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TOP PRIORITY
MOST URGENT
TIME BOUND

From

The Director of Prosecution, Haryana
Panchkula

To

1. All District Attorneys
posted at District level in Haryana State.
2. The Deputy District Attorney,
Haryana Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney,
Haryana Legal Cell, UT Courts, Chandigarh

Memo No: - AP(5)-2022/3379-81 Dated:- 04-07-2022

Subject:- Regarding implementation of 1st online transfer drive of clerk(Field), 2022 and 1st online transfer drive of Peon(HQ & Field), 2022 of Prosecution Department.

Kindly refer to the subject noted above.

It is intimated that **1st online transfer drive of clerk(Field), 2022 and 1st online transfer drive of Peon(HQ & Field), 2022** has been commenced with immediate effect.

Hence, you are directed to take immediate action as per schedule given below:-

1. All the DA/DDO are directed to update the data of clerks and Peons working under their control on HRMS portal with respect to online transfer policy as on **30.06.2022 (cut of date) positively(Update service verification till 30.06.2022)** and thereafter same may be sent to concerned clerks/peons in their accounts at Intra Haryana portal. **This may be done on or before 07.07.2022 positively.**
2. Thereafter, all the DA/DDO concerned shall get verify the data from concerned employee on Intra Haryana portal and concern employee shall check and verify their data in all respect, particularly with respect to merit points and same shall be approved

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by the concern employee online on Intra Haryana portal. If any discrepancy is pointed out by the concerned employee, the DA/DDO shall correct/update the same as per record. **This may be done upto 11.07.2022 positively.**

3. Thereafter, all DA/DDO shall freeze the data of concerned employees on the HRMS portal after due verification. **This may be done on 13.07.2022 positively.**

4. Thereafter, all DA/DDO shall sought the willingness/consent of the employees who are going to retire within one year or who have completed three year of their service at the present station as on cut of date, for voluntarily participation in the "1st Online Transfer Drive of Clerk (Field), 2022" and "1st Online Transfer Drive of Peon (Field & HQ.), 2022". **This may be done on or before 15.07.2022 positively.**

5. Thereafter, concerned employees (Peon & Clerk) shall be given 4 days time i.e. **22.07.2022 to 25.07.2022** for giving their choice of preference of place of posting on the web portal of Intra Haryana as per vacancy list shown on Portal.

6. These drives shall be conducted as per online transfer policy of Clerk(Field) & Peon (Headquarter & Field) issued by Government vide Notification No 10/76/2021-2JJ(1) dated 29.09.2021 as amended upto date. The copies of these policies including amendments are available on the departmental website i.e. <https://prosecutionhry.gov.in> for the information of concern employees /DA/DDOs.

7. All the input with regard to implement these online transfer drives shall be updated by this department (HQ) on the departmental website i.e. <https://prosecutionhry.gov.in> from time to time. All the DA/DDOs, and concerned employees are directed to check website regularly and make the compliance of the same without further reference from headquarter.

8. In this regard, a Video Conferencing has been scheduled on 05.07.2022 at 12.00 AM by Headquarter for proper and timely implementation of these online transfer drives with all DA/DDO through Google meet the link i.e. :- meet.google.com/hig-pxxu-poi.

All the DA/DDO shall compulsory participate in this online meeting.

Accordingly all the DA/DDO are directed take all the necessary steps in time bound manner . Any lapse or delay of any kind shall be viewed seriously in this regard. It may be treated as most urgent and be given top priority.

Enclosed:- Online transfer Policy as ^{RAU} Administrative Officer
amended upto date _d for Director of Prosecution, Haryana _P

Endst No :- AP(5)-2022/ 3382-83

Dated:- 06-07-2022

A copy is forwarded to the following for information and necessary action please:-

1. Additional Chief Secretary to Government, Haryana, Administration of Justice Department, Haryana for kind information and with request to grant ex-post facto approval for fixing of qualifying date/ cut off date as 30.06.2202 as per provision of clause 3(e) of transfer policy of Clerk(Field) & Peon (Headquarter & Field).
2. Sh. Yaspal, Technical Director, O/o NIC, Haryana.

^{RAU} Administrative Officer
_d for Director of Prosecution, Haryana _P

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