

MANUAL -- Stage 1

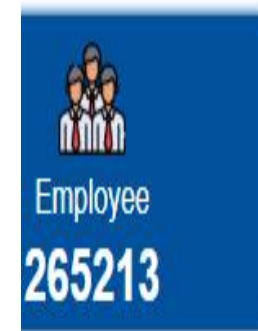
UPDATION OF EMPLOYEE DATA MODULE USER- CHECKER

Human Resource Management System

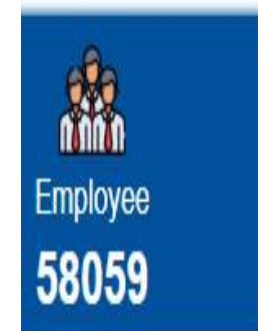
Haryana Government

Step 1. Open HRMS website at <https://hrmshry.nic.in>

Step 2. Login with Checker User details and click on Login.



Universities /
eties



Latest News Department Board / Corporation User Manuals Others

- GPF Statements for the year 2021-22 is ready to download from official website (<http://hrmshry.nic.in>)
- Departments / Boards / Corporations / Authorities / Societies etc. are requested to correct their sanctioned and vacant details in HRMS. HGO will be responsible for any difference between actual sanctioned post and HRMS post details.
- › Instructions to Departments/ Boards/ Corporations/ Universities on HIPA Training Module on HRMS.
- › Clerk Re-Joining Cases:-
 - (1) Steps to be taken by previous department:-
 - (a) Login with checker. Go to Transaction --> Update Service Status --> Update Service Status. Update the service status to "Resigned / Govt. Directions (Previous Service Not Counted For Future Benefit)".
 - (b) Then Go to Employee Resigned / Govt direction and then the request to your department admin user.
 - (c) Login with Department Admin User. Go to Update Information --> Employee Resigned / Govt direction. Then approve the request.
- › Official Order regarding ACP/Time Scale entry through "Future Transactions==>Financial Upgradation" till 31/july/2022 order date.
- › Mapping/Updation of Parivar Pehchan Patra (PPP) details in HRMS family details.
- › Uploading All data of all Boards and Corporation and Updation of Parivar Pehchan Patra (PPP) including contractual employee.

LOGIN With

☐ OTP ☒ Password

Checker

ddoirj

Security Code 51076

Log In

Forgot Password

Login

STAGES

1

**Creation and
Initiation of
Drive**

2

**Employee data
verification &
authentication**

3

**Voluntary
Participation**

4

**Rationalization
Process**

5

**Choice
Filling**

6

**Unit
Allocation**

7

**Transfer order
Generation**

8

Grievance Redressal

STAGE-1

USER – CHECKER

01



**CREATION OF
TENTATIVE SCHEDULE**

**CREATION OF
TRANSFER DRIVE**



02

03



CREATED DRIVE



**UPDATION OF
EMPLOYEE DATA**



04



Human Resource Management System

Government Of Haryana



Home User Management **Model OTP** Employee Information Updation Transactions Modules / Generate Order Reports Other Task

LogOut

STAGE 1 ▶ Updation of Employee Data

STAGE 2 ▶

ne SANJAY Kumar Sharma Kumar Sharma (User Id: prihodc2). You are logged in as a Checker. Department : Jails (Prisons)



Click Updation of Employee Data from menu.

Certification/Updation of Employee Data

S.No.	Transfer Drive Name	Designation	Cadre Name	Last date for Checker to update data / data Certification	Action
1	Superintendent Jail-September-2025	Superintendent Jail	Cadre No. 1	11-Nov-2025	Take Action
2	Tent Master-September-2025	Tent Master	Cadre No. 4	11-Oct-2025	Take Action

Step 1- Click on take action

Certification/Updation of Employee Data					
S.No.	Transfer Drive Name	Designation	Cadre Name	Last date for Checker to update data / data Certification	Action
1	Superintendent Jail-September-2025	Superintendent Jail	Cadre No. 1	11-Nov-2025	Take Action
2	Tent Master-September-2025	Tent Master	Cadre No. 4	11-Oct-2025	Take Action

S.No	Name of Office ⇅	District ⇅	Total No of Employees ⇅	Sanction Posts ⇅	Regular Employees ⇅	Contractual Employees ⇅
1	SUPERINTENDENT JAIL DISTRICT JAIL KAITHAL	Kaithal	1	1	1	
2	DISTRICT JAIL SIRSA	Sirsa	1	1	1	
3	SUPERINTENDENT DISTRICT JAIL KURUKSHETRA	Kurukshetra	1	1	1	
4	DISTRICT JAIL FARIDABAD	Faridabad	1	1	1	

Submit

Step 2- Fill no. of contractual employees

Step 3-Click on submit to add no. of contractual employee in office.

