



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA  
PANCHKULA**

**Order No. 10/20-2020 Admn(4)**

**Dated, Panchkula the**

A copy of letter No. 28/12/2012-1 B&C Dated 05.12.2022 received from Additional Chief Secretary to Government, Haryana, Finance Department regarding completing of Service Book Validation of all the employees in Human Resource Management System Application (HRMS) is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officer's in the State.
4. All DIET's in the State.
5. Registrar Education (Secondary).
6. All the Superintendents (HQ).
7. Superintendent HRG-I & II.
8. Superintendent PGT I-IV.
9. Superintendent HRME I & II.
10. Superintendent Works (Sec.).
11. Superintendent Admn. (Pry).
12. PA/DSE.
13. PA/ Additional Director Admn.
14. PA/Additional Director Academic.
15. PA/ Joint Director Admn.
16. PA/Joint Director (MSS).
17. All the Assistants Admn. Branch (Sec.).
18. IT Cell (HQ) for website.

**SUPERINTENDENT ADMN.  
for DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

S.F.

7960 Ad (4)  
08/12/2022

No. 28/12/2012-1B&C  
Haryana Government  
Finance Department

Dated Chandigarh, the 05<sup>th</sup> December 2022

To

- 1 All the Administrative Secretaries to Government Haryana
- 2 All the Heads of Departments

Subject: Regarding completing of Service Book Validation of all the employees in Human Resource Management System Application (HRMS).

DSE(O.E.D)  
07/12/2022

This is in continuation of instructions issued vide letter of even number dated 01.12.2022 wherein salary was stopped of 19259 employees, who have not validated their Service Book on the HRMS by 30.11.2022.

AD(Admin)  
(copy)  
08/12

It has been learnt that large number of employees have now validated their Service Books in HRMS portal since 1.12.2022. Hence, it has been decided that DDOs concerned after verification thereof, may release salary of those employees/checkers twice in a week who have validated/completed their service Books on HRMS. Further, before preparing the salary bills for the payment of salary of the month of December, 2022 to be paid in month of January, 2023, DDOs concerned must ensure updation/validation of Service Books on HRMS system by all Employees/Checkers concerned under his/her control, otherwise salary bills of employees/checkers who have not validated their Service Books on HRMS Portal will not be prepared.

S/Adm

SS  
18/12/22  
Ddy

Yours faithfully,  
*Dmalik*  
Under Secretary (B&C)  
for Additional Chief Secretary to Government Haryana.  
Finance Department

Endst. No. 28/12/2012-1B&C

Dated Chandigarh, the 5<sup>th</sup> December, 2022.

A copy is forwarded to SIO NIC Haryana, DGTA, Joint Director (DMC), all Treasury Officers and Assistant Treasury Officers in the State for information and necessary action.

*Dmalik*  
Under Secretary (B&C)  
for Additional Chief Secretary to Government Haryana.  
Finance Department.

Endst. No. 28/12/2012-1B

Dated Chandigarh, the 5<sup>th</sup> December, 2022.

