

From

The Labour Commissioner  
Haryana, Chandigarh.

To

✓ All DDOs in Labour Department,  
Haryana.

No. Nodal officer HRMS/ 8494-8546 Dated 20/03/24

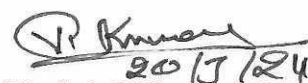
**Subject: Regarding completion of record on HRMS.**

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Memo.

As you are aware that in view of Finance Department, Haryana's memo No. 28/14/2016-5B&C (T&A) dated 15.07.2022, ACP to all eligible government employees is to be granted through HRMS ACP module only and no ACP case is to be dealt manually. Accordingly, ACP cases are being sent by the field offices (DDOs) to Headquarter at Chandigarh through HRMS ACP module. But during checking of service books available on HRMS, it reveals that entries in the Service Books have not been completed and ACP cases are being sent with incomplete service books, which creates unnecessary delay in the matter.

Therefore, it is requested to send the ACP cases to Headquarters at Chandigarh with complete entries in the Service Books i.e. service verification, service rules, leave account, entries regarding promotions, financial upgradations including annual increments and ACRs etc. and comments whether there is any Departmental/Criminal/Vigilance etc. is pending against the concerned employee or otherwise, please.

  
20/3/24

(Nodal Officer, HRMS)

O/o Labour Commissioner, Haryana,  
Chandigarh.

Endst. No. Nodal officer HRMS/

Dated

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

1. PA to Labour Commissioner, Haryana.
2. PA to Joint Labour Commissioner (Admn.)
3. Assistant Labour Commissioner (HQ) is requested to direct all the concerned at headquarters to ensure the compliance of above.

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(Nodal Officer, HRMS)

O/o Labour Commissioner, Haryana,  
Chandigarh.