Certification/Updation of Employee Data

S.No.	Transfer Drive Name	Designation	Cadre Name	Last date for Checker to update data / data Certification	Action
1	Superintendent Jail-September-2025	Superintendent Jail	Cadre No. 1	11-Nov-2025	Take Action
2	Tent Master-September-2025	Tent Master	Cadre No. 4	11-Oct-2025	Take Action

Superintendent Jail Cadre Details

S.No.	Posted/Working	No. of Employees pending for Data Certification	No. of Employees whose data is certified
1	19	15	4

Summary of status of data updation

List of Employees of the Cadre :

Download

Download

Excel

Download list of employees of the cadre

List of Employees of the Cadre(s) in this Office

S. No.	Employee Name	Payee Code	Service Verification Status - on Qualifying Date	Date till which Service has been verified	Action
1	SANJEEV PATTAR	8B217P	NO	06-Sep-2023	Certify
2	SANJAY Singh	2N0LAY	NO	17-Feb-2022	Certify
3	HARINDER Singh	0I1Q5D	NO	04-Sep-2023	Certify
4	BIMLA DEVI	6F21P5	NO	10-Apr-2023	Certified
5	ASHOK KUMAR	6F3QMI	NO	06-Sep-2023	Certified

S. No.	Employee Name	Payee Code	Service Verification Status - on Qualifying Date	Date till which Service has been verified	Action
9	SEWA SINGH	1F2V4S	NO	05-Sep-2023	<button>Certify</button>
10	VISHAL CHHIBBER	2A01FH	NO	11-Oct-2022	<button>Certify</button>
11	ANIL Kumar			25-May-2022	<button>Certified</button>
12	RAMESH KUMAR	CH100P	NO	30-Jun-2021	<button>Certify</button>
13	SATYAWAN			11-Apr-2023	<button>Certify</button>
14	SANJAY BANGAR			06-Sep-2023	<button>Certify</button>
15	SURENDER Singh Dalal			06-Sep-2023	<button>Certify</button>
16	SATVINDER KUMAR	3I0BKT	NO	06-Sep-2023	<button>Certify</button>
17	RAJINDER SINGH			30-Jun-2022	<button>Certify</button>
18	DEEPAK Sharma			05-Jul-2020	<button>Certify</button>
19	SOM NATH NATH	3A2B9A	NO	12-Oct-2021	<button>Certify</button>
20	DEVI DAYAL	EI3G93	NO	05-Jul-2020	<button>Certify</button>

Step 4– Complete service verification of employee.

Kind Attention:

You have to complete Service Verification of employee from future transactions before proceeding to certify other parameters of employee.

OK

Before certifying other parameters, complete service verification of employee from future transaction screen.



Human Resource Management System

Government Of Haryana



Home User Management ▾ Employee Information Updation ▾ **Transactions ▾** Modules / Generate Order ▾ Reports ▾ Other Task ▾

LogOut

Welcome DEEPAK DINESH SINGH DINESH SINGH (User Id: poldpoc29). You are logged in as a Checker. Department : Police

Future Transaction

NOTE: If you are not able to see the designation (Working Designation) in below dropdown list. Then give the permission for this designation to the checker from level admin user.

