



GOVERNMENT COLLEGE BIROHAR

DISTRICT – JHAJJAR (HARYANA)

Website : www.gcbirohar.ac.in
E-mail : naacgcbirohar@gmail.com



Criteria 6.2.2

Institution implements e-governance in its operations

E-Governance Policy and its implementation

According to Cambridge Dictionary policy is "A set of ideas or a plan of what to do in particular situation that has been agreed officially by a group of people, a business organization or a Government. In other words policy is a plan or course of action as of a Government, or business, intends to influence and determine decisions, actions and other matters. However, Dimock defines policy as the consciously acknowledged rule of conduct that guides the administrative.

The above definitions make it clear that Administration is a cooperative effort of a group of people in pursuit of a common objective. In its general sense, administration is a universal process that can be found in various institutional settings such as business firms, a hospital, a university, a college, a Government Department and so on. In the way, an attempt has been made to examine the policy of e-governance and its administration of government of Haryana which is implemented by the college in letter & spirit. The following efforts have been made to explain various initiatives of the College to implement the policy of E- Governance Government of Haryana.

An Introduction

The Government of Haryana has recognized the huge potential of Information Technology (IT) and decided to deliver the benefits of IT to the people of the state. The state has realized this huge potential and as a result, is on its way to emerge as a premier cyber state in the country. The intention of the Govt. is to

Anita
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Birohar (Jhajjar)

make the state as one of the most prosperous state in the country with IT-driven economy, e-Governance, extensive percolation of IT literacy and massive IT-related employment opportunities. IT would improve the quality of life of the people, besides upgrading the standard of administration, especially in social and public services".

Therefore, the objective of achieving e-Governance in the state Govt. has outlined its Information Technology Policy by stating in its preamble that, "The state Government recognizes the role of IT as an effective tool in catalysing economic activity, in efficient governance and in developing human resource. This policy seeks a deep impact initiative by the state Government in encouraging replacement of traditional delivery system of public services by IT driven system of governance that works better, cost less and is capable of serving the citizen's needs with ease."

E-Governance policy of the College:

As discussed above that it is mandatory for all Departments, Board and Corporation to follow and implement the E-Governance policy of the government in letter& spirit and follow the procedure to procure hardware, software and networking equipment etc., according to specifications and standardization laid down by HARTRON (Haryana State Electronics Development Corporation Limited) which shall be the sole agency of the state government to procure software and equipment. General use application software like payroll, personnel information system, inventory management system, budget expenditure control, grievance handling and office automation systems etc., are developed by government departments, boards and corporations on the technical advice of HARTRON. These steps shall enable integration of resources into the state intranet, creation of central data warehouses and predictable architecture ensuring the manageability, portability and inter-operability of systems.

Consequently the college is also complying and implementing the policy of e-governance in the following areas of operation: -


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1.Administration: The E-governance System is functional in the college through the system developed by the Department of Higher Education, Haryana as well as by the College Administration. The Department of Higher Education, Haryana issues notices and circulars through online portal, in Google sheets and through emails etc. and the College complies with all the instructions through email and other electronic means. In addition to it, the college tries its best to keep in touch with latest electronic tools of administration such as Biometric Attendance System, Wi-Fi facilities, installation of CCTV Cameras in various strategic locations in the campus and communication through emails and creation of Whatsapp Groups etc.


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From

Director Higher Education, Haryana
Panchkula

To

1. All the Principal of Govt. Colleges
2. The Libraries of Haryana
3. The Commandant of NCC Battalion
4. Registrar Education (H.Q.)

Memo No. 3/2-2016 Accounts (Cashier)
Dated, Panchkula, the

Subject: Regarding HRMS (Human Resources and Management System)

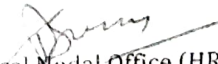
Please refer to the letter of Director T & A letter memo No. 28/14/2016-5BSC dated 28.06.2016 and letter No. TA-HR (DMC)/2016/7130 dated 08.07.2016 on the subject cited above (the same reference letters are available on the website i.e. www.hrtreasuries.gov.in).

Director Treasury & Accounts has prepared standard operating procedure (SOP). In this Standard Operating Procedure (SOP) the role of Finance Department, T&A, Haryana, State Information Technology Department, HOD and DDO and employees is defined. Addition to this a time schedule of implementation and responsibilities is also defined.

You are therefore directed to depute your office concerned having knowledge of Computer alongwith dealing Assistant with having authority letter to receive User ID and password & Training as per timing(list attached) in the office of Director Higher Education, Haryana, Panchkula.

Further this office has designated Sh. Dinesh Kaushik, Clerk (9780968207) in for implementation of HRMS in face of any difficulty.


Any lapse in this regard will be reviewed seriously. You will be held responsible for any delay.


