

**Immediate / HRMS Matter**

From

Director Secondary Education,  
Haryana, Panchkula

To

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

Memo No.12/69-2016-Admn.(2)  
Dated, Panchkula, the 06.12.2017

**Subject: - Regarding updation of complete information of all regular employees on HRMS portal.**


Refer various orders/instructions on the subject cited above.

Various orders/instructions has been issued to all DEOs/DEEOs and DDOs for updation of complete information (including historical data like service verification, suspension detail/disciplinary cases, financial up-gradation, leave account etc.) of all regular employees working under their control and to ensure timely releasing of salary of all employees. But its progress in this regard is not upto mark. A circular from Govt. has been received for updation of information regarding disciplinary cases in respect of all regular employees on HRMS portal in date bound matter (copy attached).

It is therefore, again directed to ensure that the salary of all employees should be released upto the month of Nov., 2017 paid in Dec. 2017. In case, salary of any employee is not released upto the month of Nov. 2017 due to any reason, the salary of concerned DDO may also not be released. Further, District Technical Nodal Officers may be directed to compile the list issues upto 08.12.2017 positively and share the same with Nodal Officer/Technical Nodal Officer at Directorate personally.

Also ensure the updation of Caste Survey Data of all employees.

Please give it top priority.

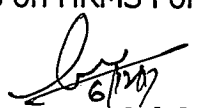
  
**Assistant Director-cum-Nodal Officer (HRMS)  
for Director Secondary Education,  
Haryana, Panchkula**

**Endst. No. Even**

**Dated, Panchkula, the 06.12.2017**

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

1. All DDOs (Drawing & Disbursing Officers) School Education, Haryana. It is directed to ensure updation of complete information including historical data in respect of all employees working under their control and releasing of salary of all employees upto the month of Nov. 2017.
2. All District Level Technical Nodal Officers. It is directed to compile the list of issues being faced by DDOs especially for the employees whose salary not released and share the same with Technical Nodal Officer at Directorate personally. It is also directed to arrange regular training programmes of DDOs on HRMS Portal.

  
**Assistant Director-cum-Nodal Officer (HRMS)  
for Director Secondary Education,  
Haryana, Panchkula**