

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.

