

E-Mail

From

The Director of Prosecution(General), Haryana,
Bays No.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.
2. The Deputy District Attorney, Haryana Legal Cell, U.T,
Court, Chandigarh.

Memo No. AP(5)-2025/ 325-348

Dated: 09/01/2025

Subject: - Regarding Login ID and Password for online transfer drive of Clerk posted in your office.

Reference on the subject noted above.

It is informed that data of all Clerks has been finalized on the HKCL transfer portal according to HRMS data updated by your office. The HKCL has calculated merit points accordingly. Further the login credential has been created for all Clerks for checking the data entered on the web portal and Merit Points. The URL of Transfer web portal and login credential is as under:-

URL: <https://onlinetransfer.hkcl.in/Transfers>

Login Credential for all Clerks:

User Id: - Unique Payee Code of employee (UPC)

Default Password:- Prosecution@2025

(One-time password, which the employees need to reset on first login)

Important Note.

1. **Employees are required to change their password upon the first login for security purposes. Clerk data is fetched from HRMS where Spouse availed**

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points column data is not available. For any queries, please tell free to contact us at 0172-5210290.

2. *Employees are required to change their password upon the first login for security purposes.*

As per HRMS Differently abled persons merits points are calculated based on columns fetched for Locomotor, Vision, Deaf and Dumb respectively One Leg, One Arm, Hearing Impaired as mentioned in the Policy.

For any queries, please tell free to contact us at 0172-5210290.

After logging into transfer portal, every Clerk has to check his complete filled information under "My profile" and "Transfer Merit Point" under "My Transfer Point". If he agreed with his/her transfer merit points then he/she have to give click on **"I have agreed to the above point calculation based on the department's policy and I do not have any objection in this point calculation for considering into the transfer drive."** and then press "Submit" button.

If any clerk is not satisfied with his/her Transfer Points or found any discrepancies then he/she can click on **"I have disagree to the above data/point calculated, my remarks is below:"** and have to enter the data/merit point discrepancies details in remarks column and then press "Submit" button.

If any Clerk faced any technically difficulty then they can contact on Haryana Knowledge Corporation Ltd, Panchkula help desk No 0172-5210290 (9.00 AM to 5.00 PM)

Therefore, it is requested that all the Clerks posted in your office may kindly be intimated to login on above mentioned URL and Check their complete filled information under "My profile" and "Transfer Merit Point" under "My Transfer Point" and submit and freeze the merit points between **09.01.2025 to 13.01.2025**. Further, it is also informed you that if any Clerk fails to confirm his/her merit points then his/her merit points calculated by HKCL according to his/her data filled by your good office on transfer portal, will be considered as final and no request beyond this will be considered any more.



Administrative Officer
for Director of Prosecution(General), Haryana

