

From

Director Secondary Education,  
Haryana, Panchkula

To

1. Director SCERT, Haryana, Gurgaon
2. All District Education Officers,
3. All District Elementary Education Officers,
4. All Drawing & Disbursing Officer, School Education Department.
5. All Officers of Establishment branches at Head Quarter.

Memo No.KW-12/69-2016-Admn.


Dated, Panchkula, the 09/03/2018

**Subject: - Regarding implementation of HRMS portal in School Education Department.**

Kindly refer to the subject cited above.

It has been decided by the State Govt. that the ACP cases of all Govt. employee of Haryana State will only be processed through HRMS Portal only. Necessary user manual-cum-flow chart / helping video of ACP module is also available on the HRMS portal for ready reference. The ACP orders issued manually without processing through HRMS portal will not be accepted by the HRMS portal.

It is, therefore, directed to process all cases of ACP only through HRMS Portal as per work flow given in the user manual. In case of any query, please contact your District Level Technical Nodal Officer OR Nodal Officer/Technical Nodal Officer at Head Quarter or the officials of NIC any time. All may be ensure strict compliance of these orders.

  
**Assistant Director cum Nodal Officer (HRMS)**  
**O/o Director Secondary Education,**  
**Haryana, Panchkula**

Endst. No. Even

Dated, Panchkula, the 09/03/2018

A copy is forwarded to the following for necessary action, please.

1. All establishment branches at HQ. It is directed to ensure that no ACP case may be entrained received in directorate without processed through HRMS Portal.
2. All Drawing & Disbursing Officer, School Education Department. It is directed for processed ACP cases of employees working under your control only through HRMS Portal for which user manual available on the portal for help.
3. Joint Director IT for information and uploading on website.

  
**Assistant Director cum Nodal Officer (HRMS)**  
**O/o Director Secondary Education,**  
**Haryana, Panchkula**

Endst. No. Even

Dated, Panchkula, the 09/03/2018

A copy is forwarded to the following for kind information, please.

1. PS/ACS(SE).
2. PA/DSE, PA/DEE.
3. PA/ADs/JDs.
4. Registrar Education (Elementary & Secondary Education)

  
**Assistant Director cum Nodal Officer (HRMS)**  
**O/o Director Secondary Education,**  
**Haryana, Panchkula**



649/IT Cell  
12/03/18



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA  
PANCHKULA**

**Order No. 12/71--2014 Admn. (3)**

**Dated, Panchkula the 12.03.2018**

A copy of letter 28/14/2016-5B&C dated 20.02-2018 from The Additional Chief Secretary to Government Haryana, Finance Department, regarding implementation of Human Resource Management System-Processing of Assured Career Progression Cases (ACP), is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgaon.
3. All DIET's in the State.
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. All the Headquarter Officers.
7. Registrar Education (Secondary).
8. All the Superintendent (HQ).
9. Superintendent Admn. (Pry.)
10. PA/DSE.
11. PA/Additional Director Adman.
12. PA/Joint Director Admn.I & II.
- ✓ 13. IT Cell (HQ) for website.
14. All Assistant Adman. Branch.

  
**SUPERINTENDENT ADMN.  
for DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**  


From

The Additional Chief Secretary to Government Haryana  
Finance Department.

To

1. All Head of the Departments In the State of Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh
3. All the Commissioners, Ambala, Hisar, Gurugram and Rohtak Division
4. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana State.

Memo No. 28/14/2016-5B&C  
Dated, Chandigarh the 20<sup>th</sup> February, 2018.

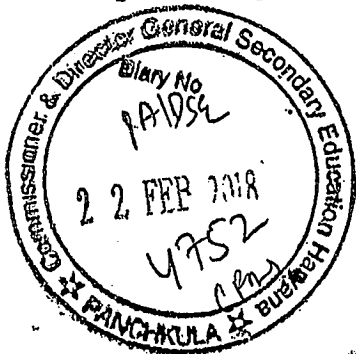
**Subject: - Implementation of Human Resource Management System – Processing of Assured Career Progression Cases (ACP).**

Please refer to the Finance Department's instruction No.28/14/2016-5B&C dated 06.12.2017 on the subject cited above vide which it was decided to enter the personal information of each employee like Service Book, ACRs, promotion, leave, transfer details etc in (HRMS). This information has been entered in HRMS by all the Departments.

Vide instruction No.28/14/2016-5B&C dated 06.12.2017, it was decided to implement Transfer Cases also through this system.

Now it has been decided to implement all Assured Career Progression (ACP) Cases through the Human Resource Management System (HRMS) w.e.f. 01-03-2018. Accordingly, it is requested to ensure that all ACP Cases of your Department, in future, may be processed only through the HRMS. The complete detailed procedure can be seen on "ACP user Manual" on the <http://hrmshry.nic.in>, under user manual link.


Sh. Sunil Bahal, Programmer, O/o Treasuries & Accounts and Sh. Yashpal and Sh. Mayank O/o NIC have been designated as the State Nodal Officers for implementation of HRMS. Hence, in case any Head office faces difficulty, they can contact them on email at [treasuris@hry.nic.in](mailto:treasuris@hry.nic.in), [Yashpal@nic.in](mailto:Yashpal@nic.in), [nic.mayank22@gmail.com](mailto:nic.mayank22@gmail.com). Field offices may contact their respective Departmental Nodal Officer.



*S. Kumar*  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department.

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A copy each is forwarded to all the Additional Chief Secretaries/Principal Secretaries to Government Haryana for information and necessary action.

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department.

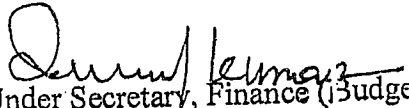
To

All the Additional Chief Secretaries /Principal Secretaries to Government Haryana.

U.O. No.28/14/2016-5B&C  
Endst No.28/14/2016-5B&C

Dated, Chandigarh, the 20<sup>th</sup> February, 2018.  
Dated, Chandigarh, the 20<sup>th</sup> February, 2018.

A copy is forwarded to Principal Accountant General (A&E), Haryana for information and necessary action please.

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department.