

USER MANUAL

FOR

UPDATE/REMOVE

CURRENT ADDITIONAL

CHARGE IN HRMS

STEPS

FOR

UPDATING

CURRENT

ADDITIONAL

CHARGE

➤ Access HRMS portal i.e. <https://hrmshry.nic.in/>

The screenshot displays the HRMS Haryana Government portal. The header features the Haryana Government logo and the text "Human Resource Management System Haryana Government". A "Super Admin Login" link is visible in the top right. The main content area is divided into several sections:

- Department**: A section with a downward arrow pointing to two boxes: "Number 67" and "Employee 192141".
- Board / Corporation / Universities / Authorities / Societies**: A section with a downward arrow pointing to a list of categories.
- Latest News**: A section with a blue header and a list of news items:
 - » Instructions to Departments/ Boards/ Corporations/ Universities on HIPA Training Module on HRMS. **NEW**
 - » 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.

The login interface on the right side includes a "Checker" field, a user ID field containing "puhhd06", a password field, a "Security Code" field containing "64808", and a "Log In" button. The Windows taskbar at the bottom shows the time as 10:11 on 13-04-2023.

➤ Login through Checker ID & Password

➤ The following screen will appear :-

Property ID Updation x (2) WhatsApp x (181) पूर्य महाराज जी के x Email: Inbox (717) x Main Menu x +

hrmsry.nic.in/government/MainMenu.aspx

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Human Resource Management System

Government Of Haryana

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

SURENDER KUMAR (Deputy Superintendent) is login as Checker (Update Actual Category and Recruited On Category Of Employee :partment

- Historical Transactions
- Contractual Employee Details
- Future Transactions
- DDO Transaction
- Salary Generation
- Annual Increment
- Update Service Status / Previous Service NOT Count
- Family & PPP Details
- Update Head of Office
- SIC Penalty Cases
- Update Current Additional Charge
- Remove Current Additional Charge

NEW Financial Upgradation for General Pay Revision, Revision/Modification granted after 01/09/2016 will be done through Pay Fixation (DDU Transaction->Pay Fixation). For details Pay Fix User Manual

Search the web and Windows 10:03 13-04-2023

➤ Select “Update Current Additional Charge” option under “Transaction” Menu.

➤ The following screen will appear :-

The screenshot shows a web browser window with the URL <https://hrmschy.nic.in/futuretransaction/fmCurrentAdditionalCharge.aspx>. The page header includes the Government of Haryana logo and the text "Human Resource Management System Government Of Haryana". A navigation menu contains links for Home, User Management, Employee Information Updation, Transactions, Modules / Generate Order, Reports, and Other Task. A "Logout" button is visible in the top right corner.

The main content area displays the following information:

SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

The "Current Additional Charge" form includes the following fields:

- Select Employee: --Select All--
- Add More Current Additional Charges**
- Department: --Select All--
- Treasury: --Select All--
- Office: --Select All--
- Group: --Select All--
- Designation: --Select All--
- Rule: --Select All--
- Date Of Joining: --Select All--
- Time Of Joining: Fore Noon

A "Submit" button is located at the bottom of the form.

➤ Select Employee Name (who is to be given additional charge)

- After selecting the name of employee, system will display the office name (where employee has hold main charge)

Property ID Updation x (2) WhatsApp x (181) पूज्य महाराज जी के स... x Email: Inbox (717) x https://hrms hry.nic.in/future: x +

hrms hry.nic.in/futuretransaction/frmCurrentAdditionalCharge.aspx

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Government Of Haryana

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

SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Current Additional Charge

Select Employee: MOHIT KUMAR (6G4BPA) (Assistant)

Current Charges Already Assigned	SNOD	Department Name	Office Name
1		Public Health Engineering Department	Main Charge - Head Office (Town - PANCHKULA), DDO - Engineer-in-Chief, PHED, Panchkula

Add More Current Additional Charges

Department: --Select All-- Treasury: --Select All-- Office: --Select All--

Group: --Select All-- Designation: --Select All-- Rule: --Select All--

Date Of Joining: --Select All-- Time Of Joining: Fore Noon

Submit

Search the web and Windows e Home Mail Calendar Photos Settings Chrome Edge Word 10:04 13-04-2023

- Select/Enter the details under the “Add more Current Additional Charges” like select Department Name, Treasury (in which particular office is situated), office, Group , Designation, Rule, Date of joining & Time of joining (Fore Noon / After Noon) etc. as mentioned in the following screen:-

SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Current Additional Charge

Select Employee: MOHIT KUMAR (6G4BPA) (Assistant)

Current Charges Already Assigned

SNO	Department Name	Office Name
1	Public Health Engineering Department	Main Charge - Head Office (Town - PANCHKULA), DDO - Engineer-in-Chief, PHED, Panchkula

Add More Current Additional Charges

Department: Public Health Engineering Department

Treasury: Ambala

Office: Ambala City PHED (Town - AMBALA CITY), DDO - EE PH...

