

Most Urgent
Email

From

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

To

1. All the District Attorneys posted at District level in the state of Haryana
2. The District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney, Haryana Legal Cell, U.T, Court, Chandigarh.

Memo No. AP(5)-2024/8765-8767

Dated: 12/12/2024

Subject: Uploading of data for Online Transfer Drive of Clerks (Field) & Peons (Field & HQ).

Reference on the subject noted above.

It is brought to your kind notice that the government is going to conduct the general transfer of Clerks (Field) & Peons (Field & HQ) 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 **30.11.2024**. 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 Clerks (Field) & Peons (Field & HQ) working under your control, 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:- Prosecution@2024

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 requested to get filled all the information in Web Form (Copy enclosed from the all Clerks (Field) & Peons (Field & HQ) working under your control and also obtain the self-attested copies of all the relevant documents as per "enclosed instructions" before **16.12.2024**.
2. You are further requested to upload the complete and correct data of Clerks (Field) & Peons (Field & HQ) from their duly filled up of web form/documents

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submitted by them, in the above mentioned online web portal by using your user-id and password before **20.12.2024**. The Web Form must be duly signed by the concerned Clerks (Field) & Peons(Field&HQ) and countersigned by you. The record of these Web forms and relevant documents submitted by the Clerks (Field) & Peons(Field&HQ) shall be kept in your office for future reference.

3. The time for Clerks (Field) & Peons(Field&HQ) to submit the Web Form after filling all columns alongwith documents to concerned office is **13.12.2024** to **16.12.2024**.
4. The concerned District Attorney and Head Clerk-cum-Accountant shall be jointly responsible for uploading of complete and correct data of all the Clerks (Field) & Peons(Field&HQ) on or before **20.12.2024** on the online web portal and the District Attorney shall sent the complete list of Clerks (Field) & Peons(Field&HQ) whose data was uploaded by him upto **20.12.2024** to the directorate and shall ensure that data of Clerks (Field) & Peons(Field&HQ) posted in your district and no Clerks (Field) & Peons(Field&HQ) is left out. If any Clerks (Field) & Peons(Field&HQ) 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.
5. It is further clarified that if any Clerks (Field) & Peons(Field&HQ) 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.
6. 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.
7. The copy of letter alongwith enclosed Web Form", instruction must be provided to Clerks (Field) & Peons(Field&HQ).

You are therefore, requested 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 delay.

Encl:- As above

Endst No AP(5)-2024/ 8768

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 Superintendent
 for Director of Prosecution (General), Panchkula
 Dated 12/12/2024

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 Clerks (Field) & Peons(Field&HQ).

Encl:- As above

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 Superintendent
 for Director of Prosecution (General), Panchkula

Instructions for uploading data of Clerks (Field) & Peons(Field&HQ) 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 Clerks (Field) & Peons(Field&HQ) and DDO shall verify the same from the service book and other service record of the Clerks (Field) & Peons(Field&HQ).
2. All the Clerks (Field) & Peons(Field&HQ) 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 Clerks (Field) & Peons(Field&HQ) 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 Clerks/Peons 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 official 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 official 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 official 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 official 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 official and shall be countersigned by the concerned District Attorney/DDO after due verification

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- of the facts and information from service book, self attested copies of the documents supplied by official and from other relevance record of the official. 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 official shall be kept in record by the concerned District Attorney office for further reference. If any Clerks (Field) & Peons(Field&HQ) 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 10/76/2021-2JJ(1)dated 29-09-2021 due to non available of valid documents required for availing such benefits.
5. If at any stage It is found that any official 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 Clerks (Field) & Peons(Field&HQ) 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 10/76/2021-2JJ(1)dated 29-09-2021, who have submitted all the relevant and valid documents as per these instructions for availing such benefits. Accordingly, if any Clerks (Field) & Peons(Field&HQ) 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 official is supported by valid documents.
 7. All the Clerks (Field) & Peons(Field&HQ) will enter their previous posting details for the last 5 years in column no 16 of 'Web Form' only their posting as Clerks (Field) & Peons(Field&HQ).
 8. As the Government has decided the cutoff date for all purposes shall be **30.11.2024** for online transfer drive, 2024.

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.