

## Email

**Most Urgent  
Time Bound**

From

The Director of Prosecution (General), Haryana,  
Bays No. 9-10, Sector-14, Panchkula, Haryana.

To

All the Deputy District Attorneys,  
Posted at various Departments, Boards/Corporations,  
Situating at Chandigarh & Panchkula

Memo No. OTP/DDA-1AP(B)-2024/8772-(ii) Dated:- 12/12/2024

**Subject: Supply of information/documents for uploading data on web-portal for online transfer drive of Deputy District Attorney.**

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Reference on the subject noted above.

It is brought to your kind notice that the government is going to conduct the online transfer drive of Deputy District Attorneys through online web-portal during the current year. The qualifying/cut-off date for this year transfer driver has been decided as **30.11.2024**. For the proper implementation of Online transfer policy well in time all relevant data in the enclosed format alongwith documents as mentioned therein as per enclosed instructions are required to receive in this department from you for uploading the same on the web portal of the department, especially being designed by Haryana Knowledge Corporation Ltd. (HKCL), Panchkula for this propose. The required information alongwith documents in the physical web form should be sent duly checked and countersigned by the concerned Drawing and Disbursing Officer on the basis of service book. It is also intimated that the web form is also available on department website i.e. <https://prosecutionhry.gov.in>

You are, therefore, requested to submit "Web Form" on or before **16.12.2024**, to this office, so that same may be uploaded immediately otherwise you shall be held liable for delay.

**Kindly treat it as 'Most Urgent'**


Encl:- As above

9

  
Superintendent

for Director of Prosecution (General), Panchkula

Endst No. OTP/DDA-1AP(B)-2024/8772-(iv) Dated 12/12/2024

  
12.12.2024


A copy is forwarded to all DDO's of Departments, Boards/Corporation where the Law Officer (ADAs) are posted with the request to check & Countersign the required information & Documents as mention in Physical Web Form on the basis of Service Book submitted by the Concerned Law Officer.

Encl:- As above

9

  
Superintendent

for Director of Prosecution (General), Panchkula

  
12.12.2024

**Instructions for Deputy District Attorney posted in the various departments/Board& Corporations situated at Panchkula /Chandigarh**

1. All the concerned DDOs may ensure that all the columns in the web form must be correctly filled by the concerned Deputy District Attorney and he shall verify the same from the service book and other service record of the Law Officer.
2. All the Deputy 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 DDO in the given time
3. The following documents shall be attached by all the Deputy District Attorneys and same may also be countersigned by the DDOs along with web form: -
  - i. For claiming benefits as per serial no. 21, 22 and 23 of 'Web Form', the person suffering from the prescribed disease must have a **valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, 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 Law 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. The DDO of Concerned department 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 DDO of the dept where the law officer is presently posted after due verification of the facts and information from service book, self-attested copies of the documents supplied by law officer and from other relevant record of the law officer. Thereafter, the law officer will sent the duly filled/signed 'Web Form' to the Head office before 16.12.2024. If any Deputy District Attorney fails to submit his/her duly filled 'Web Form' or any required documents, then they will 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 21<sup>st</sup> 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.
  6. All the Deputy District Attorney 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 21<sup>st</sup> January, 2022, who have submitted all the relevant and valid documents as per these instructions for availing such benefits. Accordingly, if any Deputy District Attorney fill up 'yes' in Sr. no 17 to 26 of his Web Form' availing such benefits without submitting valid documents.
  7. All the 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 will not be considered for this purpose.

**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

<b><u>VERIFIED BY D.D.O</u></b>	
Name :	_____
Designation :	_____
Sign and Seal :	
Date:-	

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