

GOVERNMENT OF HARYANA
OFFICE OF DIRECTOR, TREASURIES & ACCOUNTS
DEPARTMENT, HARYANA
(DATA MANAGEMENT CELL)

1st floor, 30-Bays Building, Sector -17C, Chandigarh-160017

Phone Number : 0172-2991025

Email : treasuries@hry.nic.in, website : hrtreasuries.gov.in

To

All regular employees of the Department.
(through HQ/field offices).

Subject :- Standard Operating Procedure (SOP) for implementation of eLearning portal.

Please refer to the subject cited above.

As per the orders of W/DGTA dated 11.09.2025, I have been appointed as the Nodal Officer for the implementation of the eLearning Portal in the T&A Department. To ensure seamless utilization of this portal, I have prepared a Standard Operating Procedure (SOP) that outlines the step-by-step process for accessing and using the portal. The SOP is as under :-

1. Portal Details

- **Website:** <https://elearninghartron.org.in>
- **Login ID:** Your **HRMS Code**
- **Course Name:** *E-office Learning Videos (Hartron Project)*

2. Step-by-Step Process

Step 1: Open the above URL and log in using your **HRMS Code**.

Step 2: On the dashboard, go to **My Learning** → **All**. Locate **Hartron Project** → (+) → **E-office Learning Videos** → **View Course**.

Step 3: Under *Get Started*, watch all **7 learning videos** (10-12 minutes each).

Step 4: After each video, complete a short **assessment** of 6 MCQs. You must score **at least 50%** to unlock the next video.

Step 5: After finishing all videos, submit the **feedback form**.

Step 6: Download your **Completion Certificate**.

3. Outcome

After completing all modules and feedback, employees will receive a **certificate of successful completion** for the e-Office training.

4. Completion Timeline

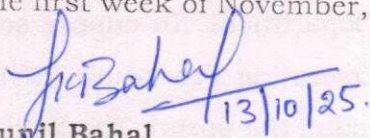
All employees are required to complete the above process and get their completion certificate by the **31.10.2025**.

P.T.O.

5. Responsibility Matrix

Role	Responsibility
Regular Employee	To complete the e-Office training as per steps above.
Office Head	To ensure all employees under their jurisdiction have completed the course.
Nodal Officer (HQ)	To monitor progress, compile completion data, and report status to higher authorities.

As the Nodal Officer, all employees/officers are requested to ensure necessary action on the above-mentioned SOP well in time i.e. 31.10.2025, so that the monitoring report may be submitted to DGTA in the first week of November, 2025.

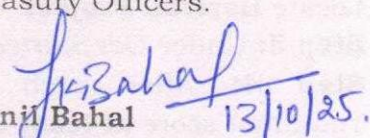

Sunil Bahal

Programmer -cum- Nodal Officer (eLearning Portal)
Treasuries & Accounts Department,
Haryana Chandigarh.

Copy to :

A copy of above is forwarded to the following with the request for necessary action to complete the Learning Portal process in their respective offices:-

1. Principal, Accounts Training Institute (ATI), Panchkula.
2. Joint Director Admin/DMC/PDC, T&A Haryana.
3. All Treasury Officers/Assistant Treasury Officers.

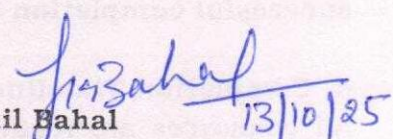

Sunil Bahal

Programmer -cum- Nodal Officer (eLearning Portal)
Treasuries & Accounts Department,
Haryana Chandigarh.

Copy to :

A copy of above is forwarded to the following for kind information please:-

1. Managing Director, HARTRON, Panchkula.
2. PS/DGTA.


Sunil Bahal

Programmer -cum- Nodal Officer (eLearning Portal)
Treasuries & Accounts Department,
Haryana Chandigarh.