

From

The Comptroller,  
CCS HAU, Hisar.

To

All the Deans/Directors/Officers/HODs/Offices/Sections,  
(including outstations),  
CCS HAU, Hisar.

Memo No. CAUH/OC/2022/12298-12327

Dated: 04-08-2022

Sub: **Uploading of data at HKRN Portal-Procedure thereof.**

The competent authority has approved the following procedure to be followed while uploading data of outsourced staff at HKRN Portal:-

- i) All the C.O./HOD concerned may direct the outsourcing person to submit the signed copy of offer letter and thereafter, forward the same to the Comptroller for uploading to portal alongwith documents duly attested/verified.
- ii) The Controlling officers concerned may send the consolidated monthly attendance report to the office of Comptroller upto 2<sup>nd</sup> of each month.
- iii) The individual cases of discrepancy/pay protection etc. of outsourced staff working in the department/office concerned may be sent to Comptroller office through respective C.O./HOD duly verified by the HOD/DDO concerned.

You are, therefore requested to take immediate necessary action accordingly, please.

  
Comptroller

CC:

1. The Secretary to Vice-Chancellor, CCSHAU, Hisar.
2. The Registrar, CCS HAU, Hisar.
3. The Incharge, Computer Centre, COBS&H, CCSHAU, Hisar for uploading the circular on the University website.
4. The Liaison Officer (Outsourcing), CCSHAU, Hisar.