

**OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA**

**ORDER**

No. KW 12/01-2019 Ad (3)

Dated, Panchkula, the 21/02/2023

A letter No. 28/14/2011-1B&C (T&A) dated 14.02.2023 has been received from Additional Chief Secretary to Govt. Haryana, Finance Department regarding correction in sanctioned posts under HRMS portal is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

*Ryedar*  
Superintendent Administration  
for Director Higher Education,  
Haryana, Panchkula.

Endst. No. Even

Dated, Panchkula the 22/02/2023

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

1. All Officers.
2. PS/DHE, PA/JDA.
3. Registrar Education.
4. Superintendents/Deputy Superintendent of HQ.
5. Incharge IT Cell please upload on web portal.

*Ryedar*  
Superintendent Administration  
for Director Higher Education,  
Haryana, Panchkula.



G-2659788CR  
16/2/23

15/2/23

S. Adoni

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All Head of the Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners Ambala, Hisar, Gurugram, Faridabad, Karnal and Rohtak Division.
4. All the Deputy Commissioners and Sub Divisional Office (Civil) in Haryana State.

Memo No. 28/14/2011-1B&C (T&A)

Dated, Chandigarh, the 14<sup>th</sup> February, 2023.

**Subject: - Regarding correction in Sanctioned Posts under HRMS Portal.**

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Please refer to the Finance Department letter Memo No. 28/12/2012-1B&C (T&A) dated 8<sup>th</sup> June, 2022 and subsequent reminders dated 15<sup>th</sup> June, 2022 & 26<sup>th</sup> December 2022 regarding updating/freezing data in e-Posting.

2. Vide above instructions, it was requested to freeze e-Post data in consultation with Finance Department. Now, as per exercise carried out by Department, e-Post data has been freezed by Finance Department.

3. However, during analysis of HRMS data, it has been found that posts shown in HRMS is more than the sanctioned strength of various Departments due to which vacancy position of such posts are being shown in negative in HRMS. Such reports can be viewed in **Report >> e-Post >> Sanctioned and Vacant Post Summary (By Working of Employee) >> Generate Report >> Click hyperlink Filled Post (As per Working Employee).**

4. Nodal Officer/Authorized Officer of a Department can correct the data of the concerned Posts/Officers/Officials using the following steps in HRMS:-

- Login through Department Admin User.
- Click on "Update Information."
- Click in "Find and Update Employee."

5. In view of this, all Departments are requested to update such posts under HRMS till 28.02.2023 otherwise Government may be constrained to stop the salary of responsible officer/officials. A list of such cases received from NIC is also enclosed herewith for your ready reference. For any query, Department may contact Sh. Sunil Bahal, State Nodal Officer (ePost) O/o Treasuries & Accounts Department and Sh. Yashpal, Director (IT), NIC Haryana.

6. These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in).

*S. Malik*

Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

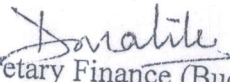
7. The complete list of Departments  
having Negative vacancy may be downloaded from  
[www.finhry.gov.in](http://www.finhry.gov.in) only.

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A copy is forwarded to all the Additional Chief Secretaries/ Principal Secretaries to the Government of Haryana for information and necessary action.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department /

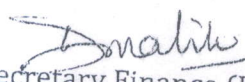
To

All the Additional Chief Secretaries  
Principal Secretaries to the Government of Haryana

U.O. No. 28/14/2011-1B&C (T&A)  
Endst No. 28/14/2011-1B&C (T&A)

Dated Chandigarh, the 14.02.2023  
Dated Chandigarh, the 14.02.2023

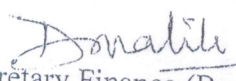
A copy is forwarded to State Informatics Officer (SIO) Haryana for information & necessary action and enabling the system accordingly.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department /

Endst No. 28/14/2011-1B&C (T&A)

Dated Chandigarh, the 14.02.2023

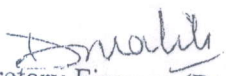
A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department /

Endst No. 28/14/2011-1B&C (T&A)

Dated Chandigarh, the 14.02.2023


A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department /

Endst No. 28/14/2011-1B&C (T&A)

Dated Chandigarh, the 14.02.2023

A copy is forwarded to the Principal Accountant General (A&E/ Audit) Haryana Chandigarh for information and necessary action.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department /