

From

Director Secondary Education,  
Haryana, Panchkula

To

All the District Education Officers in the State  
All the District Elementary Education Officers in the State


Memo No.1/86-2020-eGov. Cell  
Dated, Panchkula, the 22.07.2022

**Subject: - Regarding processing of ACP cases through Human Resources Management System (HRMS) Portal.**

Reference Finance Department order No.28/14-2016-5B&C (T&A) dated 15.07.2022 (Copy attached) on the subject cited above.

The Finance Department has relaxed the HRMS Portal to update the ACP orders issued by the various Departments manually upto 31.07.2022 and ordered that after 01.08.2022 no manual entry will be allowed and all cases are to be processed through HRMS ACP module only, failing which the salary of such erring officials/officers will be stopped.

You are, therefore, requested to ensure strict compliance of these orders and no ACP case may be processed manually even before the cutoff date decided by government i.e. 31.07.2022 as the ACP module has been implemented in the Education Department since 2020. In case of failure, action will be initiated against the erring officials/officers as per instructions of Government.

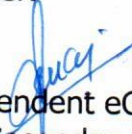
  
Superintendent eGov./IT  
for Director Secondary Education,  
Haryana, Panchkula

Endst No.1/86-2020-eGov. Cell

Dated, Panchkula the 22.07.2022

A copy is forwarded to the following for necessary action: -

1. The Registrar Education (School) and Assistant Director (Admin.) for taking necessary action for the employees working at Head Quarter.


  
Superintendent eGov./IT  
for Director Secondary Education,  
Haryana, Panchkula

Endst No.1/86-2020-eGov. Cell

Dated, Panchkula the 22.07.2022

A copy is forwarded to the following for information please: -

1. PS/ACS(SE) for kind information of W/ACS(SE).
2. PS/DSE for kind information of W/DSE.
3. PS/DEE for kind information of W/DEE.

  
Superintendent eGov./IT  
for Director Secondary Education,  
Haryana, Panchkula

3750 Govt/IT Cell  
21/07/2022

From

The Additional Chief Secretary to Government Haryana  
Finance Department.

To

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

Memo No. 28/14/2016-5B&C (T&A)  
Dated, Chandigarh the 15.07.2022

**Subject: Implementation of Human Resource Management System Processing of Assured Career Progressing Cases (ACP).**

Please refer to the Finance Department's instruction No. 28/14/2016-5B&C dated 20.02.2018 on the subject cited above vide which it was decided to implement all Assured Career Progression (ACP) Cases through the Human Resource Management System (HRMS) w.e.f. 01.03.2018.

However, during recent review of the position of ACP cases in HRMS, it has been noticed that very few Departments (Education) have implemented the above instruction. And all ACP cases are still being dealt manually in other Departments.

Keeping this in view, it was decided to block manual entry of ACP cases in HRMS.

Now, during a workshop on e-posting dated 16.06.2022 many Departments have requested to relax the Government instruction and fix a cutoff date so that all under processed ACP cases can be completed and entered manually in HRMS. Hence, keeping the practical difficulty and requests in view, it has now been decided to allow manual entry of those ACP cases, the order of which will be issued upto 31.07.2022. Thereafter, w.e.f. 01.08.2022 no manual entry will be allowed and all ACP cases will be processed through HRMS ACP Module, failing which the salary of such erring officials/officers will be stopped.

Accordingly, it is requested to ensure that all ACP Cases of your Department, in future, may be processed only through the HRMS. The complete detailed procedure can be seen on "ACP User Manual" on the <http://hrmshry.nic.in>, under user manual link.

Sh. Sunil Bahal, Programmer, O/o Treasuries & Accounts and Sh. Yashpal and Sh. Mayank O/o NIC have already been designated as the State Nodal Officers for

ACSS (Buz)

ACSS

18-07-22

ISE  
15-7-22

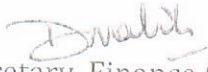
addl. Dir Admin (Buz)  
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implementation of ACP module through HRMS. Hence, in case any Head Office faces difficulty, they can contact them on e-mail at [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in), [Yashpal@nic.in](mailto:Yashpal@nic.in), [nic.mayank22@gmail.com](mailto:nic.mayank22@gmail.com). Field offices may contact the respective Department Nodal Officer.

  
Under Secretary, Finance (Budget),  
for Additional Chief Secretary to Government Haryana,  
Finance Department. *an*

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

Dated: 15.07.2022

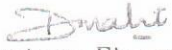
A copy of the above is forwarded to All Administrative Secretaries of the State with the request to direct their branches and offices under their control not to allow ACP cases without processing through HRMS.

  
Under Secretary, Finance (Budget),  
for Additional Chief Secretary to Government Haryana,  
Finance Department. *an*

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

Dated: 15.07.2022


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

  
Under Secretary, Finance (Budget),  
for Additional Chief Secretary to Government Haryana,  
Finance Department. *an*

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

Dated: 15.07.2022

A copy of the above is forwarded to NIC & Sh. Yashpal, Technical Director, NIC, Haryana for information and necessary action.

  
Under Secretary, Finance (Budget),  
for Additional Chief Secretary to Government Haryana,  
Finance Department. *an*

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