☐ Search By Unique Code ☒ Search By Group/Rule/ Designation

Designation

Cook -- D -- (Haryana Police Department (State Service Group-D) Rules, 2000) ▾

Type

Service Book (Service Verification, Break, EOL, Promotion, Financial Upgradation, ▾

(You can also add suspension details after seleting Type=Service Book)

Search

SNO.	Unique Code	Employee Name	Father Name	Present Designation	Office Name		
1	2I021V	BALINDER Gupta cook DOB - 01/01/1970	RADHA SHAH	Cook	SUPERINTENDENT OF POLICE RAILWAYS HARYANA AMBALA CANTT (Town - AMBALA SADAR), DDO - SP, Railways, Ambala Cantt	Select	Edit Some Basic Information

Employee Service Verification:-

1. Go to Transactions--> Future Transactions --> Future Transactions.
2. Search Employee
3. Click Select from grid.

Welcome DEEPAK DINESH SINGH DINESH SINGH (User Id: poldpoc29). You are logged in as a Checker. Department : Police

- Suspension
- Service Verification
- Service Breaks
- Leave Aailed
- Promotion
- Financial Upgradation
- Posting/Transfer
- GPF Aailed
- Awards/Medals
- Family Details
- Physical Details
- Qualification Acquired
- LTC

Back To Employee Search

Service Verification Details

Emp Id :

2I021V

UniqueCode :

2I021V

AsOn

18/11/2025 10:55:48 AM

Rows marked with color are locked.

Employee Name :

Mr BALINDER Gupta cook

Present Designation :

Cook

Designation at the time of First Appointment on regular basis :

Cook

View Un-verified Service Period

Add

Delete	Edit	EmpId	SNo.	From Date	To Date	Designation	Office	Remarks	Is Service Verify	IsLocked	LockedBy
Delete	Edit	2I021V	6	01/07/2022	30/06/2023	Cook	SUPERINTENDENT OF POLICE RAILWAYS HARYANA AMBALA CANTT(SP, Railways, Ambala Cantt)	true	Yes		
Delete	Edit	2I021V	5	01/07/2021	30/06/2022	Cook	SUPERINTENDENT OF POLICE RAILWAYS HARYANA AMBALA CANTT(SP, Railways, Ambala Cantt)		Yes		
	Edit	2I021V	4	01/07/2020	30/06/2021	Cook	SUPERINTENDENT OF POLICE RAILWAYS HARYANA AMBALA		Yes	True	poldpoc29

1. Click service verification from left menu.
2. Click Add button.

Total Previous
Service:

No Previous Service.

Date
From *

(dd/mm/yyyy)

☒FN ☐AN

Date To *

(dd/mm/yyyy)

☒FN ☐AN

☒Haryana Govt. Departments ☐Other Departments/Board, Co-operation/Out of Haryana

Office			
Department*	Police	Select Department Establishment Level	--Select--
		Office	
Group *	Please Select	Designation *	
Rules *		Remarks	
Service Verification Status *	Select		

Save

1. Fill details.
2. Click Save to Submit.

List of Employees of the Cadre : Download

Download

Excel

List of Employees of the Cadre(s) in this Office

S. No.	Employee Name	Payee Code	Service Verification Status - on Qualifying Date	Date till which Service has been verified	Action
1	SANJEEV PATTAR	8B217P	NO	06-Sep-2023	Certify
2	SANJAY Singh	2N0LAY	NO	17-Feb-2022	Certify
3	HARINDER Singh	0I1Q5D	NO	04-Sep-2023	Certify
4	BIMLA DEVI	6F21P5	NO	10-Apr-2023	Certified
5	ASHOK KUMAR	6F3QMI	NO	06-Sep-2023	Certified

Step 5 - After service verification click certify.

Employee Detail

Step A

Employee Name	Payee Code	Composite Score	Category	Present Place of Posting	Date OF Joining
DEEPAK Sharma	1H36OL	58.8356	Deemed	Superintendent Jail, Hisar	06-Jul-2020

Step B

Service Tenure on Unit as on Qualifying Date	Extra Ordinary Leave	Child Care Leave	Earned Leave
3-Years 6-Month 23-Days (09-Sep-2025)	0	0	0

Step C

S.No.	Major Factor	Factor Value	Max Points	Composite Score	Last Updated On
1	Age	43-Years 9-Month 21-Days	60	43.8356	24/07/2023
2	Gender	Female	10	10	24/07/2023
3	Special Category Female Employees	--	10	0	24/07/2023
4	Special Category Male Employees	Serving Military/ParaMilitary Personal	5	5	24/07/2020
5	Couple Case	--	5	0	24/07/2020
6	Spouses of Military/Paramilitary Personnel	--	10	0	07/07/2020
7	Diseases of Debilitating Disorders	--	10	0	24/07/2020
8	Differently abled or mentally challenged child/children	--	10	0	24/07/2020
9	Differently Abled Persons	--	20	0	24/07/2020
10	Disciplinary Proceedings Under major penalty	--	-10	0	01/01/1900
0	Total Score		80	58.8356	

