

प्रेषक

महानिदेशक उच्चतर शिक्षा, हरियाणा,
शिक्षा सदन, सैक्टर-5 पंचकूला।

सेवा में

प्राचार्य, सभी राजकीय महाविद्यालय
कमांडिंग ऑफिसर, सभी एन0 सी0 सी0
पुस्तकाध्यक्ष, सभी पुस्तकालय

यादि क्रमांक:-1/7-2017 आंकड़ा

दिनांक:- 13.11.2017

**Subject : CWP No 9931 of 2016 (O&M) and other connected matters-
Providing Cast Information of all Govt Employees.**

उपरोक्त विषय पर कार्यलय के पत्र क्र0 1/12-2017 AD (3) दिनांक
12.10.2017 एंवम पत्र क्रमांक 1/7-2017 आंकड़ा दिनांक 13.10.2017 की ओर ध्यान
देने का कष्ट करेगे ?

विषयांकित मामले में व्यक्त किया जाता है कि बहुत से कार्यालय से
कर्मचारियों की जाति से सम्बन्धित सूचना अभी तक प्राप्त नहीं हुई है कृपया सूचना
तुरन्त Email के माध्यम से भेजने का कष्ट करे।

सरकार द्वारा एक और अन्य Portal की व्यवस्था की है इस पर कर्मचारी
की जाति एंव अन्य जानकारी फीड की जानी है। कृपया संलग्न प्रोफार्मा अनुसार दिये गए
निर्देशानुसार HRMS पर सूचना उपलोड करने का कष्ट करे।

Web Portal

Kamlesh
13/11/17

सहायक अनुसंधान अधिकारी
कृते: महानिदेशक उच्चतर शिक्षा हरियाणा
पंचकूला।

पृष्ठ क्रमांक समं

दिनांक पंचकूला

इसकी एक प्रति निम्नलिखित को आवश्यक कार्यावाही हेतू भेजी जाती
है।

- 1 रजिस्ट्रार, उच्चतर शिक्षा विभाग
- 2 अधीक्षक, एन सी0 सी0
- 3 अधीक्षक, पुस्तकालय
- 4 अधीक्षक, प्रशासन

Sd-
सहायक अनुसंधान अधिकारी
कृते: महानिदेशक उच्चतर शिक्षा हरियाणा
पंचकूला।

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684 Stat
3/11/17

33875
30/10/17

OFFICE OF THE
C/O DHE Haryana

GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-III BRANCH
NO. 22/77/2016-1GSIII

Dated Chandigarh, the 26th October, 2017

To

- Dane (Bum)*
30/10/17
1. All Heads of Departments in the State of Haryana.
 2. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurgaon Division.
 3. All the CAs/ MDs of all Boards/ Corporations/ Public Sector Undertakings in Haryana.
 4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
 5. All the Deputy Commissioners in the State of Haryana.

Subject: CWP No. 9931 of 2016 (O&M) & other connected matters-Providing caste information of all Government Employees.

Adml. Dir. (Bum)
21/10/17

Sir/Madam,

I am directed to inform that State Government had directed vide letter No. 22/77/2016-IGS-III dated 20.09.2017 that all departments/boards/ corporations shall provide information of Caste data of all employees under their control. Each employee shall submit a self-declaration in respect of his/her caste which shall be entered in the HRMS (Human Resource Management System) by the concerned DDOs.

2. It has been brought to notice that the PSUs do not have access to HRMS.

for info.
31/10/17

Therefore, Government has taken a decision that the PSU in the State of Haryana shall enter their employees Caste and other details on another data entry portal i.e. <http://164-100-245:8080/adhgarseed>.

4. Each PSU has been provided with username and password for the purpose which may be collected from Ashish Dhingra, Scientist-B, NIC (email: ashish.dhingra@nic.in and phone No. 7837870199) or Shri Navin Barwal, Programmer, (email: navi.barwal1991@gmail.com and phone No. 9041737674).

5. For the aid of PSUs, a user handbook explaining data entry mechanism on the said portal is also provided and attached along-with.

6. All PSUs are expected to complete their data entry of all employees on the said portal by 31st of October, 2017 positively.

Yours faithfully,

Sube Singh
Superintendent, GS-III Branch,
for Chief Secretary to Government, Haryana.