Technical Nodal Office (HRMS)
O/o Director Higher Education
Haryana, Panchkula



Principal
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Birehar (Jhajjar)

HRMS Salary Portal Link:

<https://hrmshry.nic.in/>




Human Resource Management System Haryana Government




Super Admin Login

Department




Number
97




Employee
265213

Board / Corporation / Universities / Authorities / Societies



Number
148



Employee
58059

Latest News

Department

Board / Corporation

User Manuals

Others

» GPF Statements for the year 2023-24 is ready to download from official website [<http://aghrny.nic.in/>]

» Departments / Boards / Corporations / Authorities / Societies etc. are requested to correct their sanctioned and vacant details on HRMS. HOD 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.

LOGIN With

☐ OTP ☒ Password

Checker

edhclnc41

.....

Security Code

80257

Log In

Forgot Password

Dmita
Principal
Govt. College
Birehar (Jhajjar)

Most Urgent/Time Bound/E-Mail

प्रेषक

महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला।

सेवा में,

1. प्राचार्य, हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।
2. हरियाणा राज्य में स्थित सभी एन0सी0सी0 बटालियन।
3. हरियाणा राज्य में स्थित सभी उप मण्डल पुस्तकालय/जिला पुस्तकालय/ राज्य केंद्रीय पुस्तकालय।

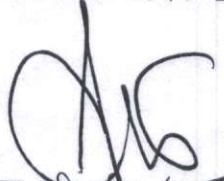
यादि क्रमांक 2/9-2020 एच0आर0एम0एस0(3)

दिनांक, पंचकुला 08.9.2020

विषय:- Regarding updation of Property Returns and Signature in Intra Haryana

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको लिखा जाता है कि अपने अधीनस्थ कार्यरत सभी कर्मचारियों की Property Returns and Signature, Intra Haryana Portal पर सात दिन के अंदर-2 तथा एच0आर0एम0एस0 से सम्बंधित डाटा भी सात दिन के अंदर-2 अपलोड करने का कष्ट करे। कृप्या मामले को उच्च प्राथमिकता दे।



उप-निदेशक सी0सी0 (एच0आर0एम0एस0)
कार्यालय महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला

पृष्ठांकन क्रमांक

दिनांक, पंचकुला

उपरोक्त की एक प्रति निम्न को आवश्यक कार्यवाही हेतु प्रेषित है।


1. अधीक्षक, एन0सी0सी0 शाखा।
2. अधीक्षक, लाइब्रेरी शाखा।


उप-निदेशक सी0सी0 (एच0आर0एम0एस0)
कार्यालय निदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला


Principal
Govt. College
Birohar (Jhajjar)

HRMS-Employee Portal Link:

<https://intrahry.gov.in/>

**HRMS - Employee Portal**
Government of Haryana

Karamchari Sahayak

Please submit re

Latest News


Latest news for Intra Haryana.

Guidelines for Annual Confidential Report.

Guidelines for Updating Family Detail.

Guidelines for filling up the Online Leave And Tour on Intra Haryana

Guidelines for filling up the Annual Property Return on Intra Haryana



Annual Property Return

Mapping/Updation of Parivar Pehchan Patra (PPP) details in HRMS family details.

Uploading All data of all Boards and Coporation and Updation of Parivar Pehchan Patra (PPP) including contractual employee.

View Immovable Property Return of HCS Officers


User Manual for New Registration.

Download Employee Mobile App (Karamchari Sahayak)

LOGIN With

☒ OTP

☐ Password

 Enter Mobile No

Get OTP

Forgot password?

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Principal
Govt. College
Birehar (Jhajjar)

(To be substituted bearing the same No. and Date)

From

Director General Higher Education
Haryana

To

All the Principals
Govt. Colleges of Haryana State

Memo No. **22/221-2018 C-I (3)**
Dated, panchkula, the **04.07.2018**

Subject: Regarding Creation of Online Management Information System (MIS) of employees working in Higher Education Department for Online Teacher Transfer and other process.

Kindly refer to the subject cited above, the Department of Higher Education, Government of Haryana has developed online portal namely Management Information System (MIS) to create the fresh employee database working in Higher education with the objective that it becomes the single source for all information for the data required by the Department to function efficiently and effectively. The MIS will serve to reduce repeated data requests from Colleges, hence freeing up time of teaching staff to focus on academics. The information on MIS portal will also help streamline the Department's administrative processes (e.g. Online Teacher Transfers, Promotion, Medical Reimbursement, NOCs for Foreign Visit etc) through automation.

To initiate the process of Management Information System (MIS), it is divided in three steps as follows:

1. Registration of all teaching staff of college by College Principal.
2. Completion of Employee/Official Profile on MIS portal by each employee.
3. Approval of employee/official profile by concerned principal.