Step D

Whether Employee under Notional Category ☐ Yes ☐ No

Step E

Whether Employee under Protected Category ☐ Yes ☐ No

Step F

Data Updation Required ☐ Yes ☐ No

Print

Submit

Employee Detail

Step A

Employee Name	Payee Code	Composite Score	Category	Present Place of Posting	Date OF Joining
DEEPAK Sharma	1H36OL	58.8356	Voluntary	Superintendent Jail, Hisar	06-Jul-2020

Step B

Minimum Tenure on Unit as on Qualifying Date	Prescribed Tenure on Unit as on Qualifying Date	Extra Ordinary Leave	Child Care Leave	Earned Leave
2-Years-11-Month 23-Days (09-Sep-2025)	3-Years 6-Month 23-Days (09-Sep-2025)	0	0	0

Step C

S.No.	Major Factor	Factor Value	Max Points	Composite Score	Last Updated On
1	Age	43-Years 9-Month 21-Days	60	43.8356	24/07/2023
2	Gender	Female	10	10	24/07/2023
3	Special Category Female Employees	--	10	0	24/07/2023
4	Special Category Male Employees	Serving Military/ParaMilitary Personal	5	5	24/07/2020
5	Couple Case	--	5	0	24/07/2020
6	Spouses of Military/Paramilitary Personnel	--	10	0	07/07/2020
7	Diseases of Debilitating Disorders	--	10	0	24/07/2020
8	Differently abled or mentally challenged child/children	--	10	0	24/07/2020
9	Differently Abled Persons	--	20	0	24/07/2020
10	Disciplinary Proceedings Under major penalty	--	-10	0	01/01/1900

Step D

Whether Employee under Notional Category * ☐ Yes ☐ No

Step E

Whether Employee under Protected Category * ☐ Yes ☐ No

Step F

Data Updation Required ☐ Yes ☐ No

Print

Submit

Employee Detail

View Employee details in step A,B and C.

Step A

Employee Name	Payee Code	Composite Score	Category	Present Place of Posting	Date OF Joining
DEEPAK Sharma	1H36OL	58.8356	Deemed	Superintendent Jail, Hisar	06-Jul-2020

Step B

Service Tenure on Unit as on Qualifying Date	Extra Ordinary Leave	Child Care Leave	Earned Leave
3-Years 6-Month 23-Days (09-Sep-2025)	0	0	0

Step C

S.No.	Major Factor	Factor Value	Max Points	Composite Score	Last Updated On
1	Age	43-Years 9-Month 21-Days	60	43.8356	24/07/2023
2	Gender	Female	10	10	24/07/2023
3	Special Category Female Employees	--	10	0	24/07/2023
4	Special Category Male Employees	Serving Military/ParaMilitary Personal	5	5	24/07/2020
5	Couple Case	--	5	0	24/07/2020
6	Spouses of Military/Paramilitary Personnel	--	10	0	07/07/2020
7	Diseases of Debilitating Disorders	--	10	0	24/07/2020
8	Differently abled or mentally challenged child/children	--	10	0	24/07/2020
9	Differently Abled Persons	--	20	0	24/07/2020
10	Disciplinary Proceedings Under major penalty	--	-10	0	01/01/1900
0	Total Score		80	58.8356	

Step D

Step 6– Certify if employee under notional category or not. *Read clause 3(xiv)(4) of policy.*

Whether Employee under Notional Category *

☒ Yes ☐ No

- ☐ Initial appointment
- ☐ Promotion
- ☐ Reinstatement after suspension
- ☐ Repatriation from deputation from another Organization

Step E

Step 7– Certify if employee under protected category or not. *Read clause 3(ix) of policy.*

Whether Employee under Protected Category *

☒ Yes ☐ No

- ☐ ~~Attaining the age of Superannuation within 12 months from cut of date.~~
- ☒ ~~Disability more than 70%~~
- ☐ ~~Widow Having Youngest child up to 10 years of age.~~
- ☒ Undergoing Treatment for cancer or undergoing dialysis or having undergone bypass heart surgery (during last 2 years) or having undergone organ transplant.

