

Most Urgent

Email/

Regd.

From

The Director of Prosecution (General),
Haryana, Bays 9-10, Sector-14,
Panchkula.

To

All the District Attorneys posted at
District level in the state of Haryana

Memo No.2AP(A)-2023/4912 Dated: 26/5/2023

Subject: Uploading of data for online transfer drive of Deputy District Attorney and Assistant District Attorney .

Reference on the subject noted above.

It is brought to your kind notice that the government is going to conduct the general transfer of Deputy District Attorneys and Assistant District Attorneys through online web portal i.e. <https://onlinetransfer.hkcl.in/Transfers/> for the current year. The qualifying/cut of date for this year transfer driver has been decided as 01.06.2023. For the proper implementation of transfer policy well in time, you are required to collect all relevant data in the enclosed web form (physical) alongwith documents as mentioned therein as per enclosed instructions from all Deputy District Attorneys and Assistant District Attorneys working under your control as well as DDAs/Assistant District Attorneys posted in the different offices situated at district level in your district so that same may be uploaded online by you in the web portal of the department, especially being designed by Haryana Knowledge Corporation Ltd. (HKCL), Panchkula. For this same purpose HKCL has created login credentials i.e user and password for all district attorneys to access the web portal for uploading the data . The User ID and Password for your office is as under :-

User id :- (enter the name of your "district name" in small letters for example district attorney Ambala shall use word "ambala" as user id)

Password:- Password is same as Already Provided Vide Letter No :- 2AP(A)-2023/622 dated 02.02.2023

Url for webportal :- <https://onlinetransfer.hkcl.in/Transfers/>

Keeping in view of decision taken by government you are hereby directed to act immediately as follows :-

1. You are directed to get filled all the information in Web Form (Copy enclosed from the all Deputy District Attorneys & Assistant District Attorneys working under your control as well as Deputy District Attorneys & Assistant District Attorneys posted in your district in other different offices and also obtain the self-attested copies of all the relevant documents as per "enclosed instructions"
2. You are further directed to upload the complete and correct data of Deputy District Attorneys & Assistant District Attorney from their duly filled up of web form/documents submitted by them, in the above mentioned online web portal by using your user-id and password. The Web Form must be duly signed by the concerned Deputy District Attorney & Assistant District Attorney and countersigned by you and if Deputy District Attorneys & Assistant District Attorney posted in other offices duly attested by DDO of their offices and data must be uploaded on the basis of information provided in these Web forms after due verification from relevant record. The record of these Web forms and relevant documents submitted by the Deputy District Attorneys & Assistant District Attorney shall be kept in your office for future reference and a copy of the same may be sent to this department for record.
3. The concerned District Attorney and Head Clerk-cum-Accountant shall be jointly responsible for uploading of complete and correct data of all the Deputy District Attorneys & Assistant District Attorneys on or before 07.06.2023 on the online web portal and the District Attorney shall send the complete list of all Deputy District Attorneys & Assistant District Attorney whose data was uploaded by him up to 07.06.2023 to the directorate and shall ensure that data of all Deputy District Attorneys & Assistant District Attorney working under your control as well as Deputy District Attorneys & Assistant District Attorneys posted in your district in other offices are uploaded and no Deputy District Attorney & Assistant District Attorney is left out. If any Deputy District Attorneys & Assistant District Attorney is on leave or under suspension the 'Web Form' and relevant documents shall be obtained from him through special

messenger and written information must be given to him/her for filling up 'Web Form' and submitting required documents.

4. It is further clarified that if any Deputy District Attorney & Assistant District Attorney who are on leave or under suspension are failed to fill up 'Web Form' and submit required documents despite efforts by the concerned District Attorney office, his/her data shall be uploaded on the basis of available record by the concerned District Attorney office.
5. That in case of any difficulty in uploading the data on online portal, DA/DDO can contact on Haryana Knowledge Corporation Ltd, Panchkula help desk No 0172-5210290.
6. The copy of letter alongwith enclosed Web Form", instruction must be provided to all Deputy District Attorneys & Assistant District Attorneys.

You are, therefore, directed to make available all the relevant data alongwith required documents in hand as per enclosed instructions, so that same may be uploaded immediately by you otherwise you shall be held liable for delaying the process and strict action will be taken against you.

Encl:- As above



Superintendent

for Director of Prosecution (General), Panchkula


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Endst No 2AP(A)-2023/ *4913*

Dated *26/5/2023*

A copy is forwarded to the Managing Director, Haryana Knowledge Corporation Limited Pvt. Ltd with the direction to open the transfer portal for entering the data of Assistant District Attorneys and Deputy District Attorneys.

Encl:- As above



Superintendent

for Director of Prosecution (General), Panchkula

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Instructions for uploading data of Deputy District Attorneys & Assistant District in the web portal

1. District Attorney /DDO may ensure that all the columns in the web form must be correctly filled by the concerned Deputy District Attorneys & Assistant District Attorneys and DDO shall verify the same from the service book and other service record of the Deputy District Attorneys & Assistant District Attorney. The service book or any other relevant record required for the verification of Deputy District Attorneys & Assistant District Attorney posted in the other offices at the district shall be obtained by the District Attorney from the concerned quarter for verification and after verification the said record shall be returned.
2. All the Deputy District Attorneys & Assistant District Attorneys are required to fill up correct and true information in the web forms and must submit all the required documents as per these instructions along with 'Web Form' to the O/o Concerned District Attorney in the given time
3. The following documents shall be obtained by the District Attorney/DDO from all the Deputy District Attorneys & Assistant District Attorney and same may also be countersigned by the District Attorney/DDO:-
 - i. For claiming benefits as per serial no. 21, 22 and 23 of 'Web Form', the person suffering from the prescribe disease must have a **valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpna Chawla Medical Collage, Karnal, PGI Chandigarh or duly constituted medical board and such certificate is to be submitted by the concerned government employee as proof.**
 - ii. Any female or male law officer belonging to special category as mentioned at sr. no. 4 or 18 and 19 of 'Web Form' shall submit self-declaration, wherein stating his/her particular status on the basis of which he/she is claiming benefit under Sr. no. 4 or 18 and 19. However, wife of serving military personnel/ paramilitary personnel working outside the state shall submit self attested copy of identity card of her husband duly issued by the competent authority and shall also submit self declaration to this fact.
 - iii. The officer claiming benefit as per Sr. No. 24 and 26 of the 'Web Form' must submit the self attested copy of valid medical certificate duly issued by District Medical Board.