Group: C

Designation: Assistant

Rule: Circle Cadre Ministerial (Group C) S. Rules, 1989 (Amen...)

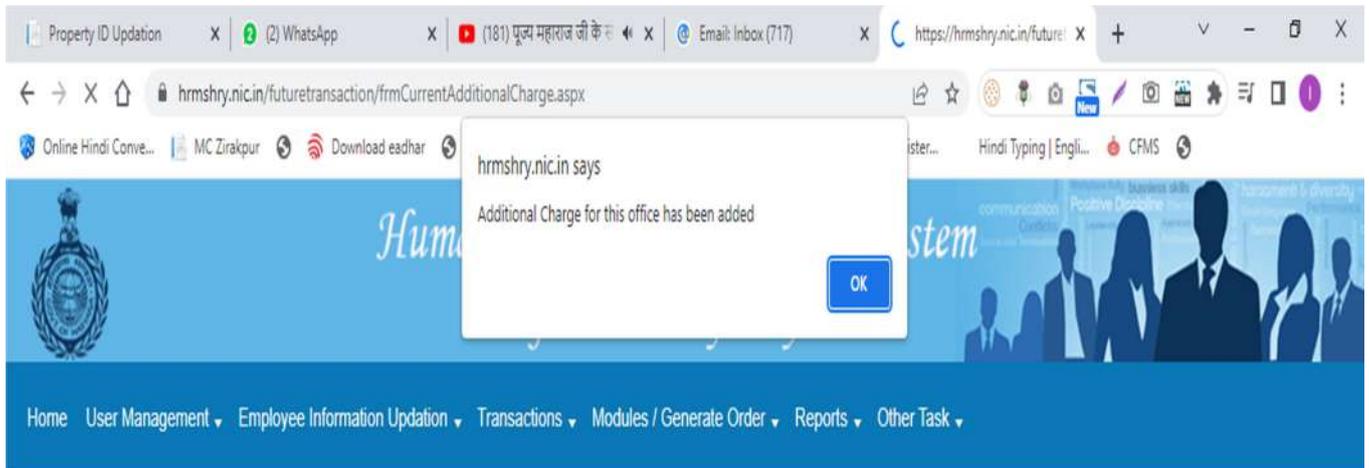
Date Of Joining: 10/04/2023

Time Of Joining: Fore Noon

Submit

- After entering details, Click on “Submit” Button”

➤ After Clicking on “Submit” button, System will display the following message :-



Note:- If system display the message “ *There is no vacant post to give additional charge for this office*” after clicking on “Submit” button , it means someone has already been given additional charge for this office and same is required to be removed (steps for removing additional charge are defined below”)

- We can check the office detail of Main Charge & Additional Charge assigned to employee by selecting Employee Name as per following screen :-

Property ID Updation | (2) WhatsApp | (181) पूर्य महाराज जी के... | Email: Inbox (717) | https://hrmsry.nic.in/future: X

hrmsry.nic.in/futuretransaction/fmCurrentAdditionalCharge.aspx

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

SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhd06), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Current Additional Charge

Select Employee: **MOHIT KUMAR (6G4BPA) (Assistant)**

Current Charges Already Assigned

SNO	Department Name	Office Name
1	Public Health Engineering Department	Additional Charge - Ambala City PHED (Town - AMBALA CITY), DDO - EE PHE Division Ambala City
2	Public Health Engineering Department	Main Charge - Head Office (Town - PANCHKULA), DDO - Engineer-in-Chief, PHED, Panchkula

Add More Current Additional Charges

Department: --Select All-- | Treasury: --Select All-- | Office: []

Group: [] | Designation: [] | Rule: []

Date Of Joining: [] | Time Of Joining: Fore Noon

Search the web and Windows | 10:06 | 13-04-2023

**STEPS
FOR
REMOVING
CURRENT
ADDITIONAL
CHARGE**

- Select “Remove Current Additional Charge” option under “Transaction” Menu as appearing in following screen:-

