

No. 28/12/2012-1B&C (T&A)  
From Additional Chief Secretary to Govt. of Haryana  
Finance Department  
To  
1. Administrative Secretaries to Govt. of Haryana  
(As per list enclosed)  
2. Divisional Commissioners of Haryana  
(Ambala, Gurugram, Hisar, Karnal, Rohtak and Faridabad)

Dated, Chandigarh, the November 02, 2022

**Subject: - Regarding updating of data of posts in e-Posting module.**

Sir/Madam,

Kindly refer to the subject noted above.

During recent review of sanctioned posts in e-posting and HRMS by Hon'ble Chief Minister Haryana it has been found that many Departments have entered incorrect data, including of diminishing cadre, resulting into mismatch of data between e-posting module and HRMS portal related to total sanctioned strength of a department including of field offices. It shows that Departments have not implemented the Government instructions in letter and spirit.

2. Accordingly, FD vide instruction dated 08.06.2022 had decided to de-freeze the e-post data of all departments of the State to carry out correction by all Head of Departments. This facility was available at HOD level (ECA) only. User ID/Password was already shared during the implementation of e-post. All HOD (ECA) were required to check and entered correct data related to sanctioned strength including diminishing cadre posts of their respective Department including field offices. If any alteration in the existing data/ strength of any post/cadre was required, then concerned HOD was to submit supporting documents to concerned expenditure controlling branch of Finance Department for examining the proposal and finalise the data as per prescribed procedure issued by Government vide instruction No. 28/12/2014-1B&C dated 23.05.2014. All HODs (ECA) were requested to complete this exercise by 15.06.2022.

2 (a) Subsequently, FD had extended the time period vide instruction dated 15.06.2022 and 13.09.2022 to complete this exercise by 14.09.2022.

3. However, 38 Departments and Divisional Commissioners of Ambala, Gurugram, Hisar, Karnal, Rohtak and Faridabad have not yet reconciled the data with concerned expenditure controlling branches despite the reminders and extension of time period, which is a matter of serious concern, as FD is not in position to complete the exercise as per the direction of Hon'ble CM.

4. It has been decided to give last opportunity to these 38 defaulted Departments and Divisional Commissioners to complete this exercise by **09 Nov, 2022 positively**. Thereafter, Finance Department will freeze the e-post data of all departments and submit the report to Hon'ble CM accordingly. For any query,

Department may contact Sh. Sunil Bahal, Programmer O/o Treasuries & Accounts Department and Sh. Mayank Jain, Team Leader O/o NIC, Haryana.

5. **In case, Departments fail to complete this exercise by 09 Nov, 2022, FD will be constrained to stop the salary of DDOs/HODs concerned.**

6. In view of this, you are requested to follow the instructions scrupulously and complete the exercise in consultation with FD by 09 Nov, 2022 positively. It is further, advise to issue certificate after completion of this exercise to the effect that "data related to regular filled up post on HRMS, Contractual post filled by Outsourcing Policy Part-II on e-salary and manpower deployed on Level-I, II, III through HKRN portal has been verified and found correct", to Finance Department (expenditure controlling branch) by **14 Nov, 2022 positively.**

*Dmalik*

Under Secretary to Govt. of Haryana  
for Additonal Chief Secretary to Govt. of Haryana  
Finance Department. *d*

Endst. No. 28/12/2012-1B&C (T&A)

Dated: 02.11.2022

A copy is forwarded to all the Head of Deparments (as per list enclosed) to take necessary action in this regard.

*Dmalik*

Under Secretary to Govt. of Haryana  
for Additonal Chief Secretary to Govt. of Haryana  
Finance Department *d*

A copy is forwarded to the all the expenditure controlling branches of Finance Department to take up and expedite the matter with their department concerned.

*Dmalik*

Under Secretary to Govt. of Haryana  
for Additonal Chief Secretary to Govt. of Haryana  
Finance Department. *d*

To

All the expenditure controlling branches of Finance Department.

U.O. 28/12/2012-1B&C (T&A)

Dated: 02.11.2022

1. Agriculture & Farmers' Welfare Department
2. Animal Husbandry Department
3. Fishries
4. Horticulture
5. Development & Panchayat
6. Health Department
7. Employees State Insurance, Health Care
8. Family Welfare
9. Food & Drug Administration
10. Skill Development & Industrial Training Department
11. Medical Education & Research
12. Technical Education
13. Higher Education
14. Secondary Education
15. Elementary Education
16. AYUSH
17. Forest
18. Advocate General
19. Architecture
20. Archaeology & Museum
21. Archives
22. Revenue
23. Gurudwara Election
24. Hospitality Organisation
25. Haryana Vidhan Sabha
26. Haryana Public Service Commission
27. Haryana Raj Bhawan
28. State Information Commission, Haryana
29. Small Savings & Lotteries
30. Haryana Staff Selection Commission
31. High Court
32. Chief Secretariat Establishment
33. Excise & Taxation
34. Prosecution
35. Sports & Youth Welfare
36. Public Works Department (B&R)
37. Irrigation & Water Resources
38. Police