

No.62/34/2020-6GS-I  
HARYANA GOVERNMENT  
CHIEF SECRETARY ORGANIZATION  
GENERAL ADMINISTRATION DEPARTMENT

Dated Chandigarh, the 17<sup>th</sup> November, 2021

To

All the Administrative Secretaries to Govt. of Haryana.  
All the Heads of Departments,  
All the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
The Registrars of all the Universities in the State of Haryana.

**Subject:** Regarding completion of employee records in Human Resources Management System (HRMS).

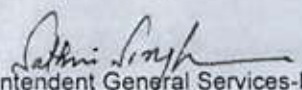
Sir / Madam,

I am directed to invite your kind attention to Government letter of even number dated 08.10.2021 on the subject cited above vide which all the Departments/Boards/ Corporations etc. were requested to ensure completion of data entry and finalization of employee records in HRMS by 15<sup>th</sup> of November, 2021 positively.

2. In view of various requests received for extension of timeline, the matter has been reconsidered by the Government and it has been decided to extend the timeline for completion of employees' record in HRMS upto 30<sup>th</sup> of November, 2021.

3. All the Administrative Secretaries/Heads of Departments/Boards/ Corporations/ Universities are, therefore, requested to direct the Nodal Officers concerned of their department(s) as well as all the constituent units under their administrative control to ensure completion of data entry and finalization of employee records in HRMS by 30.11.2021 positively.

Yours faithfully,

  
Superintendent General Services-I,  
for Chief Secretary to Govt. Haryana.

**LABOUR COMMISSIONER HARYANA CHANDIGARH**

Endst No. Actt/2021/ 26854-904

Dated: 22/11/2021

इसकी एक प्रति श्रम हरियाणा के सभी डी.डी.ओ को भेजकर अनुरोध किया जाता है कि उक्त पत्र के अनुसार पत्र में दी गई Timeline के अनुसार सेवापुस्तिका में सभी इन्दार्ज पूर्ण करवायें, ताकि किसी भी कर्मचारियों के रिकार्ड में किसी प्रकार की कठिनाई न आये। इसे अति आवश्यक समझे। किसी भी प्रकार की देरी के लिए आप स्वयं जिम्मेवार होंगे।

1. Presiding Officer Industrial Tribunal-cum-Labour Court, Ambala, Panipat, Rohtak, Faridabad-I/II/III, Gurgaon-I/II and Hissar.
2. Addl. Labour Commissioner, (NCR) Gurgaon.
3. Dy. Labour Commissioner, Panipat, Panchkula, Faridabad, Gurgaon-I&II, Hisar and Rohtak.
4. Dy. Director(IS&H) Ambala, Panipat, Faridabad, Gurgaon-I and Hisar.
5. Assistant Labour Commissioner, Ambala, Yamunanagar-I, Kurukshetra, Karnal, Rewari, Sonapat-I, Bahadurgarh, Bhiwani, Sirsa, Palwal, Kaithal, Jind and Mewat.
6. Assistant Director, (Industrial Safety and Health), Yamunanagar-I, Kurukshetra, Karnal, Mewat, Rewari, Sonapat-I, Rohtak, Bhiwani & Sirsa
7. Dy. Director (Industrial Health), Faridabad and Gurgaon-II
8. AD(IH cum C.S), Ambala, Panipat, Faridabad, Gurgaon and Hissar.
9. Accounts branch for uploading on department site.

  
Accounts Officers  
for Labour Commissioner Haryana