

No. 10/03/2024-3CCII
HARYANA GOVERNMENT
CHIEF SECRETARY ORGANIZATION
HUMAN RESOURCES DEPARTMENT

Dated Chandigarh, the 1st May, 2024

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Vice-Chancellors of all the Universities in Haryana.
3. All the Heads of Departments of Haryana Government.
4. All the Managing Directors/Chief Administrators of Board and Corporations of Haryana State.
5. All the Divisional Commissioners in Haryana.
6. The Registrar, Punjab and Haryana High Court, Chandigarh
7. All the Deputy Commissioners of the State of Haryana.

Subject: Regarding filling of Posts related data into HRMS 2.0 (Human Resources Management System).

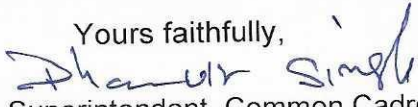
Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that Government has decided to revamp the HRMS to HRMS 2.0. In this regard, all posts related data needs to be filled in through the URL i.e <http://epost.hrms-hry.nic.in/eposthry/> of ePost module in HRMS 2.0 by all the Appointing Authorities and making sure that no posts related data is left out. All posts related data need to be filled in HRMS 2.0 that may contain posts details of regular/contractual/HKRN/IT related etc. employees of your Department/Boards/Corporation etc.

2. Standard Operating Procedure (SOP) for filling the posts related data in HRMS 2.0 is enclosed for your kind reference. In case Department/Board/Corporation etc. face any issue regarding filling of data in ePost module in HRMS 2.0, Nodal Officer of HRMS of the respective Department/Board/Corporation etc. may visit NIC at 9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.

3. This exercise should be completed within 10 days of issuing this letter. It is requested to ensure the compliance in letter and spirit within timeline.


Yours faithfully,


Superintendent, Common Cadre-II,
for Chief Secretary to Govt. Haryana,
Human Resources Department.

Endst. No. 10/03/2024-3CCII

Dated, Chandigarh 1st May, 2024

✓ A copy is forwarded to State Informatics Officer, NIC, Haryana for information and further necessary action.


Superintendent Common Cadre-II
for Chief Secretary to Govt. Haryana,
Human Resource Department.

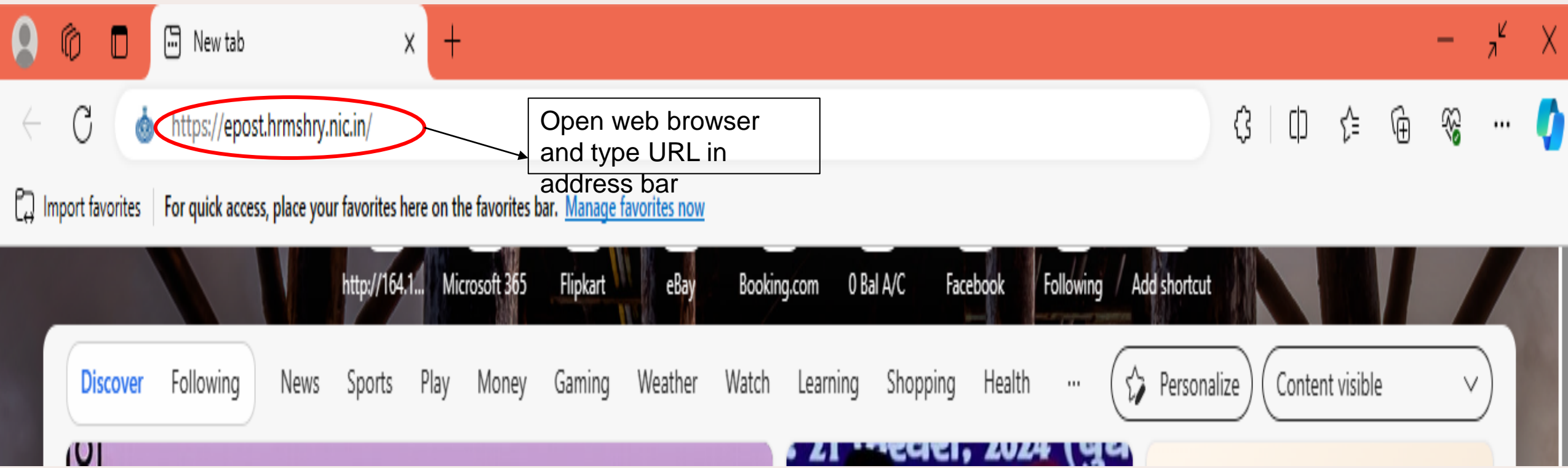
User Manual For Epost (HRMS 2.0) Portal

Human Resources Department,
Haryana
<http://164.100.137.181/eposthry/>




Login to the Portal

- i. Open the web browser.
- ii. Click on the address bar at the top of the screen.
- iii. Type the URL: <http://epost.hrmsry.nic.in/eposthry/> and press “enter” button.




