

**Through E-mail/Portal**

From

The Director Higher Education,  
Haryana, Panchkula.

To

The Principals/DDOs of all the Government Colleges /  
State, District and Sub-Divisional Library situated in  
Haryana State.

Memo No.KW-18/1-2025 Lib (2)

Dated, Panchkula, the 28-03-2025

**Subject: Regarding updating MIS and HRMS portal.**

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Kindly refer to the subject cited above.


it is intimated that it is often that the information of contractual staff working in field offices is asked by Higher Authorities for which every time the information has to be sought from the field offices through Google Sheet /Google Form or through E-mail which takes a long time to consolidate and also information sought through Google sheet is not to authenticated. Therefore, it is hereby directed to:-

- (a) Keep the MIS portal updated always mentioning clear information of regular and contractual information working in the College/Library. Further in case of contractual employee's, type of his/her engagement i.e. Part-I/Part-II, HKRNL of any other source may be clearly mentioned along with date of joining.
- (b) Keep the HRMS portal updated always in regard to Regular employee.
- (c) If any employee transferred in/out from/in the college/Library, his details of HRMS and MIS should be updated immediately as applicable to him/her.
- (d) In future, when the details of contractual or regular working employee are sought by the Higher Authorities or in RTIs or for any other purpose, the details will be

accessed through above said portals instead of seeking it from field offices. If at any stage the details found incorrect due to non updation of HRMS/MIS portal, concerned Principal/DDD will be solely responsible for it.

- (e) In case of facing any type of issue in updating the information, concerned Principal/DDO may get help from HRMS and IT Cell of this office.

This is for strict compliance, please.

  
Joint Director Library  
for Director Higher Education,  
Haryana, Panchkula

CC : IT Cell to upload in the portal, please.