In first step, all Principals of Govt. Colleges are requested to register all their teaching staff (**Regular & Adhoc only**) on the MIS portal (**Link of MIS portal: 210.212.35.50/MIS**). Credential of each college will be shared on college email id's (List of College Email Ids attached at Annexure 'A' on which login credential will be shared). All principal are advised to change the password on their first log in. Also, it is the responsibility of Principal to ensure the registration of each and every teaching staff of their college whether they are deputed in other college. A help module for registration process is also attached at Annexure 'B'.


Principal
Govt. College
Birehar (Jhajjar)

While registering the employee/official, Username and Password along with unique employee id of each and every employee/official will be generated by automated process and will be shared on the employee/official email id later on.

In second step, and after completion of registration process, each employee/official will log in on the MIS portal with their login credential and complete their MIS profile. It is the responsibility of employee/official to feed the correct information, any laxity or wrong information will invite strict action against the employee/official.

In third step, concerned principal will approve the employee/official profile as filled by the employee/official after ensuring the data filled by them is correct and up to date.

Timeline for the above process will be as follows:

Registration of each teaching staff of government college on MIS portal by principal	Up to 10.07.2018
Filling of MIS profile by official/employee	After completion of 1 st Step (Registration process)

While filling the data on MIS portal the sanctity of data be maintained meticulously by comparing it with the actual service record available with the college. Any wrong information may give rise to disciplinary as well as departmental proceedings against the employee/official concerned. In case of any difficulty, the concerned employee/official may contact at itcell.dghe@gmail.com or at 8288005428 (Aman Kalyan).

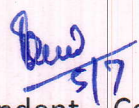
Anurag Agarwal
Director General Higher Education
Haryana, Panchkula

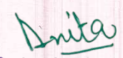
Endst. No. Even 22/221-2018 C-I (3)

Dated 05.07.2018

A copy is forwarded for information and necessary action:-

1. PS/DGHE, Haryana
2. PS/ACSHE, Haryana
3. IT Cell to upload the same on web portal.


Superintendent – College I
For Director General Higher Education
Haryana, Panchkula


Principal
Govt. College
Birehar (Jhajjar)

MIS- Department of Higher Education:

<https://mis.highereduhry.ac.in/>



Management Information
System (MIS)

58A1DC

[Forgot Password](#)
[Registration of Displaced Extension
Lecturer](#)

Department of Higher Education, Haryana

Smita
Principal
Govt. College
Birohar (Jhajjar)

From

The Chief Secretary to Government, Haryana

To

1. All the Clerks of Haryana Civil Secretariat.
2. All the Group 'D' Officials (i.e. Peon-Cum-Chowkidar, Helper to Lineman RAX, Cane Worker and Frash) of Haryana Civil Secretariat.

Memo No: 19/30/2019-8E-II

Dated: 27.03.2019

Subject:- Regarding Attendance through AEBAS (Aadhar Enabled Biometric Attendance System).

Reference on the subject noted above.

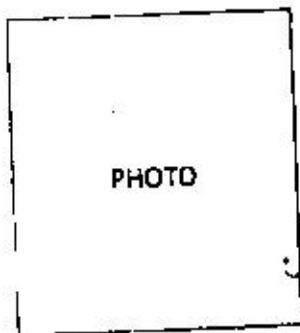
2. Vide Haryana Government letter No. 6/14/2015-MC, dated 27.03.2015, it was decided to implement Aadhar Enabled Biometric Attendance System(AEBAS) in the Haryana Government offices and accordingly the same has been implemented in Haryana Civil Secretariat. But it has been come to the notice of the office that some of the newly recruited officials i.e. Clerks, Peon-Cum-Chowkidar, Helper to Lineman RAX, Cane Worker and Frash etc have not registered themselves with AEBAS (Aadhar Enabled Biometric Attendance System) till date, so, their attendance is not being recorded on the system. Therefore, all the officials who have not registered themselves on AEBAS are directed to report in Establishment-II Branch with a copy of Aadhar Card to complete the required formalities within 3 days failing which strict action will be taken against them as per rules.

Isandeep
Superintendent Establishment-II
for Chief Secretary to Government, Haryana.

27-3-19

Anita
Principal
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Birehar (Jhajjar)

**PERFORMA FOR AADHAAR ENABLED BIOMETRIC ATTENDANCE
SYSTEM (AEBAS)**



1. Employee Name _____
2. Date of Birth _____
3. Gender _____
4. Aadhaar No. _____
5. E-Mail _____
6. Mobile No. _____
7. Organization Name _____
8. Employee Type (Govt./Contractual/Daily Wages/Out Sources
Etc.) _____
9. Office Location _____

Signature of the employee

Designation _____

Place of Posting _____

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Principal
Govt. College
Birehar (Jhajjar)

Online Attendance System (Biometric attendance system)

<https://hrcolleges.attendance.gov.in/>