Medical Certificate and Details

Upload Certificate *

Choose File No file chosen

(File should not be more than 2 MB)

Certifying Category:

Select

Medical Board of AIIMS

PGI-Chandigarh

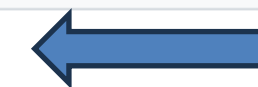
PGI-Rohtak

Government Medical Colleges situated in Haryana/Delhi/Chandigarh

Note:- 1. Certificate issue date should not be older than 2 years from today.
2. Certificate issue date cannot be more than current date.

Issue Date:

Certificate Issue Date



Step F

Step 8 –Update employee details and click submit to save. *Read clause 4(ii) of policy.*

Data Updation Required ☒ Yes ☐ No

1. Special Category (Male/Female Employees)

- ☐ Divorced
- ☐ Judicially Separated
- ☐ Widower with minor children/unmarried daughter(s)

Goto Transaction->Future Transactions->Future Transaction

2. Couple Case

- ☐ Please Click On Check Box

3. Spouses of Military/Paramilitary personnel

- ☐ Spouse of serving Military/Paramilitary personnel

4. Diseases of Debilitating Disorders
(Self/Spouse/Unmarried son/daughter)

Goto Transaction->Future Transactions->Future Transaction

5. Differently abled or mentally challenged child/children

Employees having 100% differently abled or Mentally challenged child/children.

Goto Transaction->Future Transactions->Future Transaction

6. Differently abled persons

--Select--

▼

in (%) Percentage

7. Disciplinary Proceedings under major penalty

- ☐ Withholding of increment(s) with cumulative effect
From Date:

From Date

To Date:

To Date
- ☐ Withholding of promotion for a specified period more than one year
From Date:

From Date

To Date:

To Date

Step 9 – After updating data click on submit.

Print

Submit

Couple Case

In case of couple case read amendment in policy.



Whether Employee's Spouse is working [regular employee] in Haryana Government?

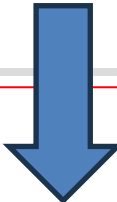
☒ Yes ☐ No

Spouse's Payee Code



Note-

- 1. If spouse is working in Haryana Government, then click yes and enter Spouse Payee code.
- 2. If spouse is not working in Haryana Government, then click no and enter organization name and select posting station,



Couple Case



Whether Employee's Spouse is working [regular employee] in Haryana Government?

☐ Yes ☒ No

Other Organisation Name

Posting Station Name

-- Select Station -- ▾

-- Select Station --

Haryana

Chandigarh

Delhi

Clause 4 (ii) (4) – “Couple Case” may be amended as under in Model Online Transfer Policy:-

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1.	Couple Case	Applicable to all regular employees	5	An employee whose spouse is serving as a regular employee in any Department or Organization of the Government of Haryana, or as a regular employee under any other State Government or the Government of India, and is posted in Haryana, Delhi, or Chandigarh will be awarded these points. Furthermore, the merit points will be awarded only to one of the two employees of Government of Haryana comprising the couple.

Disciplinary Proceedings under major penalty

☐ Withholding of increment(s) with cumulative effect

From Date:

To Date:

☐ Withholding of promotion for a specified period more than one year

From Date:

To Date:

☐ reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not

From Date:

To Date:

☐ reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restoration to that pay structure, post or service;

From Date:

To Date:

☐ ~~Widow Having Youngest child up to 10 years of age.~~

☒ Undergoing Treatment for cancer or undergoing dialysis or having undergone bypass heart surgery (during last 2 years) or having undergone organ transplant.

Medical Certificate and Details

Upload Certificate *

Choose File No file chosen

(File should not be more than 2 MB)

View Uploaded Certificate

Certifying Category: Medical Board of AIIMS

Issue Date: 11-February-2025

Valid Certificate!

✓ Employee Details Updated &
Certified Successfully!

You will be redirected shortly...

OK

Step F

Data Updation Required ☐ Yes ☐ No

Employee details
hence updated and
certified successfully.

Print

Submit

THANK YOU