- ECA Users of <https://bamsharyana.nic.in/> can use their credentials for login.
- Enter Security Code.
- Click on “Sign In” button.

E-Post Haryana

 **Login**

USERNAME

PASSWORD

 **SIGN IN**

Enter User name,
password and captcha
and click on Sign In
button.

vii. After successful logging in, Home page of the EPost Haryana Portal will be displayed.

The screenshot displays the EPost Haryana Portal interface. At the top, a dark green header contains the text 'EPost :: HRY' on the left, a hamburger menu icon in the center, and a search bar with the placeholder text 'Search' on the right. To the right of the search bar are icons for a notification bell and a user profile. Below the header is a dark grey sidebar on the left with the following items: a red emblem, the text 'Department Treasuries & Accounts', 'Dashboard' with a dashboard icon, and 'Master(s)' with a folder icon and a right-pointing chevron. The main content area is light grey and features the heading 'About.' followed by the sub-heading 'Your application description page.' and the instruction 'Use this area to provide additional information.'

viii. From the navigation bar given on left hand side on the home page, click on "Master(s)", a dropdown list will be displayed.

EPost :: HRY

Search

Department Treasuries & Accounts

Dashboard

Master(s)

About.

Your application description page.

Use this area to provide additional information.

Click on "Master(s)" to expand the dropdown list

Governing Unit Master details

All departments/boards/corporations etc. are required to be registered in ePost Portal Haryana. If the Governing Unit(Department/Board/Corporation etc.) name is not displayed in the dropdown list, please contact NIC team or lodge a complaint on the HRMS portal.

Steps to Enter Governing Unit Master details

- i. Click on "Master(s)", a dropdown list will be displayed.
- ii. Click on "Governing Unit Master" from the dropdown menu.

Note: Please ensure the accuracy of the data as it is a one-time activity. Once details entered, the details/data will be frozen.

The screenshot shows the EPost :: HRY application interface. The top navigation bar is dark green with the text 'EPost :: HRY' on the left, a search bar, and notification and user icons on the right. The left sidebar is dark grey and contains the following items: 'Department Treasuries & Accounts' with a logo, 'Dashboard', 'Master(s)' (circled in red), 'Governing Unit Master' (circled in red), 'Location Master', 'Governing Unit Head of Office Master', 'Post Location Master', and 'Creation of Posts'. The main content area is light grey and displays the text 'About. Your application description page. Use this area to provide additional information.' A callout box with a white background and black border contains the following instructions:

- a. Click on "Master(s)" to expand the dropdown list
- b. Click on "Governing Unit Master"

iii. Type the name of your respective Department/Board/Corporation etc. in the “Name” data field and click on “Save” button.

Note: If your respective Department/Board/Corporation etc. is already listed in the Name’s dropdown, you don't need to manually enter the details.

The screenshot shows the 'Governing Unit Master' form in the EPost :: HRY system. The 'Name' field is populated with 'HRD Test'. The 'Save' button is highlighted with a red circle. A text box with instructions 'a. Type the name of your respective Department. b. click on "Save" button.' is overlaid on the form. The 'View Records' section shows a table with one record:

ID	Name
1	Treasuries & Accounts(Department)

Location details in Location master should be contains all the addresses of Government offices of Haryana. Department have to fill details of all the locations where Department has sanction posts, if office location is not in the master list and required to add any post details in the office then its location details should also be entered.

Example: If Account Officer post in Finance Department, Ambala is present at 5 locations like Ambala Cantt, Ambala Tehsil, Ambala Block 5, Ambala Block 4, Ambala Block 3, in this case you have to fill and save the details of all 5 locations one by one so that those location details are available in creation of post page.

Steps to Enter Location Master details

- i. Click on "Master(s)", a dropdown list will be displayed.
- ii. Click on "Location Master" from the dropdown list.

The screenshot displays the EPost :: HRY web application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Master(s) (highlighted with a red circle), Governing Unit Master, Location Master (highlighted with a red circle), Governing Unit Head of Office Master, Post Location Master, and Creation of Posts. A callout box with arrows pointing to the 'Master(s)' and 'Location Master' items contains the following instructions:

- a. Click on "Master(s)" to expand the dropdown list
- b. Click on "Location Master"

The main content area shows an "About" section with the text "Your application description page." and "Use this area to provide additional information." The top header includes "EPost :: HRY", a search bar, and notification/user icons.

- iii. Enter the required location details.
- iv. Click on “Save” button.

