

6/1/2020
website

**HARYANA STATE AGRICULTURAL MARKETING BOARD
PANCHKULA**

OFFICE ORDER

Subject:- Implementation of Human Resource Management System (HRMS) in the HSAMB.

For compliance of the instructions issued by the State Government from time to time regarding regular updation of service/ posting data on HRMS and smooth implementation of these instructions in the HSAMB, the following directions are hereby issued:-

1. All the physical file records as well as electronic records pertaining to an employee maintained by the respective DDO's in field offices level and concerned dealing/ branch at Head Office level shall contain employee HRMS ID.
2. All the office orders such as promotion/ transfer/ posting/ approvals/ sanctions/ increment etc. pertaining to an employee to be issued by Head Office as well as by field offices shall contain HRMS ID of respective employees against their names.
3. All the files pertaining to the transfer/ posting of the employees shall contain the detail of sanctioned post and vacancies at the present & proposed place of posting. In case posting of an employee is to be made at a station, where no sanctioned post exists or no vacancy is available, than specific relaxation from competent authority in this regard be obtained on file before issuing transfer/ posting orders.
4. In case of transfer/ posting of an employee, the concerned DDOs i.e. relieving office as well as joining office shall ensure to update the HRMS as per orders of the competent authority within a weak time and salary of that employee be released by the concerned DDO after ensuring updation of service record on HRMS.
5. When posting orders of employee is not issued alongwith the promotion orders and the designation/post after promotion is not a sanctioned post at that station, than the promotion orders of that employee cannot be updated on HRMS due to non-availability of sanctioned post. To curb such situation, posting orders of employees be issued alongwith promotion orders or immediately thereafter or specific relaxation be obtained from competent authority on file before issuing transfer/ posting orders.

6. All the DDOs shall ensure to update the service record of employees such as service verification, charge sheet / punishment, promotion, retirement, ACP, ACR, leaves etc. working under respective office on HRMS on monthly basis.
7. To get the orders/ instructions issued by different offices/ branches uploaded on the HSAMB website, the concerned dealing shall email the clear scanned copy of the document/s to email ID orders.hsamb@gmail.com preferably on the same day or next day morning. The IT Branch shall ensure to upload the orders so received through email on the HSAMB website preferably on the same day and also intimate the confirmation through revert email.

These orders shall take immediate effect.

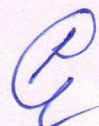
NAVEEN KUMAR AHUJA
SECRETARY

Endst. No. 936
62594-793.

Dated: 17.9.24

A copy is forwarded to the following for information and strict compliance:

1. All the ZAs, Z.M.E.Os. & D.M.E.Os., HSAM Board in the State.
2. The EIC/ Chief Engineer/ CFA, HSAM Board, Panchkula (HQ).
3. All the SEs & EEs, HSAM Board in the State.
4. All the Secretary-cum-EO., Market Committees in the State.
5. All the Branch Incharges and Dealing Assistants at Head Quarter, Panchkula.
- ✓ 6. The EE/ SDE (IT), HSAM Board, Panchkula
7. The PS/ PA to Chairman/ CA/ Secretary, HSAM Board, Panchkula for information please.


Dy. Supdt. (Gen.)
For Secretary