OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA, PANCHKULA

ORDER

No. 12/1-2019 Ad (3)  
Dated, Panchkula, the 22.10.2020

A copy of letter No. 62/34/2020-6GS1 dated 16.10.2020 received from Under Secretary General Administration O/o Chief Secretary to Govt. Haryana, regarding "Implementation of Human Resource Management System (HRMS) (http://hrmshr.nic.in) and uploading the employees's details thereof" 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 (Sonepat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhilwara/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonepat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

Superintendent Administration for Director General Higher Education  
Haryana, Panchkula

Dated, Panchkula the 23/10/2020

Endst. No. Even

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

1. PS/DGHE, Steno/Joint Director Admn.
2. All the Superintendents O/o Director General Higher Education, Haryana
3. All the Assistant of Admin. Branch

Superintendent Administration for Director General Higher Education  
Haryana, Panchkula
No.62/34/2020-6GS1
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-I Br.)

Dated: Chandigarh, the 16th October, 2020

To
All the Administrative Secretaries to Government, Haryana.
All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana.
All the Registrars of Universities in the State of Haryana.

Subject: Implementation of Human Resource Management System (HRMS)
(http://hrmsbhry.nic.in) and updating the employees' details thereof.

Sir/Madam,

I am directed to invite your attention on the subject cited above and to say that as you are aware, the Human Resources Management System (HRMS) is a flagship programme of Haryana Government which was adopted in the Year 2017. The State Government vide instructions bearing Merno No.26/14/2016-5B&C, dated 28.06.2016, issued by the Finance Department, Haryana, has decided to implement Human Resources Management System (HRMS) in all the Govt. Departments to maintain personal information of each employee like Service Book, ACR, promotion details, leave details, transfer etc. The implementation of HRMS has been carried out as per the Standard Operating Procedure (SOPs) (Annexure-I) in four Phases by the all the Departments as under:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Phase-I</th>
<th>Phase-II</th>
<th>Phase-III</th>
<th>Phase-IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of Master Data</td>
<td>Entry of Basic level Data</td>
<td>Finalization/ Freezing of basic level data of employees</td>
<td>Entry of next level service data (Historical Data)</td>
<td></td>
</tr>
</tbody>
</table>

2. Government has considered the matter and to broaden the scope of HRMS to incorporate employee data of all Boards/ Corporations/ Autonomous bodies/Universities etc. All the statutory, non-statutory and autonomous entities under the aegis of all the departments shall initiate action to feed/update the basic as well as service level details/data of all their employees into HRMS Portal.

3. All the Administrative Secretaries are directed to ensure that employee data of all statutory, non-statutory and autonomous entities under the aegis of their departments is uploaded in HRMS' portal latest by 31st of October, 2020. For this purpose, it is advised to create HRMS Cell and HRMS Nodal Officer in each department and the entities under its control.
Annexure-I
HRMS User Details

HRMS में भार गर्ल के पृथक (user) है:

- Department Level User
- Level Admin User
- Checker
- Maker

HRMS Phases

HRMS में बना बार बज्ज है:

1. Phase - I: e-posting और Master बनाने है
   Department Admin (रोडल अधिकरण) के पास

2. Phase - II: Level Admin के पास: कक्षाचारियों निर्देश/Generate unique code बनाना और चेकर बनाना और उपायों
   पद की अनुमित दस्तावेज़ जैसे बैंक के द्वारा चेकर बनाना और अनुमित देना |

3. Phase III: कक्षाचारियों की मूल विश्वास/Basic information बनाना |

4. Phase IV: कक्षाचारियों की सांख्यिक पुर्तिफ़ा Historical और Future Transaction में चार |
4. It is also request to send the following information as per Annexure-II at the earliest.

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMS Nodal Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. In case of any guidance for implementation of HRMS the Nodal Officers can contact the following:

   Email ID: birminic@gmail.com, nic.board22@gmail.com
   Mb. No. 8708189267, Whatsapp No. 8427766741

These instructions may please be brought to the notice of all concerned.

Yours faithfully,

[Signature]

Under Secretary General Administration
for Chief Secretary to Govt. Haryana.
Phase-I

Phase-I: Let's configure Department Admin User so that the user ID and NIC are correctly entered. If the user ID and NIC are not entered, please send an email to mic.board22@gmail.com.

Phase-1 — Part 1: (Update E-Posting)

Point-1: Department Admin user has been entered. The user ID and NIC were entered correctly. The email e-posting system is ready to use.

1(a) Create E-Post User/ DDO for sanction. Please tick checkbox if you want to add a new rule named 'No Rules', check or save.

1(b) Upload profile image. Please note that the profile image must be clear and not exceed a certain size limit. Ensure that you understand the rules and regulations before uploading your profile image.

Please tick checkbox if you want to add a new rule named 'No Rules'. check or save.
(c) यदि सेवा में ए-सेवा में निवेदन करना है, तो रूपरेखा का एक नया उपविभाग का नया वाचन करें।

1 (c) (i) निवेदन: 

Post Master Entry Form ——> post Name के drop down में वृत्ताकारों की मारी निवेदन उपलब्ध है। कैनारे दोहरा आदेश पत्र को अधिकार दायें में नहीं बिंदु रहा हो परंतु meetingboard22@gmail.com पर अधिकार दायें के आधे देखें।

2 (c) (ii) Pay Scale Post की सैलरी योजना/फंक्शनल पेय स्केल गणना करें।

पेशकश नया वाचन बचत रहेगा।

1 (d) Add Sanction Post Details की सूची नोट: यहाँ पर दी जा रही Right मादित या Add New Button को सिकसिके दौरा DDO के बाद फिसलें की माफ अभिव्यक्ति है। उपयोगी बनाएं।

DDO सेवा, नया सेवा करें। हर अभिव्यक्ति (sanction) नया रेपोर्ट आती है।
1 (e) Finalise Sanction Posts Detail

<table>
<thead>
<tr>
<th>1</th>
<th>Direct post</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Promotion post</td>
</tr>
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</table>

कृपया यहाँ याद रखें की फाइनलाइज करने के पूर्व में लिखा होना उचित होगा।
Phase 1... Part 2 (Update Administrative Hierarchy)

Point 1: Administrative Hierarchy

Il (a) Master -> Department Hierarchy Level Master. This statement means that the hierarchy is structured as follows:

- Master
- Department Hierarchy Level Master

Note: If any ACS/PB Level exists, it should be mentioned.

b) The diagram indicates:

- ACS
- Directorate
- MD

Field Office (if Any)
II (b) Master's Administrative Hierarchy Structure Master किसी भी सेवा पर जिन्हें भी अधिक नि-
जिन्हें सबसे नीचे काम करते हैं जैसे ACS, MD level पर एक-एक अधिक बनेंगे और चौथे अधिक बनेंगे पर जरूरत अधिक होगी तो एक से ज़रूरत अधिक होगे।

नोट: अधिकतम ही जो DDU बनाए है उनको DDU के मध्य map करता है।

नोट: सभी level Admin User बनाए है उसका User ID और Password नोट पर वही आधिकारिक में बना दिये। जो User ID ही User Password होगा।

3. Master Setting Permission Different Module : जिस पर
classification का NOF/Time Scale होगा है उपलब्ध मानक (mapping) वर्ग सेट करे।
ANNEXURE-II

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