

MOST URGENT/TIME BOUND

From

Director Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

1. Principal, All Govt. Colleges
2. All NCC Battalions/ Group HeadQuater
3. All State/Central/Sub-Divisional/District Libraries

Memo No: - 3/3-2023 HRMS

Dated:- 16.02.2023

Subject: **Regarding entry the details of employees engaged under outsourcing policy part-II in Human Resource Management System application (HRMS)**

Kindly refer to the subject cited above.

A letter received from Human Resource Department, CC-II branch, No. 10/01/2023-3CC-II Dated 14.02.2023 is forwarded to you with the request to enter the record of employees engaged under outsourcing policy part-II in HRMS software by 22.02.2023 positively. As per Guideline/Standard operating procedure (SOP) enclosed herewith.

Please treat it as most urgent.

Ashob Kumar

Deputy Superintendent HRMS /AR0
for Director Higher Education
Haryana, Panchkula

Endst No.

Dated, panchkula

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

1. Supdt. Administration, NCC, Library, ME, UNP.
2. IT Cell, to upload on Web Portal

Ashob Kumar

Deputy Superintendent HRMS /AR20
for Director Higher Education
Haryana, Panchkula

No.10/01/2023-3CCII
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(CC-II BRANCH)

Dated Chandigarh, the 14th February, 2023

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 entering the details of employees engaged under outsourcing Policy Part - II in Human Resources Management System application (HRMS).

Sir/Madam

I am directed to refer to the subject cited above and to say that a new software module has been developed in HRMS for capturing the details of employees engaged under outsourcing Policy Part - II.

2. Government has decided that all employees details who are covered under the Outsourcing Policy Part - II shall be filled in new module of HRMS. Guidelines/Standard Operating Procedure (SoP) for entering the details of the employees is enclosed herewith.

3. All the Administrative Secretaries/Heads of Departments/Boards/Corporations and Universities are requested to direct their Nodal Officers (concerned) to ensure that details of the employees engaged under Outsourcing Policy Part - II shall be filled on HRMS module by 22.02.2023 positively.

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

Yours faithfully,

Rajesh
Superintendent, CC-II

for Chief Secretary to Government Haryana.

Guidelines/Standard Operating Procedure(SOP) for updating of Contractual Employees' Details

Steps to be followed by contractual employees on IntraHry portal:

1. Employee register on intrahry.gov.in portal.
2. After login, click on 'Fill Contractual Details' link.
3. Employees can save his/her details by clicking on 'Save as Draft' button on form for future submission.
4. Employees can submit his/her details to Checker by clicking on 'Forward to Checker' button. Once forwarded by employee, details will not be edited by him/her.
5. Employees can view/download details submitted by him/her.

Steps to be followed by level admin user and checker on HRMS portal:

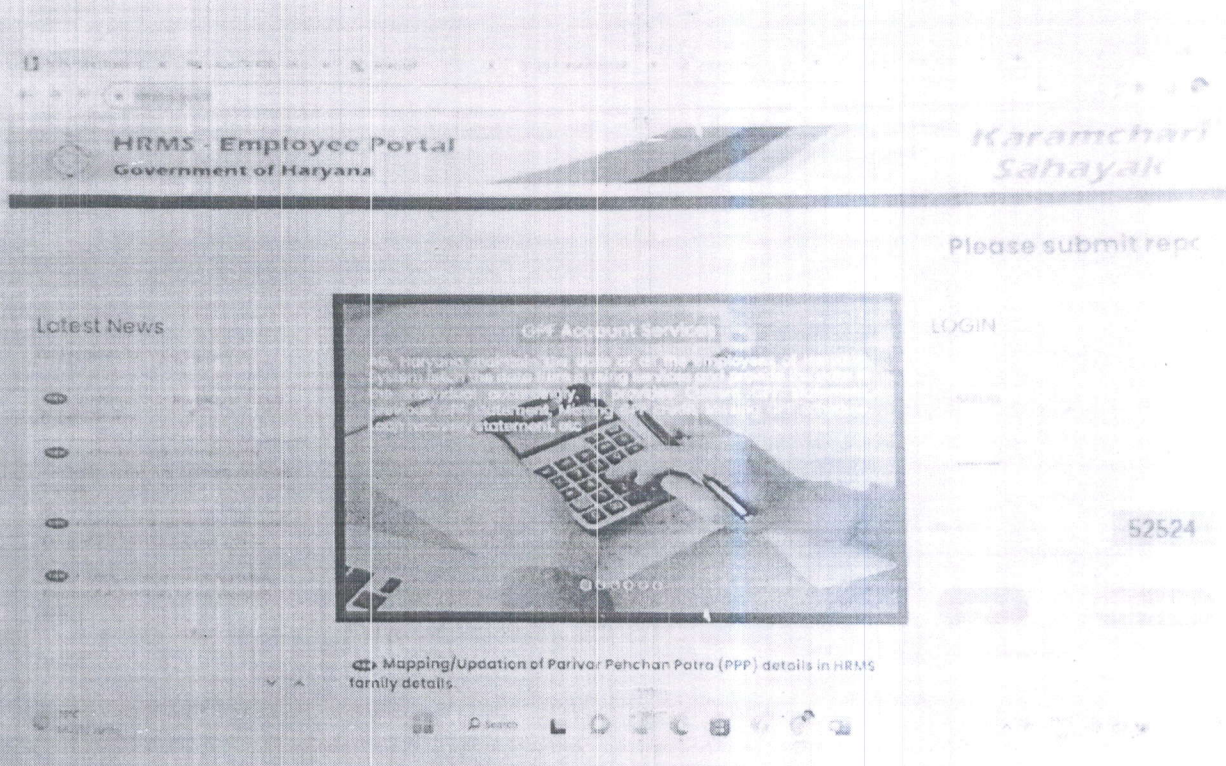
1. Level admin user needs to give 'Verify Contractual Data' permission to checker.
2. Checker can enter the details of employees on their behalf who have not filled details through intraharyana.gov.in by following Employee Information Updation -> Verify Contractual Data sub menu.
3. Finally, checker needs to finalize the submitted data by clicking on 'Finalize Record' button.

Additional Features for Level admin user

1. End of contract:
 - ✓ Checker can send request on HRMS to department admin user for ending of contract by entering contract end date on Employee Information Updation -> Terminate Contract Request page.
 - ✓ Department admin user can approve/reject the request received from checker on HRMS by following Update Information -> Terminate Contract sub menu.
2. Renewal of contract:
 - ✓ Checker can renew contract of employee by entering details like new pay, designation, contract start date and end date etc. on Employee Information Updating -> Renew Contract page.

Work flow for Contractual Employees

Open <https://intrahy.gov.in/frmRegistration> and Register your self. By Clicking new registration



On clicking new registration following page will open please select Contractual employee and Provide your employee code . Please note following Points

1. In case employee doesn't have his Paycode/Unique code ask DDO to Provide.
2. If Employee mobile number is not updated, ask DDO to update in Esalary or HRMS

After that please provide the details and complete the registration Process. Once register Login in <https://intrahy.gov.in/frmRegistration> and provide your details for further verification by checker.