

Most Important/Date Bound

From

Director Secondary Education-cum-Director Elementary Education,
Haryana, Panchkula

To

1. All the District Education Officers in the State
2. All the District Elementary Education Officers in the State

Memo No.1/86-2020-eGov. Cell
Dated, Panchkula, the 21.11.2022

Subject: - Regarding validation/finalization of Service Books in respect of all regular employees on HRMS portal upto 23.11.2022.

Reference instructions No.10/01/2022-3CCII dated 15.11.2022 issued by Human Resources Department (Copy attached) and this office letter dated 08.10.2021, 09.11.2021, 17.11.2021, 22.11.2021, 03.12.2021, 13.12.2021, 24.12.2021, 17.01.2022, 31.01.2022, 08.02.2022, 17.02.2022, 03.03.2022, 28.03.2022, 15.11.2022 and email dated 18.11.2022 on the subject cited above.

It was time & again requested to ensure the digitization as well as validation of Service Books in respect of all the regular employees working under your control on HRMS portal. Vide letter dated 15.11.2022 last date for this was fixed as 18.11.2022 but as the work was not completed, a reminder was given through email dated 18.11.2022 by mentioning that if the service book will not be completed for any employees then HRMS Portal will not allow to generate the salary bills for such employees for this month.

Even though the progress in matter is very slow and pendency is very high which can be viewed with following table:-

District	Secondary Education					Elementary Education				
	Total Employees Finalized Records	Record Verified	Pendency Record as on 15.11.22	Pendency Record as on 21.11.22	Progress in %age	Total Employees Finalized Records	Record Verified	Pendency Record as on 15.11.22	Pending Record as on 21.11.22	Progress in %age
Ambala	1459	1288	216	171	20.83	1693	1514	214	179	16.36
Bhiwani	2347	2100	261	247	5.36	2857	2640	237	217	8.44
Dadri	1146	939	214	207	3.27	1329	1165	169	164	2.96
Faridabad	1405	1233	175	172	1.71	1772	1723	53	49	7.55
Fatehabad	1625	1398	242	227	6.20	2399	2206	203	193	4.93
Gurugram	2096	1914	194	182	6.19	2449	2268	184	181	1.63
Hisar	2995	2676	339	319	5.90	3798	3501	317	297	6.31
Jhajjar	1728	1572	212	156	26.42	1775	1696	98	79	19.39
Jind	2245	2072	174	173	0.57	3024	2835	197	189	4.06
Kaithal	1801	1548	262	253	3.44	2403	2187	221	216	2.26
Karnal	2126	1896	248	230	7.26	2667	2476	198	191	3.54
Kurukshetra	1736	1543	198	193	2.53	2403	2284	123	119	3.25
Mahendergarh	1751	1563	195	188	3.59	2705	2497	214	208	2.80
Nuh Mewat	968	880	89	88	1.12	2586	2473	120	113	5.83
Palwal	1086	979	110	107	2.73	1980	1893	93	87	6.45
Panchkula	1014	881	231	133	42.42	1421	1266	209	155	25.84
Panipat	1689	1542	166	147	11.45	2259	2168	109	91	16.51
Rewari	1677	1549	146	128	12.33	2201	2055	175	146	16.57
Rohtak	1750	1553	218	197	9.63	1908	1794	128	114	10.94
Sirsa	1842	1652	193	190	1.55	3250	3046	205	204	0.49
Sonapat	2442	2257	191	185	3.14	2887	2674	214	213	0.47
Yamuna Nagar	1221	1028	208	193	7.21	2188	2041	152	147	3.29
HQ	413	412	31	1	96.77					
Grand Total	38562	34475	4513	4087		51954	48402	3833	3552	

You are, therefore, again requested to issue necessary direction to all the DDOs and Employees to ensure that validations/finalization of pending Service Books should be completed by 23.11.2022 in respect of all the regular employees working under your positively. In case, any DEO/DEEO/DDO fails to do this within time period, HRMS Portal will not allow to generate the Salary Bills for the month of November paid in December, 2022 and for this he/she will be personally held responsible for the delay.

It may be given top priority.



Deputy Director (IT)
for Director Secondary Education,
Haryana, Panchkula *na*

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

Dated, Panchkula the 21.11.2022

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

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



Deputy Director (IT)
for Director Secondary Education,
Haryana, Panchkula *na*

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

Dated, Panchkula the 21.11.2022

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.



Deputy Director (IT)
for Director Secondary Education,
Haryana, Panchkula *na*