

**Through E-mail/Portal**

From

The Director General Higher Education,  
Haryana, Panchkula.

To

The Principals of all the Government Colleges in Haryana State

Memo No.21/3-2026 ME(5)

Dated, Panchkula, the 02.04.2026

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

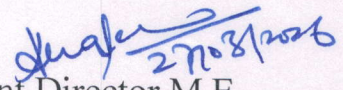
\*\*\*\*\*

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 regularly duly mentioning clear information of regular and contractual information working in the College. Further in case of contractual employee's, their type of engagement i.e. Part-I/Part-II, HKRNL of any other source may be clearly mentioned.
- (b) Keep the HRMS portal updated always in regard to Regular employee.
- (c) If any employee transferred in/out from/in the colleges, his/her details should be updated on HRMS and MIS immediately.
- (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 portal, then concerned Principal will be solely responsible for it.
- (e) In case of facing any type of issue in updating the information, concerned Principal may report the issue immediately to this branch through email [hechryme@gmail.com](mailto:hechryme@gmail.com) and also seek help from HRMS and IT Cell of this office.

This is for strict compliance, please.

  
Joint Director M.E.  
for Director General Higher Education,  
Haryana, Panchkula

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