

From

The Additional Chief Secretary to Government Haryana  
Finance Department.

To

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

Memo No.- 28/14/2016-5B&C

Dated:- 14<sup>th</sup> May, 2019

**Subject: Implementation of Online Leave submission & approval system in HRMS.**

Please refer to the Finance Department's instruction No. 28/14/2016-5B&C dated 28.06.2016, 06.12.2017&20.02.2018 on the subject cited above vide which it was decided to enter the data of personal information of each employee like Service Book, ACRs, promotion, leave, transfer details etc in HRMS. These data's have been entered in HRMS by all Departments.

Now, it has been decided to implement online Leave submission and approval system through Intra Gr. Portal w.e.f. 01.04.2019. Employee can submit any type of Leave application online on the employee portal <http://intrahry.gov.in>. Reporting Officer may approve/reject the leave application on the same portal. System has also facilities of cancellation of leave and submission of joining report Administration / establishment users can also submit the leave application on the behalf of employee through HRMS portal if employee is not able to submit his/her leave online. The detail procedure can be seen on "guidelines for filling up the Online Leave Management" on <http://intrahry.gov.in> under latest news links.

Sh. Sunil Bahal, Programmer O/o Treasuries & Accounts Department and Sh. Yashpal, Technical Director O/o NIC Haryana has been designated as State Nodal Officers for implementation of Online Leave Management. Hence, in case of any difficulty, the Department can contact them on email: [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in) & [yashpal@nic.in](mailto:yashpal@nic.in). Field officers may contact their respective Department Nodal Officer.

  
Superintendent Budget and Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

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

  
Superintendent Budget and Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department