

No.28/14/2011-1B&C (T&A)

From

Additional Chief Secretary to Govt. Haryana  
Finance Department.

To

1. All the Administrative Secretaries to Govt. of Haryana
2. Registrar General, the High Court of Punjab and Haryana.
3. All the Heads of Departments in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.
7. All the Treasury Officers in the Haryana.

Dated, Chandigarh, the July 21, 2023

**Subject: To update the Aadhar Number on the HRMS portal.**

Sir/Madam,

This is in continuation of Finance Department's earlier instructions of even No. dated 14 February, 2023 and 11<sup>th</sup> May, 2023 wherein all the departments were requested to update/correct data of filled up posts vis-à-vis sanctioned posts on HRMS portal.

2. It has been observed that Aadhar Number of all the employees has not been updated on HRMS portal by the Drawing & Disbursing Officers till now.

3. Therefore, all the Drawing & Disbursing Officers of the Departments are hereby directed to update the Aadhar number of all the employees working in their departments on HRMS portal without any further delay. If the task is not completed, then salary bills from the next month (Salary of August paid in September) onwards may be prepared in two parts (i) officers/officials whose Aadhar number has been updated on HRMS portal and (ii) officers/officials whose Aadhar Number has not been updated.

“It may be treated as **Most Urgent.**”

*Pawan Kumar*  
Superintendent, Budget & Committee  
for Additional Chief Secretary to Govt. Haryana  
Finance Department *am*

Endst. No.28/14/2011-1B&C (T&A)

dated 21.07.2023.

A copy is forwarded to Principal Accountant General (A&E)/ (Audit), Haryana.

*Pawan Kumar*  
Superintendent, Budget & Committee  
for Additional Chief Secretary to Govt. Haryana  
Finance Department

Endst. No.28/14/2011-1B&C (T&A)

dated 21.07.2023. *am*

A copy, each, is forwarded to Technical Director, NIC, 9<sup>th</sup> Floor, Haryana Civil Secretariat for further necessary action please.

*Pawan Kumar*  
Superintendent, Budget & Committee  
for Additional Chief Secretary to Govt. Haryana  
Finance Department *am*

CC: - In-charge, Computer Cell, Finance Department to upload on the website of FD.