

New & Renewable Energy Department, Haryana, Panchkula

Order

In terms of Government instructions issued vide No. 62/34/2020-6GS-I dated 11/08/2021, the following officials will work in HRMS Cell in addition to their present duties for completion of employees' records data entry in Human Resources Management System (HRMS) viz. Service Book validation, transfer orders on HRMS software, generation of HRMS ID number etc.:-

Sr. No.	Name	Designation	Remarks
1.	Pawan Kumar	Programmer	Shri Pawan Kumar, Programmer will assist Nodal Officer, as he is looking after work of HRMS for last three years.
2.	Smt. Anju Bala	Personal Assistant	Employees mentioned at Sr.No 02 to 05 will ensure to make the entries of Service Book data in HRMS and get it updated time to time.
3.	Sh. Amit Beniwal	Clerk	
4.	Ms. Seema Rani	Clerk	
5.	Mrs. Sunita	D.E.O.	
			Shri Sham Lal, DEO will work with CSE, HAREDA in addition to his present duties.

The above officials shall ensure that employees' data is entered in HRMS by 25th August, 2021 positively.

Panchkula the,
14th Aug, 2021

Dr. Hanif Qureshi, IPS
Director General, New & Renewable
Energy Department, Haryana, Panchkula.


Endst No.:- DNRE/Admn-2021/ 9063-90 Dated: 16/08/2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Additional Chief Secretary to Govt. Haryana, New & Renewable Energy Department for kind information in reference to Govt. letter No. 62/34/2020-6GS-I dated 11/08/2021. It is informed that Shri Jagdish Sheokand, Superintendent, NRE has already been designated as Nodal Officer, HRMS vide this office order No. DNRE/Admn-2021/5895-99 dated 02/06/2021. The particulars of the Nodal Officer are as under:-

Sl. No.	Name of Nodal Officer	Designation	Mobile No.	Email ID
1.	Jagdish Sheokand	Superintendent	9041686481	jagdish.s-hry@hry.gov.in jcss1967@gmail.com

- 2) PS/DGNRE for kind information of W/DGNRE, please.
- 3) All the Addl. Deputy Commissioner-cum-Chief Project Officer, NRE in the State are requested to ensure that the service books of staff of DNRE posted in the districts are updated on **HRMS latest by 20/8/2021** as per Govt. instructions issued vide letter No. 62/34/2020-6GS-I dated 11/08/2021(copy enclosed). In case any problem arises during the said process, they may contact to **Shri Pawan Kumar, Programmer at 9992751154 & Shri Amit Beniwal, Clerk at 7015493031.**
- 4) The Chief Scientific Engineer, HAREDA for information with the request to ensure that salary for the month of August, 2021 (to be paid in September 2021) of all employees whether regular or contractual (engaged under outsourcing Policy Part-II) may not be released unless the data of employees of HAREDA is entered in HRMS and each employee has an HRMS ID number. Further, HAREDA shall generate salary pay orders to their banks through HRMS as per Govt. instructions issued vide letter No. 62/34/2020-6GS-I dated 11/08/2021(copy enclosed).
- 5) Shri Ramakant Pandey, E.A-II is directed to provide the service books, ACRs of the Officers/Officials for updating on HRMS portal.
- 6) All the concerned officials for strict compliance in letter and spirit.
- 7) Programmer, DNRE for uploading on the department website.


(Jagdish Sheokand)
Superintendent

for Director General, New & Renewable
Energy Department, Haryana, Panchkula
Office telephone No.0172-2587233
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No. 62/34/2020-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES-I BRANCH)

Dated Chandigarh, the 11th August, 2021

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Regarding completion of employee records data entry in Human Resources Management System (HRMS) viz. service book validation, transfer order on HRMS software, generation of HRMS Id. etc.

Please refer to Government letter of even number dated 20.11.2020 and others issued from time to time regarding uploading of employees' data in HRMS. Vide letter dated 16.09.2020 it was also advised to create HRMS Cell and HRMS Nodal Officer in each department and the entities under its control. Hon'ble Chief Minister, Haryana has reviewed employees' data in HRMS on 03.08.2021. While reviewing the same he has desired that immediate action on the following matter be taken:-

- i. Administrative Secretaries shall ensure that HRMS Nodal Officers are notified in their departments as well as their constituent entities i.e. Boards/Corporations/Autonomous Bodies/Missions/Universities/Commissions etc.
- ii. Administrative Secretaries shall ensure that employees' data is entered in HRMS by 31st August, 2021 positively.
- iii. Administrative Secretaries shall ensure that service book of their employees are updated on HRMS. The employees shall be directed to check the entries made therein and correction, if any, be brought to the notice of HRMS staff or Nodal Officer. For this purpose, the employee shall take printout of his/her service book and submit updated information to the establishment staff/HRMS staff who shall upload the same in HRMS.
- iv. All the transfer orders shall be issued in HRMS only. The non-HRMS transfer order i.e. transfer order not carrying QR code of HRMS will not only be treated as invalid but will also invite disciplinary action upon the issuing authority.
- v. The Administrative Secretary of School Education Department is directed to take necessary action to use HRMS for generating the transfer order of their employees of Group 'A', 'B', 'C' and 'D' instead of Edu-MIS.
- vi. Administrative Secretaries shall also ensure that salary of all employees whether regular or contractual (engaged under outsourcing policy-II) of all the statutory, non-statutory and autonomous entities under the aegis of their departments for the month of August (to be paid in September 2021) is not released unless their data is entered in HRMS and each employee has an RMS ID Number. Further, each Board/Corporation shall generate salary pay orders to their banks through HRMS.

2 These instructions may be brought to the notice of all concerned for strict compliance in letter and in spirit.


Chief Secretary to Government Haryana.