- iv. The officer claiming benefit as per Sr. no. 17 of the 'Web Form' must submit the self attested copy of posting order or appointment order of his/her spouse.
 - v. All officers shall submit self declaration whether they are Charge sheeted for major punishment for misconduct at current place of posting or whether criminal case is registered against them at current place of posting.
 - vi. District Attorney may ask to furnish any law officer a written undertaking about any fact or information provided by him/her in a web portal to his satisfaction.
4. The physical Web Form shall be duly signed by the concerned law officer and shall be countersigned by the concerned District Attorney/DDO after due verification of the facts and information from service book, self attested copies of the documents supplied by law officer and from other relevance record of the law officer. Thereafter, District Attorney /DDO shall upload required data on online web portal as mentioned above from said duly filled/signed web form. All these web forms alongwith documents provided by the concerned Law officers shall be kept in record by the concerned District Attorney office for further reference. If any Deputy District Attorneys or Assistant District Attorney fails to submit his/her duly filled web form or any required document, District Attorney shall not be provided the benefits of special category as mentioned Para 5(c)(ii) of online transfer policy issued by government vide its notification no 9/1/2021-1JJ(1) dated 21st January, 2022 due to non available of valid documents required for availing such benefits.
 5. If at any stage It is found that any law officer has provided wrong information in his/her Web Form and other documents submitted by him/her for uploading in his/her data on online portal, a strict action shall be taken against him/her.
 6. The District Attorney shall ensure that while uploading the data, only those Deputy District Attorneys and Assistant District Attorneys shall be provided the benefit of special category mentioned in para 5(c)(ii) of online transfer policy issued by government vide its notification no 9/1/2021-1JJ(1) dated 21st January, 2022, who have submitted all the relevant and valid documents as per these instructions for availing such benefits. Accordingly, if any Deputy District Attorneys and Assistant District Attorney fill up 'yes' in Sr.no 17 to 26 of his Web Form' availing such benefits without submitting valid documents, District Attorney shall

ensure that while uploading his data on online portal 'No" shall be tick marked instead of 'Yes'. In this way 'yes' shall only be tick marked, when claim of Law officer is supported by valid documents.

7. All the Deputy District Attorneys will enter their previous posting details for the last 5 years in column no 16 of 'Web Form' only their posting as Deputy District Attorney only and posting as Assistant District Attorney will not be considered for this purpose.
8. As the Government has decided the cutoff date for all purposes shall be 01.06.2023 for online transfer drive, 2023.

17. Is employee's spouses working in any department/Board/Corporation under any State Government or Government of India and (as per Para 5(c)(ii)(8) of Policy)

Yes No

If yes, name of department/Board/Corporation.....

17(a) If his/her spouse has availed the benefit of 05 marks being couple case for Online Transfer Policy ?

Yes No

(All the Law officer have to submit self declaration in this regard)

18. Special Category of female employees: (as per Para 5(c)(ii)(2) of Policy)

- Widow
- Divorced
- Legally Separated
- Un-married female employees more than 40 years of age.
- Wife of serving military personal/paramilitary personal working outside the state.
- Not Applicable

19. Special Category of male Employees (as per Para 5(c)(ii)(3) of Policy)

- Widower (a male employee who has lost his wife and has not remarried and has one or more minor children and/or unmarried daughter(s).
- Not applicable

20. Is employee differently abled persons? (as per Para 5(c)(ii)(4) of Policy)

Yes No

If yes, then tick below :

Vision

40% to 60 % disability

Above 60% to 80 %

Above 80 %

Locomotors

40% to 60% disability

Above 40% to 60%

Above 80 %

Deaf and Dumb

40 % to 60% disability

Above 60% to 80%

Above 80%

21. Employee suffering from diseases of Debilitating Disorder?

(as per Para 5(c)(ii)(5) of Policy)

Yes No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone bypass heart surgery; or
- Kidney transplant; or
- Currently undergoing dialysis

22. Unmarried child/children suffering from diseases of Debilitating Disorder?

(as per Para 5(c)(ii)(6) of Policy)

Yes No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone bypass heart surgery; or
- Kidney transplant; or
- Currently undergoing dialysis

23. Spouse suffering from diseases of Debilitating Disorder?

(as per Para 5(c)(ii)(6) of Policy)

Yes No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone by pass heart surgery; or
- Kidney transplant; or
- Currently undergoing dialysis

24. Employee having mentally challenged or 100% differently abled/child?

(as per Para 5(c)(ii)(7) of Policy)

Yes No

25. Whether employee is under suspension ?

- A. Yes
- B. No

26. Employee suffering from

(as per Para 5(d) of Policy)

- 100 % vision loss;
- 80 % or more locomotors disability involving both the legs.
- Not applicable

Date :-

Signature of Employee

VERIFIED BY D.D.O

Name :

Designation :

Sign and Seal :

Date:-

Note:- Please fill up the above form in CAPITAL LETTERS and tick whichever applicable.