



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

Through E-mail

To

- 1) All the Chairpersons/Incharge,
University Teaching Departments,
CDLU, Sirsa.
- 2) All Branch Officers,
CDLU, Sirsa.

No. Estt/2020/AE-I to IV/ 3500-3567 Dated: 24/11/2020

Sub: Requirement of information for uploading on HRMS Portal.

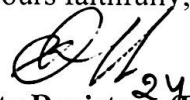
Sir/Madam,

I am directed to intimate that as per guidelines of the State Government, implementation of HRMS Portal in the University is under process. For the above purpose, data of employee(s) is required to be uploaded on the HRMS Portal for various purposes including salary. As per requirement of the portal, latest photograph and religion of the employee is required.

Therefore, it is requested to provide the latest passport size photograph in soft copy (below 20 kb size in JPG format), mother's name and religion of all the regular employee(s) working in your department/branch including yourself, through e-mail i.e. esttbrt@cdlu.ac.in positively before **12.00 Noon on 25.11.2020.**

This may be treated as most urgent in time bound manner.

Yours faithfully,


Deputy Registrar (Estt.T)
for REGISTRAR