

From

Additional Chief Secretary to Govt. of Haryana,  
Finance Department, Haryana Chandigarh.

To

1. All Head of Departments in Haryana
2. All Head of Boards/Corporation/Autonomous Bodies
3. All the Commissioners Ambala, Hisar, Gurugram, Karnal, Faridabad & Rohtak Division.
4. All Deputy Commissioners and Sub Division Officer (Civil) in Haryana State.

Memo No. 28/34/2020-5B/c

Dated: 28.7.2020

**Subject: - Updation of Employees data in Human Resource Management System (HRMS) module.**


I am directed to invite your attention on subject cited above and to convey that a review meeting was held on 13.07.2020 under the Chairmanship of Hon'ble Chief Minister Haryana on the performance of Department(s)/Board(s)/Corporation(s) in HRMS.

2. During the review of HRMS module, it was observed that number of Departments/Boards/Corporations have not updated their employees data in HRMS module like service verification, leave balance, promotion, ACP, family detail, disciplinary proceedings, which adversely affect their overall performance.

3. Hon'ble Chief Minister has desired that the Departments/Boards/Corporations should fill the complete information of the employees in the HRMS module on a priority basis.

4. In view of this, in order to streamline the performance in HRMS, it has been decided that all HOD(s)/DDO(s) concerned will ensure that the complete data of employees is uploaded on HRMS module before releasing salary of August 2020 paid in September 2020 to the employees.

5. These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in) as well as website of Treasuries & Accounts Department i.e. [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in).

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

P.T.O

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

*Asimph*  
Under Secretary (Budget & Committee)  
for Additional Chief Secretary to Government of Haryana,  
Finance Department.

A copy of the above is forwarded to Additional Principal Secretary to Chief Minister Haryana for information and necessary action.

*Asimph*  
Under Secretary (Budget & Committee)  
for Additional Chief Secretary to Government of Haryana,  
Finance Department.

To

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

U.O. No. *28/34/2020-5BPE*

Dated, Chandigarh, the *28.7.2020*

Endst No. *28/34/2020-5BPE*

Dated, Chandigarh, the *28.7.2020*

A copy is forwarded to all the Treasury Officer/Assistant Treasury Officers for information and necessary action.

*Asimph*  
Under Secretary (Budget & Committee)  
for Additional Chief Secretary to Government of Haryana,  
Finance Department.