EPost :: HRY Search

Department Treasuries & Accounts

Create Location [Home](#) / [Create Location](#)

Location Master

State Name

District Name

Select Urban / Rural Urban Rural

Block Name

Address / Village / Ward / City

Pincode

Save Cancel

After filling the above details, click on “Save” button.

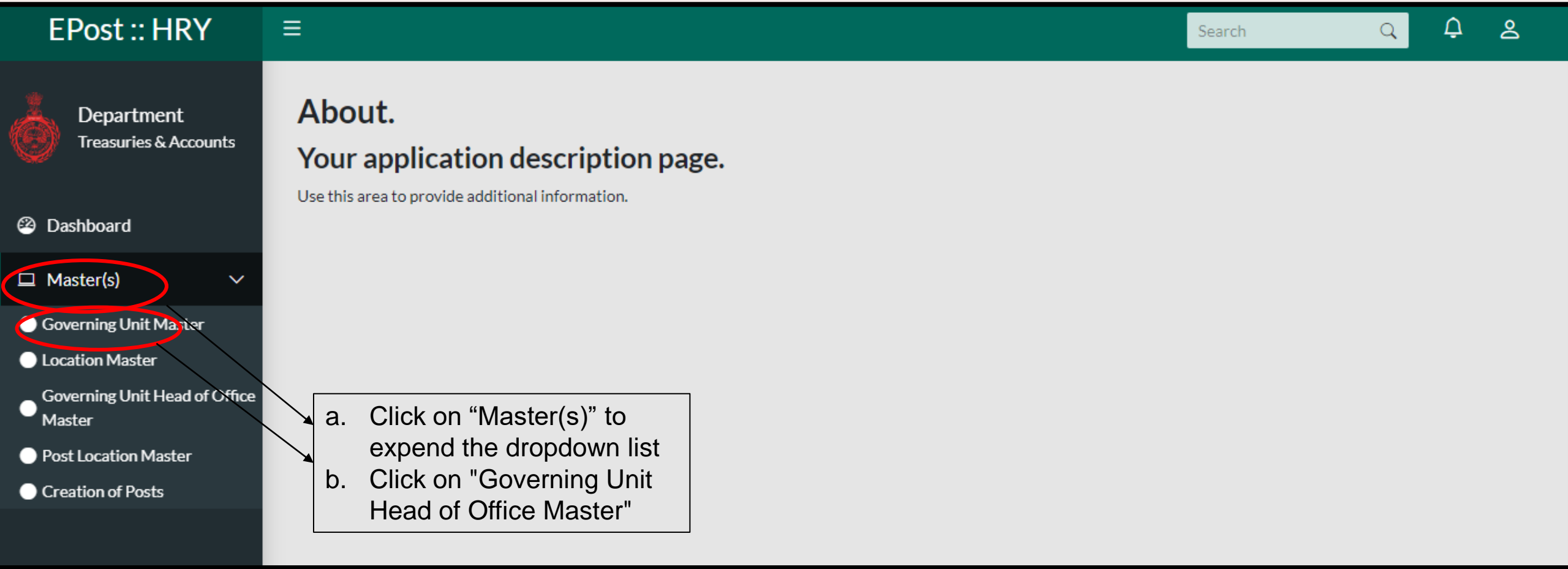
Governing Unit Head of Office Master details

Governing Unit Head of Office Master contains the addresses of all the Department/Board/Corporations/ Commissions/ Universities/ Authorities etc. (head offices) across the state of Haryana.

Example: There are 20 offices of Treasury Office in the Haryana state, so details of all 20 offices have to be filled (select from dropdown only) and save one by one under Governing Unit Head of Office Master.

Steps to Enter Governing Unit Head of Office Master details

- i. Click on "Master(s)", a dropdown list will be displayed.
- ii. Click on "Governing Unit Head of Office Master" from the dropdown menu.



iii. Enter the required details as follows:

- Name of parent Department (mandatory)
- Pin code (mandatory)
- Select Location from dropdown (mandatory)
- Date of incorporation (non mandatory)
- Approval file No. (non mandatory)
- Attached copy of the order in pdf format (non mandatory)

iv. Click on “Submit” button.

The screenshot displays the 'Unit Head Of Office' form in the EPost :: HRY application. The form is titled 'Unit Head Of Office' and is located under the 'Department Treasuries & Accounts' section. The form fields are as follows:

Field	Value
Name	HRD Test
Pin Code	123456
Governing Unit Name	Treasuries Accounts
Location	Haryana-AMBALA-AMBALA CANTT MC-Ward 23
Date of incorporation	24-04-2024
Approval File No.	HRD/2024
Copy of the order	

A red circle highlights the 'submit' button at the bottom left of the form. An arrow points from a text box to this button. The text box contains the following text:

After filling the required details, click on “Submit” button.

