From

Director,
Treasuries and Accounts Department,
Haryana, Chandigarh.

To

1. All the Administrative Secretaries to Government Haryana,
2. All the Heads of Departments, Commissioners, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.

Memo No.:TA-HR(DMC)/ 2016/7130   Dated:08-07-2016

Subject:- **Standard Operating Procedure for Human Resource Management System.**

Please refer to the Finance Department instructions no. 28/14/2016-5 B&C dated 28/06/2016 on the subject cited above.

Now the department has prepared Standard Operating Procedure (SOP) with the consultation of State Government for implementing HRMS. In this Standard Operating Procedure (SOP) the role of Finance Department, Treasuries & Accounts Department, State Information Technology Department, Heads of the Department, Departmental Nodal Officers, DDOs and employees is defined. Addition to this a time schedule of implementation and responsibilities is also defined.

You are therefore, requested to carry out these activities as per Standard Operating Procedure (SOP) in your department and to depute one Nodal Officer and one Technical Nodal Officer (not below the rank of class-II) of your department for HRMS under intimation to this office.

DA: As Above.

Director
Treasuries & Accounts Department,
Haryana, Chandigarh.

Standard Operating Procedure for HRMS

Human Resource Management System

It is a Generic, Integrated workflow based System to be implemented across Haryana Govt. Departments to manage various G2G & G2E services related to employees. It is integrated with IFMS. Honorable CM, Haryana has directed to implement HRMS in all departments before 31st Oct, 2016.

Role of Finance Department & Treasury Department:

- System will be implemented under the supervision Treasury department.
- HRMS developed by NIC, Haryana under the guidance of Finance department will be implemented in all the departments.
- Manpower & Hardware for the software development and maintenance will be provided by the Finance department.
- Finance department will have to freeze sanction posts via e-post sanctioning system and generate a final work strength order for department.
- Finance department will nominate State Nodal officer & State Technical Nodal officer for its implementation in all the departments.
- State Nodal officer will prepare training schedules of TNOs& Nodal officers in consultation with NIC.
- Form a committee, to approve/suggest any new requirements ,change request and workflow suggested by the implementing departments.
- Will provide support in the district in implementation through treasury office.

SIT, Haryana

- It will provide infrastructure for the developers &Training.
- It will facilitate the departments for IT related infrastructure& manpower problems in the implementation of HRMS.

Head of the Departments:

- Departments will nominate Technical Nodal officer & Nodal Officer.
- Inform contact details to Treasury and Accounts Department.
- Fortnightly Review the implementation and send the progress report to State Nodal Officer.
- Finalization of sanction posts data via e-post sanctioning system.

Departmental Nodal Officers & Technical Nodal officer

- Nodal Officer will be responsible for timely implementation in its department.
- Get training on HRMS as per the schedule communicated to them.

- Create Organization Structure and update department specific master such as rules work flows.
- Technical Nodal officer will be responsible for providing training and technical support to their offices for the implementation of HRMS.
- Forward any new requirements, change request and workflow to the treasury and accounts department appointed committee.
- Provide H/W and network connectivity in the implementing offices.

Drawing and disbursing officers

- Export the data to HRMS
- Relieving and joining of employee at the time of Transfer
- Create Monthly Duty Certificate / Acquaintance Roll

Field level Establishment Officers

- Will Import data from e-Salary
- Assign roles to officials
- Verify and freeze the data
- Will update service record details like Balance leave, Financial up-gradations, Promotions, Service Verification, Service Breaks , Extra Ordinary leave, Loan availed , GPF withdrawal , ACR, Punishment etc from service books.
- Will implement work flow based modules like Transfer, Promotions, Wheat & festival loan, Seniority list, Pension papers, ACP, Leave, Disciplinary cases monitoring System & other future transactions.

Employee (G2E Services)

- Employee will able to see his/her basic information and service book.

NIC, Haryana

- NIC will take technical ownership of the portal.
- Design, re-design, hosting and technical maintenance of software.
- NIC will create administrative user for all the departments.
- Provide training to all TNOs & Nodal officers of the government departments on operations HRMS website.
- NIC will maintain the web and database servers on which the HRMS website is operational. This will include taking regular backups of the data.
- NIC will ensure 24X7 uptime for the website.

Technical help response system:

- Any user maker/checker of any office will write to the Technical Nodal officer of the department.
- TNO will respond to the queries of the user.
- If TNO is unable to answer the query, it may be forwarded to State Technical Nodal officer.

- STNO will answer the query to the user.
- If queries/problem related to s/w errors or needs change in s/w, it may be sent to the NIC technical team.

Stakeholders :

1. Finance & Treasury, Haryana
2. NIC, Haryana
3. SIT, Haryana
4. Chief Secretary, Haryana
5. Chief Minister, Haryana
6. Individual Departments
7. Employees of departments

Schedule of Implementation & responsibility:

Sr No	Activities	Ownership/responsibility	Time line	Date
1	Preparation of Training schedule of TNOs& Nodal officers of departments	SNO-Treasury with consultation of NIC	$T1=T+7$	22-06-2016
2	Training of TNO & Nodal officers	NIC/SIT	$T2=T1+10$	06-07-2016
3	Creation of Hierarchy of the Department	TNO/Nodal officer of departments	$T3=T2+5$	14-07-2016
4	Providing Training to DDOs/checkers/makers/level admin	TNO of department	$T4=T3+5$	21-07-2016
5	Creation of users of checkers/makers and permissions.	Departmental/office level administrator	$T5=T4+5$	28-07-2016
6	Transfer of Data from e-Salary to HRMS	DDO of departments in the guidance of TNO/Nodal officers	$T6=T5+10$	11-08-2016
7	Updating & Freezing of basic data of employees using five forms.	Maker/Checkers of the offices	$T7=T6+15$	05-09-2016
8	Entering of Historical data regarding Balance leave, Financial up gradations, Promotions, service verification, service breaks , Extra Ordinary leave, Loan availed , GPF withdrawal , ACR, Punishment	Maker/Checkers of the offices	$T8=T7+20$	05-10-2016
9	Verification & locking of Historical data	Checkers of the offices& employees	$T9=T8+10$	21-10-2016
10	Work Flow based modules like Transfer, promotions, Wheat & festival loan, Seniority list, Pension papers, ACP, Leave, Disciplinary cases monitoring System & other future transactions	Maker/Checkers of offices/departments as per permissions	$T10=T9+7$	03-11-2016
11	Displaying of Data on CM Dashboard	NIC	$T11=T9+7$	15-11-2016
12	Changes and new modules development in HRMS	As per Change Request committee recommendation	$T12=T+101$	30-11-2016

Note: T- Date on which SOP notified and informed to concern.

Total 101 working days after SOP approval & notification.