



Government of Haryana

Haryana Udhyam Memorandum (H.U.M)

(Standard Operating Procedure)

June 2020



**Citizen Resource Information Department
Government of Haryana**

Haryana Udhyam Memorandum (H.U.M) SOP

I. **Purpose:** Haryana Udhyam Memorandum (H.U.M) is an initiative of Government of Haryana (GoH) developed under a collaboration of Citizen Resource Information Department (CRID), Department of Industries & Commerce and Department of Labor & Employment. The H.U.M portal has been developed with an objective of creating a Database of all the employees engaged in enterprises in Haryana. Along with data of employees, it will also have the basic details of the enterprise. The portal would cover the entire universe of enterprises working in Haryana, irrespective of the size or type.

II. **Stakeholders:** Following are the key stakeholders of H.U.M

S.No	Stakeholder	Role
1	Citizen Resource Information Department (CRID)	Scheme/online system Management
2	Department of Industries & Commerce	Interface with Enterprises under its purview
3	Department of Labor & Employment	Interface with Enterprises under its purview
4	NIC	Portal Development & management
5	Enterprise level user (Owner/proprietor/Authorised director/Authorised employee)	Manage enterprise level and unit level functions
6	Unit user	Manage unit level functions

III. Procedure:

The following procedure shall be used by the Enterprise users to enter/update data in the H.U.M database.

Area	Task	Stakeholder
H.U.M home page	An Enterprise Level user visits the H.U.M portal @ http://harudhyam.edisha.gov.in	Enterprise level user
Enterprise level user login	An Enterprise Level user signs up on the H.U.M portal and logs in with his phone number and OTP.	Enterprise level user
Enterprise details submission	Enterprise Level user fills the form (under the enterprise management tab) for basic details such as - Enterprise name, type, Registration number, address, activity etc.	Enterprise level user
Enterprise unit creation	After successfully submitting the Enterprise details, the user adds all the units of the Enterprise.	Enterprise level user
Enterprise unit user creation	After creating units, enterprise level user can add names of the authorized persons for the Enterprise and unit users for each unit.	Enterprise level user
Employee details	Once the basic Enterprise and Unit details have been entered, the data of employees is captured.	Enterprise/Unit user
Unit user login	Unit user logs in H.U.M portal with his phone number & OTP.	Unit user
Employee management	Enterprise level user/unit user adds employees to all units. Data entry can be done in individual or bulk entry mode. The bulk entry shall be via excel upload.	Enterprise level user /Unit user
Employee management	Enterprise level user shall also give manpower details for employees provided to other enterprises. This is relevant for enterprises which are primarily manpower supplying entities.	Enterprise level user /Unit user
Employee management	Enterprise level user can deactivate an employee's employment status if the employee leaves.	Enterprise level user
Employee management	Enterprise level user can transfer an employee to another unit within the same enterprise.	Enterprise level user
Employee management	Unit user can view the details of the unit and the employees in the form of reports.	Unit user