INTERNAL DISTRIBUTION

The State Informatic Officer/NIC, Haryana Civil Secretariat, Chandigarh for uploading on the website of the State Government and Chief Secretary's office as well. He is requested to send this letter by e-mail to all concerned.

Received today at 12.15 AM
10/11/17
clerk

Step by Step guide for Aadhaar Seeding in Boards/Corporations/Autonomous Bodies

Step 1: Open Browser such as Internet Explorer, Mozilla Firefox or Google Chrome and type <http://164.100.137.245:8080/addhaarseed>

Enter userid and password as provided in attached sheet corresponding to your organization along with security image code as shown in following screen.

164.100.137.245:8080/addhaarseed/login.aspx

Login Screen for Authorised Users

Your User Id: * (Minimum 0 and maximum 20 characters)

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

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

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

Step 2 : if any organization has field offices and wants to get data entry done at field level, then field level users can be created as shown below. Select District and enter office name and click on create button, loginid will be created with password same as login id.

Home Empowered Aadhaar Entry Logout

Back Board/Corporation User Creation form... Userid : cimadm

Department : AYU-AYUSH Board/Corporation : Council of Indian Medicine

District : Karnat Office Name : karnat sector 6

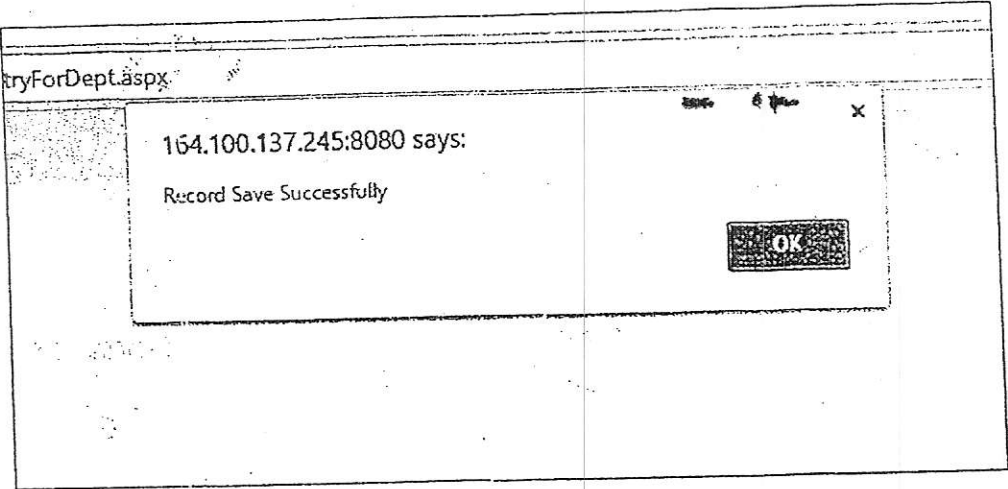
	Sl No	Emp Id	Department	Board/Corp Name	District	Office Name	Status	Action
1	cimur02	AYU-AYUSH	Council of Indian Medicine	Karnat	karnat sector 6	Active	Edit	
2	cimur01	AYU-AYUSH	Council of Indian Medicine	Gurgaon	office gur	Active	Edit	

Step 3 :To enter information pertaining to an employee for Aadhaar and Caste related data, click on Employee Aadhaar Entry link adjacent to Home link as shown below.

Home		Employee Aadhaar Entry		Logout	
Back			Department Entry Form...		Userid : ctmadm
			View Employee Details		
Aadhaar Card no : *	262402004264	Employee Name *	sunil kumar		
Father Name : *	manoj singh	Mother Name : *	kavita rani		
Father Aadhaar :		Mother Aadhaar :			
Name of Spouse : *	tanu	Spouse Aadhaar :			
Emp.Dept.UniqueID : *	78R344	Address : *	1243 sector 12 pkl		
Date of Birth :	07-10-2017	Marital Status : *	Currently Married		
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Provide Caste Information : *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Caste category : *	BCC	Sub-caste category : *	Jat Sikh(3)		
Religion : *	Hinduism	Pan no :			
Mobile no : *	+91 9845789562	Qualification : *	B.LIB		
Email :		State : *	Haryana		
Distict : *	Panchkula	City/Village : *	Ram Garh		
Pay Scale : *	57700-1230-58930-1380-67210-1540-7029	Designation : *	Accounts Clerk		
Employee Status : *	<input checked="" type="radio"/> Regular <input type="radio"/> Temporary <input type="radio"/> Contractual	Present Place of Posting : *	panchkula		
Date Of Joining : *	05-05-2017	Account no : *	458963258963		
Monthly Gross Salary : *	45000	Bank Ifsc : *	ANDB0000651		
		<input type="button" value="Save"/>	<input type="button" value="Print"/>		

