

From

Secretary Finance –cum- Adviser
to Government Haryana, Finance Department,
Chandigarh

To

Heads of Departments
(List attached.)

Memo No. TA-HR(DMC)2017/7558 Dated: 11.05.17

Subject: **Implementation of Human Resources Management System (HRMS).**

Kindly refer to the Finance Department's instructions No. 28/14/2016-5B&C dated 28.6.2016 on the subject noted above.

2. Haryana Government has decided to implement Human Resources Management System (HRMS), under which the personal information of each employee like Service Book, ACR, promotion details, leave details, transfer etc are to be maintained. In this regard Standard Operating Procedure (SOP) was sent to all Departments vide this office letter No. TA-HR(DMC)/2016/7130 dated 8.7.2016 indicating interalia, time schedule of implementation. The HRMS system is to be implemented in four phases, vis, Phase I Creation of Master Data, Phase II Updated from e-salary, Phase III Finalised Record of employees and Phase IV Enter Historical Data of employees. All these phases were to be completed by 30.10.2016.

3. Digital Cell in CM Office is monitoring the implementation of HRMS and it has set the following time lines for it:

(a) Phase IV for all Departments to be completed by 30.6.2017.

4. Your Department has completed the Phase-I to Phase-III despite best efforts of the Finance Department in this regard.

5. You are, therefore, requested to adhere to the timelines indicated by Digital Cell of CM Office to complete the implementation of HRMS, otherwise Finance Department is forced to stop all payments of your Department through Treasuries after 30.06.2017. It is further informed that Hon'ble Chief Minister Haryana will review the implementation of HRMS shortly.

6. This letter is also available on the official website of Finance Department (www.finhry.gov.in) and Treasuries and Accounts Department (www.hrtreasuries.gov.in).



Sunil Saran
Secretary Finance-cum-Advisor

Endst No. TA-HR(DMC)2017/ 7559

Dated: 11.05.2017

A copy each is forwarded to Additional Chief Secretaries/Principal Secretaries/Commissioners & Secretaries concerned to Government Haryana for information and necessary action:



Sunil Saran
Secretary Finance-cum-Advisor

Endst No. TA-HR(DMC)2017/ 7560

Dated: 11.05.2017

A copy is forwarded to CM Digital Haryana Cell for information and necessary action:



Sunil Saran
Secretary Finance-cum-Advisor

| | To be done | Not done by department | |
|----------|------------------------------------|------------------------|--|
| Phase IV | Enter Historical data of employees | 24 | Archaeology & Museums |
| | | | Elections |
| | | | Horticulture |
| | | | State Election Commission Haryana |
| | | | Excise&Taxation |
| | | | Ind.Training & Voc.Education |
| | | | Education(Higher) |
| | | | Gurudwara Election |
| | | | Tourism |
| | | | Law & Legislative |
| | | | Prosecution |
| | | | Prisons |
| | | | Technical Education |
| | | | Co-opreative Societies |
| | | | Non-conventional Energy Source |
| | | | Town & Country Planning |
| | | | Archives |
| | | | Haryana Public Service Commission |
| | | | Architecture |
| | | | Electronics & Information Technology |
| | | | Home Guard and Civil Defence |
| | | | AYUSH |
| | | | Department of Economic & Statistical Analysis, Haryana |
| | | | Small Savings |