

E-mail

From

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

To

1. All District Attorneys posted at District Headquarters in the State of Haryana.
2. The District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney, Haryana Legal Cell, UT Court, Chandigarh

Memo No.: CP-5(A)-2026/ 9758

Dated: 10.08.2026

Subject: Stage 1 – Creation and Initiation of Transfer Drive – Step-wise instructions and process for Checkers.

The Online Transfer Drive for the above cadre has commenced with the approval of the Competent Authority under the Model Online Transfer Policy (MOTP), 2026. Every Checker is required to verify and certify the HRMS records of all employees placed under him/her within 7 (seven) days i.e **on or before 17 Aug, 2026** from the date of issue of this letter.

Before beginning, every Checker must carefully go through the **important instructions in Part A**, which are to be kept in mind throughout the certification exercise. For reference, a tentative step-wise process to be followed by checkers has also been elaborated in **Part B**.

PART A – IMPORTANT INSTRUCTIONS TO BE KEPT IN MIND

1. Timeline. Certification of every employee under your charge must be completed on before 17 Aug, 2026. Do not leave records pending till the last date. the process may be initiated immediately.

2. Service verification is a pre-condition. An employee's service must stand verified upto the qualifying date i.e **10 Aug, 2026** notified for this drive, with no gap/break in the verification period. If service is not verified upto the qualifying date, the record must be got verified first — do not certify a record with a verification gap. While verifying the tenure, ensure:

- Forenoon (FN) and Afternoon (AN) entries are continuous and properly synchronized.
- Service is verified upto the qualifying date with no missing period.
- There is no break in service, including between the FN and AN of any working day.
- The Group, Rule and Designation remain uniform for identical designations across all service entries (in most cases).

Qualifying date for this drive: 10 Aug, 2026 (as notified for the cadre).

3. Merit score / policy compliance. Before certifying, confirm that the factor values are correct and that the merit points have been calculated strictly as per the provisions of the MOTP, 2026. There should be no discrepancy in the displayed score.

4. Correct category selection. For each employee decide the category carefully — Notional, Protected, Notional & Protected, Excluded, or No Change. The policy meaning of each is:

- **Notional** (per HRD instruction dated 07.07.2026): employees who, during the period 23.05.2025 upto the qualifying date, are on initial appointment/deputation, on promotion, on reinstatement after suspension, on return from study leave, on repatriation from deputation from another Organisation/Government, or in whose appointment/transfer/posting orders it is specifically mentioned that they must participate in the first transfer drive of the cadre.
- **Protected** (MOTP 2026, clause 3(f)): (i) an employee due to superannuate within 18 months from the qualifying date; (ii) an employee undergoing treatment for cancer, or undergoing dialysis, or who has undergone by-pass heart surgery in the last 2 years, or has undergone an organ transplant; (iii) an employee with disability of 70% and above (all disabilities under the RPWD Act, 2016); (iv) a widow whose youngest child is upto 10 years of age.
- **Excluded** (MOTP 2026, clause 3(g)): in-service employees on deputation to another Organisation/Government, on study leave, absent from duty for more than 180 days, or under suspension as on the qualifying date or during the drive; and out-of-service employees who are compulsorily/prematurely retired, dismissed/terminated, or deceased as on the qualifying date or during the drive.
- Where a provision is not applicable, the system shows it in red, struck-off. Select only the applicable reason.

5. Specific Factors for which details are to be updated in HRMS - For the following factors, the details must be updated in HRMS through Transaction → Future Transactions → Future Transaction:

- Special Category Employees (Divorced / Judicially Separated / Widow / Widower / Single Parent).
- Diseases of Debilitating Nature.
- Differently abled child/ children of an employee.
- Differently abled Employee.

6. Record remarks wherever required, particularly for the Notional, Protected and Excluded categories, and for any data correction.

7. Certification is a certification of correctness. By submitting, you certify that all the displayed information is correct. Verify every field carefully; on Submit the status changes from "Pending" to "Certified" and the cadre dashboard count is updated.