4

Step 4: All required fields are marked with star. Kindly enter all data and click on save button. You will see following confirmation message.



Step 5: Click on View Employee Details marked in Yellow color to see entered data. User has facility to edit as well as view records.

Home Employee Aadhaar Entry Logout

Back Department Entry Form... Userid : cimdln

View Employee Details

Aadhaar Card no : *	<input type="text"/>	Employee Name *	<input type="text"/>
Father Name : *	<input type="text"/>	Mother Name : *	<input type="text"/>
Father Aadhaar :	<input type="text"/>	Mother Aadhaar :	<input type="text"/>
Name of Spouse : *	<input type="text"/>	Spouse Aadhaar :	<input type="text"/>
Emp.Dept.UniqueID : *	<input type="text"/>	Address : *	<input type="text"/>
Date of Birth :	<input type="text" value="dd/mm/yyyy"/>	Marital Status : *	<input type="text" value="--Select--"/>
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Provide Caste Information : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Caste category : *	<input type="text" value="--Select--"/>	Sub-caste category : *	<input type="text" value="Select"/>
Religion : *	<input type="text" value="--Select--"/>	Pan no :	<input type="text"/>
Mobile no : *	<input type="text" value="+91"/>	Qualification : *	<input type="text" value="--Select--"/>
Email :	<input type="text"/>	State : *	<input type="text" value="--Select--"/>
Distict : *	<input type="text" value="--Select--"/>	City/Village : *	<input type="text"/>
Pay Scale : *	<input type="text" value="--Select--"/>	Designation : *	<input type="text" value="--select--"/>
		Present Place of Posting : *	<input type="text"/>

6

Step 6 : User can filter data on basis of Name and Aadhaar as shown below.

127.243.1.1:8080/aadhaarsearch/admin/employees/employees.aspx

Home Employee Aadhaar Entry Logout

Employee Detail

Search Record

Search

Excel

Aadhaar

Name	Aadhaar	Gender	Category	Registration Status
		Male / Female / Transgender	Regular / Temporary / Contract	Yes / No

Print

6

Step 7 : To download all data of an organization in Excel format, click on Export button to download report.

37.245:8080/addhaarsaad/admin/firmentryForDept.aspx#

Employee Detail

Search Record

Search

1	sunil kumar	mangit singh	262402004264	AYU-AYUSH	Saket Council	Accounts Clerk	panchkula	Edit
2	naveen kumarr	kkm	262702004264	AYU-AYUSH	Saket Council	Accounts Assistant	fdgdf	Edit
3	naveen	karamblr	020042644444	AYU-AYUSH	Saket Council	Accounts Assistant	sadfsdf	Edit
4	fasdfsdf	sadf	547654654645	AYU-AYUSH	Saket Council	Accounts Assistant	sdf	Edit

Export to Excel

AadhaarEmpReport [Compatibility Mode] - Microsoft Excel

Microsoft Excel ribbon showing tabs: Home, Insert, Page Layout, Formulas, Data, Review, View, Send To, Team. The Home tab is active, showing options for Font, Paragraph, Styles, Alignment, Number, Cells, and Editing.

	Aadhaar No	Employee Name	Emp UniqueID	Father Name	Father Aadhaar	Mother Name	Mother Aadhaar	Spouse Name	Spouse Aadhaar	Date of Birth	Gender	Address	Marital Status	Religion	Caste	PAN	Mobile No
2	020042644444	naveen	sdf	karamblr		kama		moni		01/01/1900	Male	sdf	Currently Married	Christianity			9855326398
3	547654654645	fasdfsdf	asdi	sadit		asdi		sadit		01/01/1900	Male	esdf	Widow / Widower	Christianity			9855665566