Post Location Master details

Department/Board/Corporation etc. have to add all the posts and their respective locations.

Example: If the sanction post of Veterinary Surgeon under Animal Husbandry, Ambala has 20 and posted are at 4 locations like 5 in Ambala cant, 5 in Ambala Village1 , 5 in Ambala Village 2, 5 in Tehsil Ambala, then you have to select multiple location as 4 locations and add/fill location wise posts along with other details and save the data.

Steps to Enter Post Location Master details

- i. Click on "Master(s)", a dropdown list will be displayed.
- ii. Click on "Post Location Master" from the dropdown menu.

The screenshot displays the EPost :: HRY application interface. The top navigation bar is dark green with the text 'EPost :: HRY' on the left, a search bar on the right, and notification and user icons. The left sidebar is dark grey and contains a navigation menu with the following items: 'Dashboard', 'Master(s)' (with a dropdown arrow), 'Governing Unit Master', 'Location Master', 'Governing Unit Head of Office Master', 'Post Location Master', and 'Creation of Posts'. The 'Master(s)' and 'Post Location Master' items are circled in red. A callout box with a white background and black border contains the following instructions: 'a. Click on "Master(s)" to expand the dropdown list' and 'b. Click on "Post Location Master"'. The main content area is light grey and displays the text 'About. Your application description page. Use this area to provide additional information.'

iii. Enter the required details as follows:

- Select Post Name (mandatory)
- Select location (mandatory)
- Number of Posts(mandatory)
- Select State Name (mandatory)
- Select DDO office (mandatory), select sub office (mandatory)
- Select Diminishing Flag whether Yes/No
- Click on “Save” button

EPost :: HRY

Department Treasuries & Accounts

Dashboard

Master(s)

Post Location Master
Start a beautiful journey here

Search

Post Location Master

Post Location Master

Post: Accounts Officer

Post Details: Total Sanscation Post: 7 Total Location: 1

Location : Haryana-HISAR-NARNAUND MC-Ward 8

Number of Posts: 222

State Name: Haryana

District Name: HISAR

DDO Office: Sub Treasury Adampur(Asst Treasury Officer)

Sub Office: Clerk

Diminishing Flag: Yes

Save Cancel

After filling the required details, click on “Save” button.

Creation of Posts Master details

Department/Board/Corporation etc. need to add all the post and their respective Governing unit and location where the post exist.

Example: If the sanction post of veterinary surgeon under animal Husbandry, Ambala has 20 and posted are at 4 locations like 5 in Ambala cant, 5 in village1 Ambala, 5 in village 2 Ambala, 5 in Tehsil Ambala then you have to select multiple location as 4 locations and add/fill location wise posts along with other details and save the data.

Steps to Enter Creation of Posts Master details

- i. Click on "Master(s)", a dropdown list will be displayed.
- ii. Click on "Creation of Posts" from the dropdown menu.




The screenshot displays the EPost :: HRY application interface. The top navigation bar is dark green with the text 'EPost :: HRY' on the left, a search bar with a magnifying glass icon, and a notification bell and user profile icon on the right. The left sidebar is dark grey and contains a list of menu items: 'Dashboard', 'Master(s)' (with a dropdown arrow), 'Governing Unit Master', 'Location Master', 'Governing Unit Head of Office Master', 'Post Location Master', and 'Creation of Posts'. The 'Governing Unit Master' and 'Creation of Posts' items are circled in red. A callout box with a white background and black border contains two steps: 'a. Click on "Master(s)" to expand the dropdown list' and 'b. Click on "Creation of Posts"'. The main content area is light grey and shows the 'About' page with the heading 'About.' and the sub-heading 'Your application description page.' Below this is the text 'Use this area to provide additional information.'


iii. Enter the required details to add the sanctioned post as follows:


The screenshot displays the 'Add Sanctioned Post' form within the EPost :: HRY application. The interface includes a dark green header with the application name and a search bar, a dark sidebar with navigation options, and a main content area with the form. The form fields are as follows:


Field Label	Value
Name :	Assistant
Equivalent Designation Master :	Demo 1
Governing Head Of Office :	Clerk
Post Entry Mode :	Direct
Total Sactioned Posts :	100
Percentage Of Promotional Posts :	auto calculate
Multilocation Posts :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Locations :	5

- iii. Attached copy of order in pdf format.
- iv. Click on “Save” button.

EPost :: HRY Search   

 Department Treasuries & Accounts

 Dashboard

 Master(s) >

Select Pay Level: 7Th Pay Commission 6Th Pay Commission

Pay Level Master :

Appointing Authority :

Service Rules :

Qualifications :

Experience In Month :

Approval File No :

Copy Of The Order :

After filling the required details, click on “Save” button.

Thank you

<http://164.100.137.181/eposthry/>