

MOST URGENT / DATE BOUND

From

Director Secondary Education,
Haryana, Panchkula

To

1. All District Education Officers of Haryana State
2. All District Elementary Education Officers of Haryana State

Memo No.12/69-2016-Admn.(2)
Dated, Panchkula, the 05/03/18

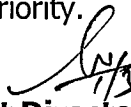
Subject: - Regarding updation of caste survey information and complete service record of all regular employees on HRMS portal.

Refer to this office letter dated 30.01.2018 and reminder dated 04.02.2018 on the subject cited above.

It was time & again requested to ensure the updation of caste survey information as well as complete service record of all regular employees on the HRMS portal and submit completion certificate to directorate in this regard. But information not received from any district till date, moreover, information of various information is still incomplete on the portal. Now Govt. vide letter dated 22.03.2018 has ordered that if the complete information not updated on portal by end of this months, salary of HOD and Administrative Secondary of department will be stopped.

It is therefore requested to ensure 100% updation of caste survey information as well as finalization of complete service record upto 10.03.2018 in respect of all regular employees with coordination of concerned employee and completion certificate to be submit in Directorate upto 11.03.2018 positively required for further submission to T&A department by W/ACS(SE). In case of failure, he/she shall be personally responsible for departmental proceedings.

Treat it more urgent/date bound by giving top priority.



**Assistant Director (HRMS)
for Director Secondary Education,
Haryana, Panchkula**

Endst. No. Even

Dated, Panchkula, the 05/03/18

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

1. All Drawing & Disbursing Officers (DDO) of School Education Department, Haryana. It is requested to update complete information on HRMS portal upto 08.03.2018 of all employees working under your control and submit completion certificate to your DEO/DEEO concerned. In case of any problem/issue being faced by you while updating the information on portal, please register your complaint at helpdesk link i.e. <http://164.100.137.158/helpdesk/> available at HRMS Portal.
2. All Technical Nodal Officers (HRMS), School Education Department, Haryana.


**Assistant Director (HRMS)
for Director Secondary Education,
Haryana, Panchkula**

Endst. No. Even

Dated, Panchkula, the 05/03/18

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

1. PS/ACS(SE).
2. PA/DSE, PA/DEE.
3. PA/ADs/JDs.


**Assistant Director (HRMS)
for Director Secondary Education,
Haryana, Panchkula**