

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, Karnal, Hisar, Rohtak, Gurugram and Karnal Division.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.

Memo No. 28/14/2016-5B&C (T&A)

Dated, Chandigarh the 15.07.2022

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

Please refer to the Finance Department's instruction No. 28/14/2016-5B&C dated 20.02.2018 on the subject cited above vide which it was decided to implement all Assured Career Progression (ACP) Cases through the Human Resource Management System (HRMS) w.e.f. 01.03.2018.

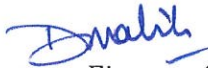
However, during recent review of the position of ACP cases in HRMS, it has been noticed that very few Departments (Education) have implemented the above instruction. And all ACP cases are still being dealt manually in other Departments. Keeping this in view, it was decided to block manual entry of ACP cases in HRMS.

Now, during a workshop on e-posting dated 16.06.2022 many Departments have requested to relax the Government instruction and fix a cutoff date so that all under processed ACP cases can be completed and entered manually in HRMS. Hence, keeping the practical difficulty and requests in view, it has now been decided to allow manual entry of those ACP cases, the order of which will be issued upto 31.07.2022. Thereafter, w.e.f. 01.08.2022 no manual entry will be allowed and all ACP cases will be processed through HRMS ACP Module, failing which the salary of such erring officials/officers will be stopped.

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 already been designated as the State Nodal Officers for

implementation of ACP module through HRMS. Hence, in case any Head Office faces difficulty, they can contact them on e-mail at [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in), [Yashpal@nic.in](mailto:Yashpal@nic.in), [nic.mayank22@gmail.com](mailto:nic.mayank22@gmail.com). Field offices may contact the respective Department Nodal Officer.

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

Endst. No. 28/14/2016-5B&C(T&A)

Dated: 15.07.2022

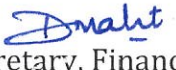
A copy of the above is forwarded to All Administrative Secretaries of the State with the request to direct their branches and offices under their control not to allow ACP cases without processing through HRMS.

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

Endst. No. 28/14/2016-5B&C(T&A)

Dated: 15.07.2022


A copy of the above is forwarded to Secretary, Human Resource Department, Haryana for information and necessary action.

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

Endst. No. 28/14/2016-5B&C(T&A)

Dated: 15.07.2022

A copy of the above is forwarded to NIC & Sh. Yashpal, Technical Director, NIC, Haryana for information and necessary action.

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