

(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)

From

The Additional Chief Secretary to Govt. Haryana  
Finance Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Head of Departments in Haryana.
3. The Commissioners of all the Divisions in Haryana State.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.
5. Registrar General, Punjab & Haryana High Court, Chandigarh.

Memo No. 28/14/2011-1B&C (T&A)  
Dated, Chandigarh, the 25.07.2023

**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 Head of the Office (Checker) till now.
3. Therefore, all the Head of the Office (Checker) of the Departments are hereby directed to update the Aadhar Number of all the employees working in their Office on HRMS portal without any further delay. The Head of Office (Checker) will follow steps i.e. Login by Checker Credentials >> Employee Information Updation >> Update Aadhar Details.
4. If the task is not completed, then the DDOs concerned shall ensure that 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.
5. In case of any query, the Departments may contact Sh. Sunil Bahal, State Nodal Officer (HRMS).

"It may be treated as **Most Urgent**."

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

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

Dated: 25.07.2023

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.

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

Dated: 25.07.2023

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in Haryana State.

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

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

Dated: 25.07.2023

A copy 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.

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