

From

Additional Chief Secretary to Government of Haryana,
Finance Department

To

1. All the Heads of Departments, Haryana
2. Registrar, Punjab & Haryana High Court, Chandigarh
3. All the Divisional Commissioners of Haryana
4. All the Deputy Commissioners and Sub Divisional Officers (Civil), Haryana

Memo. No. 28/14/2016-5B&C (T&A)

Dated, Chandigarh, the 13th September, 2023

Subject: - Implementation of Human Resource Management System for Processing the cases for grant of Assured Career Progression (ACP).

Kindly refer to the Memo. of even No. dated 15.07.2022 of Finance Department on the subject cited above wherein it was decided to implement grant of Assured Career Progression (ACP) through the Human Resource Management System (HRMS) with effect from 01.08.2022.

However, during recent review of the position of ACP cases in HRMS, it has been noticed that only few Departments have implemented the abovesaid instruction. As per the report available in HRMS, about 56500 cases are pending for granting ACPs out of the total 88800 ACP cases. Delay in processing of ACP cases defeats the purpose of ACP Rules as it should be granted on time. Further, to hand hold the Departments, two days' workshop was also organized on 11th and 12th July, 2023 with all Nodal officers of all Departments on various provisions & work flow of ACP module under HRMS.

The online ACP process in HRMS has been created as per Punjab Financial Rule (PFR) in which cases are being forwarded online by making all the authorities as users. Now, there is no need to send physical file for ACP cases. Since ACP module is a workflow based module hence different users have different role to play like Initiating Authorities, Forwarding Authority, Approving Authority and Order Generating Authority. However, many Departments have given permission to single user to do all the activities in ACP module from initiation of ACP cases to forward, approval and generating orders to grant ACP. This practice is a violation of PFR rules which needs to be curbed immediately.



Accordingly, it is requested to ensure that all pending cases of your Department be processed properly and as per work flow of ACP module under HRMS within one month of the issue of this letter, failing which salary of such erring officials / officers may be stopped. This may be brought to the notice of all concerned in your department for strict compliance.

These instructions can be downloaded from the website of Finance Department.



Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department *Am*

A copy is forwarded to all the Administrative Secretaries to Government of Haryana with the request to direct their branches and offices under their control not to allow ACP cases without processing through HRMS and follow the procedure scrupulously.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 

To

All the Administrative Secretaries to Government of Haryana

U.O. No. 28/14/2016-5B&C (T&A)
Endst. No. 28/14/2016-5B&C (T&A)

Dated: 13.09.2023
Dated: 13.09.2023



A copy is forwarded to Secretary, Human Resource Department, Haryana for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 

Endst. No. 28/14/2016-5B&C (T&A)

Dated: 13.09.2023

A copy is forwarded to State Informatics Officer, National Informatics Centre (NIC), Haryana and Sh. Yashpal, Director, (IT), NIC, Haryana with a request to make the necessary changes in HRMS portal so that single user is unable to perform all the tasks from initiation to approval of ACP cases under HRMS portal.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government of Haryana
Finance Department 

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