PART B – STEP-WISE PROCESS

Step 1 – Log in and open the cadre drive

- Log in to the HRMS Portal using your Checker ID.
- Go to: Employee Information Updation → Preliminary Data Updation → Stage-I → Updation of Employee Data.
- The screen lists the transfer drives with drive name, designation, last date for certification, qualifying date, and action.
- Click "Take Action" against the correct drive.

Step 2 – Check the cadre summary and select an employee

- The screen shows the total number of employees, and how many are pending and done.
- Below that is the employee list with name, mobile number, payee code, service verification status, service verified-up to date, and action.
- Ensure service is verified up to the qualifying date with no gap (see Part A, point 2).
- Click "Certify" against the employee you wish to check.

Step 3 – Check the employee's details

On clicking Certify, the employee's profile opens. Check each part carefully:

- A. General Details – Name, Payee Code and Home District.
- B. Tenure & Category – Merit Score, category determined initially, present place of posting, service tenure on the unit as on the qualifying date, Extraordinary Leave, Child Care Leave and Earned Leave. Confirm each is correct.
- C. Merit Points – confirm the factor values, the addition, and that there is no error in the score (see Part A, point 3).

Step 4 – Update the category (if required)

Decide whether the initially-determined category needs to change and choose one option – Notional / Protected / Notional & Protected / Excluded / No Change. Refer to the policy definitions in Part A, point 4.

- Notional: select the applicable reason (initial appointment/deputation, promotion, reinstatement after suspension, return from study leave, repatriation from deputation, or specifically directed in the appointment/transfer order).
- Protected: select the applicable protected reason as per clause 3(f).
- Notional & Protected: fill in both the Notional and the Protected details.
- Excluded: select the applicable exclusion reason as per clause 3(g).
- No Change: no category modification is required.
- Add remarks wherever needed.

Step 5 – Update employee data (if required)

Decide whether the employee's data needs correction – choose Yes or No.

- If No: no change is needed – proceed to Submit.
- If Yes: the editable sections open. Check and update the following wherever applicable (and, where indicated in Part A point 5, also update in HRMS):
 - Special Category Employees.
 - Couple Case – state whether the spouse is a regular employee in an organisation; if yes, select the organisation details (government type, name of government, organisation type, name of organisation) and spouse details (name, designation, place of posting).
 - Spouse of Military / Paramilitary Personnel – tick if applicable.
 - Diseases of Debilitating Nature - Follow the link given and update if applicable. Select Disease and issuing date and authority as per certificate provided
 - Differently abled child/ children of an employee - Follow the link given and update if applicable .
 - Differently Abled Employee – select type of disability and enter percentage.
 - Major Penalty Proceedings – select the applicable penalty and enter the period it covers.

Step 6 – Final check before submitting

Before submitting, ensure that:

- Service is verified correctly upto the qualifying date.
- The category is updated correctly.
- Supporting information has been checked.
- All required data corrections are done.
- Dates and remarks are filled wherever required.

Step 7 – Submit

- Click Submit. The employee record is saved.
- The status changes from "Pending" to "Certified".
- The employee count on the cadre dashboard is updated.

PART C – UPDATING / CORRECTING FACTORS ON HRMS

If, during certification, a Checker finds any factor value incorrect or missing, it must be corrected in HRMS on the relevant screen **before certifying**. The corrected data flows into the transfer-drive score, so accuracy of the source data is essential. The screen and navigation path for each factor is given below.

1. Email, Mobile and Home District (and Address)

- Path: Checker Login → Edit Basic Information form → Step 4: Address and Contact Details.
- Update the Permanent / Correspondence Address, State, District, Home District, Home Tehsil, Pin Code, Email ID and Mobile No. The Home District entered here drives the home-district factor.

