in HRMS and timely disposal of ACP, ACR, Property Return, Extension in service beyond 50/55 years as well as Retirement cases.

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको लिखा जाता है कि मुख्य सचिव के पत्र क्र0 62/34/2020-6 GS-I दिनांक 20.11.2020 (प्रति सलग्न) के आदेशों अनुसार अपने अधीनस्थ कार्यरत सभी कर्मचारियों का एच0आर0एम0एस0 डाटा, Property Return, ACP, writing of ACR, grant of extension in service beyond the age of 50/55 years, cases of disciplinary proceedings and retirement cases दिनांक 30.11.2020 तक पूरा करने का कष्ट करे।

कृपया मामले को उच्च प्राथमिकता दे।

उप-निदेशक-1 (एच0आर0एम0एस0)
कार्यालय महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला

पृष्ठांकन क्रमांक

दिनांक, पंचकुला 24-11-2020

उपरोक्त की एक प्रति निम्न को आवश्यक कार्यवाही हेतु प्रेषित है:-

1. अधीक्षक, एन0सी0सी0 शाखा।
2. अधीक्षक, लाइब्रेरी शाखा।
3. अधीक्षक, यू0एन0पी0 शाखा को मुख्य सचिव से प्राप्त पत्र की प्रति भेजते हुये अनुरोध है कि अपने अधीनस्थ विश्वविद्यालयों का डाटा एच0आर0एम0एस0 पर दिनांक 30.11.2020 तक पूर्ण करवाना सुनिश्चित करे ताकि नवम्बर माह का देय वेतन दिसम्बर माह में डी0डी0ओ0 द्वारा एच0आर0एम0एस0 के माध्यम से दिया जा सके।

उप-निदेशक-1 (एच0आर0एम0एस0)
कार्यालय महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला

No.62/34/2020-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh, the 20th November, 2020

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Regarding completion of employees' data entry in Human Resources Management System (HRMS) and timely disposal of ACP, ACR, Extension in service beyond 50/55 years as well as Retirement cases.

Sir/Madam,


I am directed to invite your attention to Government letter of even number dated 09.11.2020 and others issued from time to time regarding uploading of employees data in HRMS. As conveyed on 09.11.2020, Hon'ble Chief Minister, Haryana took a review on 16.11.2020 regarding HRMS and the status of cases uploaded thereon.

2. Hon'ble Chief Minister while reviewing the employees' data and cases uploaded in HRMS has observed that cases of employees relating to grant of ACP, writing of ACR, cases pertaining to extension in service beyond the age of 50/55 years, retirement and disciplinary matters etc. are pending in large numbers in various departments and constituent units. It has been further observed that many Departments, Boards, Corporations etc. have not yet uploaded the data of their employees in HRMS. Taking serious note of this he has directed that uploading of employees' details and disposal of all pending cases mentioned above should be finalized by 30.11.2020 positively.

3. All the Administrative Secretaries/Heads of Departments/Boards/ Corporations/ Universities are, therefore, requested to direct the Nodal Officers concerned of their department(s) as well as all the constituent units under their administrative control to ensure that the data of all the employees is uploaded as well as updated in HRMS by 30.11.2020 positively. The cases already pending regarding grant of ACP, writing of ACR, grant of extension in service beyond the age of 50/55 years, cases of disciplinary proceedings and retirement cases should be disposed of at the earliest. All the employees may also be directed to upload their family details, property details in HRMS by 30.11.2020 positively. It is also requested that salary of the month of November to be paid in December 2020 may also be linked to creation of employees' record in HRMS by the Drawing and Disbursing Officers of the Department/Board/Corporation/ Universities etc.

4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,


Superintendent, General Services-I,
for Chief Secretary to Government Haryana.