Property ID Updation | (2) WhatsApp | (181) मुख्य महाराज जी के स... | Email: Inbox (717) | Main Menu

hrmsry.nic.in/government/menudashboard.aspx

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Human Resource Management System
Government Of Haryana

Home | User Management | **Employee Information Update** | Update Actual Category and Recruited On Category Of Employee | Reports | Other Task | LogOut

SURENDER KUMAR (Deputy Superintendent) is login as Checker (1) | Historical Transactions | 1g Department

Welcome To Human Resource Management System

- Contractual Employee Details
- Future Transactions
- DDO Transaction
- Salary Generation
- Annual Increment
- Update Service Status / Previous Service NOT Count
- Family & PPP Details
- Update Head of Office
- SIC Penalty Cases
- Update Current Additional Charge
- Remove Current Additional Charge

Search the web and Windows | 10:08 | 13-04-2023

➤ The following screen will appear:-



SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Additional Charge Removal

Select Employee



➤ Select "Employee Name" in the above screen.

- After selecting Employee Name, System will display the office name of which employee has been given additional charge as per following screen



SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Additional Charge Removal

Select Employee MOHIT KUMAR (6G4BPA) (Assistant)

Designation Name	Additional Charge Department Name	Additional Charge Office Name	Action
Assistant	Public Health Engineering Department	Ambala City PHED (Town - AMBALA CITY), DDO - EE PHE Division Ambala City	Remove Additional Charge



- Click on “Remove Additional Charge” link .

- Enter the required details (like Order No., Order Date, Relieving Date , Time of Relieving etc.) and upload the copy of office order (optional) as per following screen:-

SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhdc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department

Additional Charge Removal

Select Employee: MOHIT KUMAR (6G4BPA) (Assistant)

Designation Name	Additional Charge Department Name	Additional Charge Office Name	Action
Assistant	Public Health Engineering Department	Ambala City PHED (Town - AMBALA CITY), DDO - EE PHE Division Ambala City	Remove Additional Charge

Order No*: 123

Order Date*: 12/04/2023

Relieving Date*: 12/04/2023

Time Of Relieving*: Fore Noon

File Upload: Choose File No file chosen

Submit

- After entering the required detail, Click on “Submit” button.

➤ The following screen will appear for OTP verification:-

The screenshot displays a web browser window with the URL <https://hrmshry.nic.in/government/frmRemoveAdditionalCharge.aspx>. The page header features the Government of Haryana logo and the text "Human Resource Management System Government Of Haryana". A navigation menu includes "Home", "User Management", "Employee Information Updation", "Transactions", "Modules / Generate Order", "Reports", and "Other Task", along with a "LogOut" button. A message states: "SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhd0c6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department". The main content area shows a table with columns for "Designation Name" and "Action". A modal window titled "Enter OTP Details" is open, displaying "Mobile Number* 9815878952" and two buttons: "Send OTP on Above Mobile No." (green) and "Cancel" (red). The Windows taskbar at the bottom shows the time as 10:09 on 13-04-2023.

➤ Click on “Sent OTP on Above Mobile No.” button, System will send an OPT on the Mobile No. of Checker (whom details have been mapped with Checker ID)

➤ Enter “OTP” (received on Checker’s Mobile No.) in the following screen:-

The screenshot shows a web browser window with the URL <https://hrmshry.nic.in/government/frmRemoveAdditionalCharge.aspx>. The page title is "SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department".

