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OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA,

PANCHKULA

ORDER

Order No:- 12/01-2017 Ad (3)

Date Panchkula 12.7.19

A copy of letter No. 28/14/2016 -5B&C dated 14.05.2019 received from Superintendent Budget and Committee for additional Chief Secretary to Govt. Haryana Finance Department "Regarding implementation of online leave submission & approval system in HRMS." is forwarded to the following for information and necessary action:-

- 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, 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.

Panchkula
Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula 1

Endst. No.- Even

Dated, Panchkula 12.7.19

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

- 1 PS/DHE, Steno/Additional Director Admn.
- 2 Superintendent College-I,II, IV, Library, ME is requested to take further necessary action at your end, and ensure compliance these instructions.
- 3 All the Assistants of Admin Branch.

Panchkula
Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula 1

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, Gurgaon Faridabad, Karnal and Rohtak Division
4. All the Deputy Commissioners and Sub Divisional Office (Civil) in Haryana State.

Memo No.- 28/14/2016-5B&C

Dated:- 14th May, 2019

Subject:

Implementation of Online Leave submission & approval system in HRMS.

Please refer to the Finance Department's instruction No. 28/14/2016-5B&C dated 28.06.2016, 06.12.2017&20.02.2018 on the subject cited above vide which it was decided to enter the data of personal information of each employee like Service Book, ACRs, promotion, leave, transfer details etc in HRMS. These data's have been entered in HRMS by all Departments.

Now, it has been decided to implement online Leave submission and approval system through Intra Gr. Portal w.e.f. 01.04.2019. Employee can submit any type of Leave application online on the employee portal <http://intrahry.gov.in>. Reporting Officer may approve/reject the leave application on the same portal. System has also facilities of cancellation of leave and submission of joining report Administration /establishment users can also submit the leave application on the behalf of employee through HRMS portal if employee is not able to submit his/her leave online. The detail procedure can be seen on "guidelines for filling up the Online Leave Management" on <http://intrahry.gov.in> under latest news links.

Sh. Sunil Bahal, Programmer O/o Treasuries & Accounts Department and Sh. Yashpal, Technical Director O/o NIC Haryana has been designated as State Nodal Officers for implementation of Online Leave Management. Hence, in case of any difficulty, the Department can contact them on email: treasuries@hry.nic.in & yashpal@nic.in. Field officers may contact their respective Department Nodal Officer.

[Signature]
Superintendent Budget and Committee
for Additional Chief Secretary to Govt. Haryana,
Finance Department

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

[Signature]
Superintendent Budget and Committee
for Additional Chief Secretary to Govt. Haryana,
Finance Department

[Handwritten: DHE (Bunni) 24/5/19]

[Handwritten: Adl/Adm]

[Handwritten: 29/5]

[Handwritten: SPA]

[Handwritten: 27/5]

[Handwritten: MW 29/5/19]

[Handwritten: Recd. today after leave on 11/6/19]

[Handwritten: DHE & Spl. Secy. to 25/5/19 27/5/19]