



# Directorate of Secondary Education

## माध्यमिक शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Development

School Education, Haryana  
विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय  
Lead me from Darkness to Light

e-mail: edusecondaryhry@gmail.com web site: www.schooleducationharyana.gov.in

**Sushil Kumar, H.C.S.**  
सुशील कुमार, ह०प्र०से०

**Joint Director, Administration-II**  
संयुक्त निदेशक, प्रशासन-II

D.O. NO.12/69-2016-Admn.  
DATED, PANCHKULA, THE 26/03/2018

**Sub: Updation of complete information in respect to all regular employees on HRMS Portal.**

**Dear,**

I may invite your attention towards various directions, letters and emails on the subject cited above.

It was regularly requested to ensure the 100% updation of complete information on HRMS Portal, in respect of all regular employees working under your control within stipulated time period. The status of HRMS is regularly reviewed by the Govt. of Haryana. It is noticed that the progress of department is significantly poor with completion of data as 69% data for secondary wing and 64% data for elementary wing is still pending. Government has issued directions that the salary of HOD as well as Administrative Secretary of department will be stopped, if the 100% data of all regular employees not updated on the HRMS portal upto 31.03.2018. The said letter was also circulated to all concerned.

I may request you to ensure 100% updation of data on HRMS portal in respect to all regular employees working under your control within given timeline. If higher authorities / department faced embarrassing position, you will be liable for departmental proceedings.

**Regards,**

**Yours sincerely,**

*Sushil Kumar*

**(Sushil Kumar)**

**To**

**All District Education Officers**

**All District Elementary Education Officer**