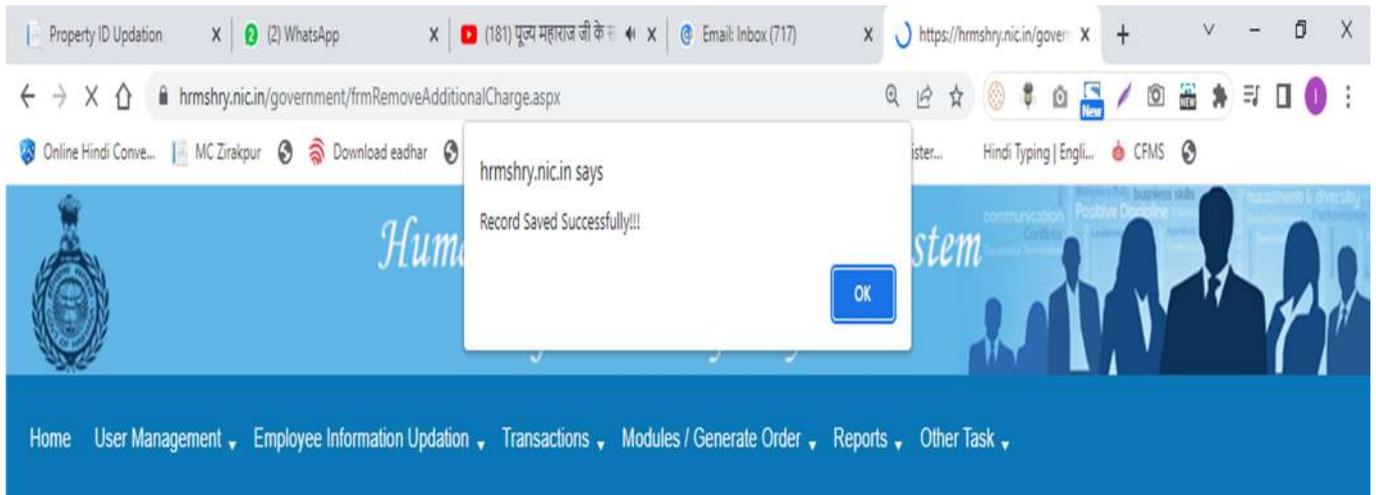
The main content area displays a form titled "Additional Charge Removal". A modal window titled "Enter OTP Details" is overlaid on the form. The modal contains the following fields and buttons:

- Mobile Number***: 9815878952
- Enter OTP***: 210356
- Buttons**: Regenerate OTP (blue), Verify OTP (green), Cancel (red)

The background form includes fields for "Select Employee", "Designation Name" (Assistant), "Order No*" (123), "Time Of Relieving*" (Fore Noon), "Relieving Date*" (12/04/2023), and "File Upload" (Choose File, No file chosen). A "Submit" button is located at the bottom of the form.

➤ Click on “Verify OTP” button.

➤ The following message will appear on screen :-

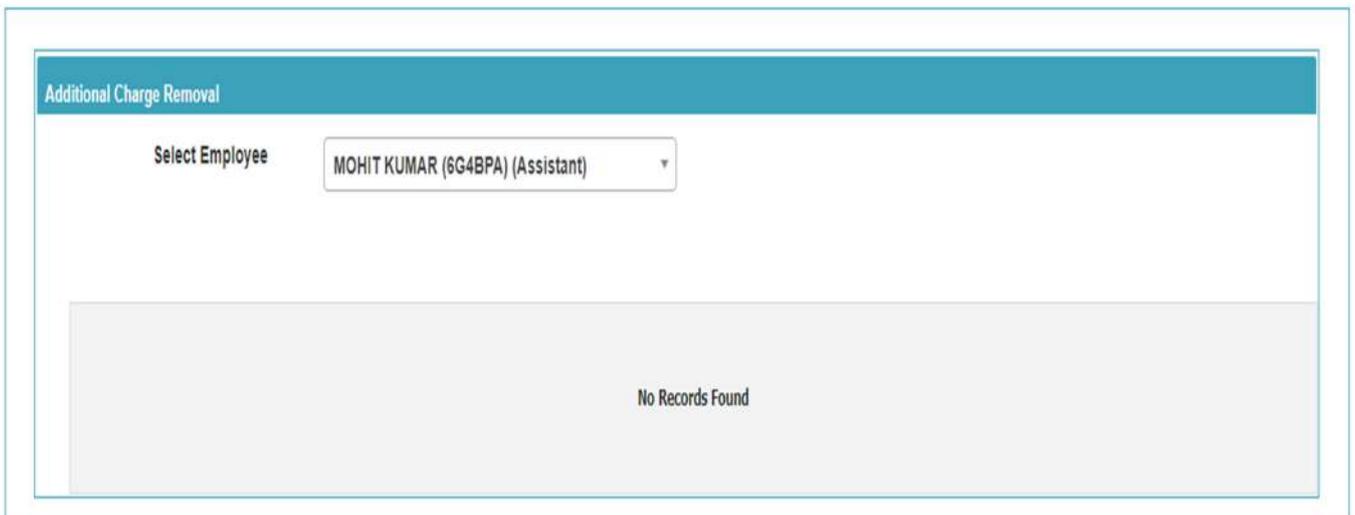


➤ Click on “OK” button. Thus, additional charge details of particular employee will be removed.

- We can check the Additional Charge detail by selecting Employee Name as per following screen :-



SURENDER KUMAR (Deputy Superintendent) is login as Checker (puhhodc6), at Engineer-in-Chief, PHED, Panchkula, Public Health Engineering Department



THANK

YOU