2. Date of Birth, Date of Retirement and Date of Joining

- Screen: "Update Employee Date of Joining, Date of Birth and Date of Retirement." Select the Group, Rule, Designation and User; compare "Details as per HRMS" with "Details as per E-Salary".
- On clicking Update, the data is updated on both the HRMS and the E-Salary portal.
- The Date of Joining at the current place of posting cannot be changed here — update it through the Posting/Transfer module. Date of Birth / Retirement feed the Protected category (superannuation within 18 months) and tenure.

3. Personal Information (Gender, Category, Marital Status)

- Path: Edit Basic Information form → Step 3: Personal Information.
- Update Gender, Father/Mother name, Category, Nationality, Religion, Marital Status, Date of Marriage, "Physically Disabled?" and Qualifications.
- Marital Status options: Married, Unmarried, Widow, Widower, War Widow, Divorce, Judicially Separated, Deserted, Others. Gender together with Marital Status determines the Special Category (Widow / Widower / Divorced / Judicially Separated / Single Parent).
- A quick "Update Marital Status" pop-up (Unique Code, Employee Name, Marital Status, Marital Date → Update) is also available from Employee Information Updation for correcting only the marital status.

4. Diseases of Debilitating Nature and Differently-Abled / Mentally-Challenged Child

- Path: Transaction → Future Transactions → Family Details.
- Select the concerned family member from the table (Dependent Name, Relation, Birth Date, Is Dependent, Is Differently Abled, Having Chronic Disease).
- Set "Chronic Disease" (Yes/No) and "Disability Abled" (Yes/No), enter Aadhaar No and Address, tick the declaration, and click Update, then Lock. These factors are recorded against the specific family member, not the employee's main profile.

5. Differently-Abled Employee

- Enter the type of disability and disability percentage in the drive, and also update the disability details in HRMS Family Details (Transaction → Future Transactions → Family Details) as above.

6. Major Penalty Proceedings (Disciplinary)

- Path: Transaction → Future Transactions → Punishment.
- In "Enter Punishment Details" fill: Employee ID, Date From / Date To, Complaint No, Enquiry Order No, Punishment Level, Type of Punishment, Order No, Order Date, Order By, Brief Description and the Office to which the case pertains; upload the order where available.
- Select Punishment Level as Major and pick the correct Type of Punishment (e.g. Censure, Recovery from Pay, Reduction to lower scale, Reversion, Stoppage of increment, Stopping of increment with/without cumulative effect, Suspension,

Dismissal). Only a major penalty affects the merit points — enter the exact period it covers.

7. Tenure – Service Verification

- Screen: Service Verification (for Tenure). Enter Date From / Date To with FN/AN, Department, Establishment Level and Office, Group, Rule and Designation; set Service Verification Status = Verified; add Remarks and click Update.
- Observe the four points at Part A (2): FN/AN continuity, verification upto the qualifying date, no break in service, and uniformity of Group/Rule/Designation.

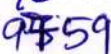
8. Leave Availed (Extraordinary / Child Care / Earned Leave)

- Screen: Apply Leave Offline (Leave module). Select the Type of Leave (Casual, Child Adoption, Child Care, Compensatory, Earned, Extra-Ordinary, Half Pay, Hospital, etc.), Duration, dates and ground; enter the reporting officer and approval and upload the sanction where available.
- The Extraordinary Leave, Child Care Leave and Earned Leave shown on the certification screen are drawn from here — ensure they are correctly entered so that the tenure is computed accurately.

This issues with the approval of the Competent Authority.


Nodal Officer (OTP)-cum-ADP

 Director of Prosecution(General), Haryana, Panchkula

Endst. No. CP-5(A)-2026/ 

Dated: 10.08.26

A copy is forwarded to all clerks posted in fields at the District Attorney's Offices, the District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi and Deputy District Attorney, Haryana Legal Cell, UT Court, Chandigarh under PRO-Clerk (Field) Cadre for information, so that they may coordinate with the respective Checker for timely resolution of objections.


Nodal Officer (OTP)-cum-ADP

 Director of Prosecution(General), Haryana, Panchkula

Supporting Documents Required under various Factors

Sr. No.	Major Factor	Sub-Factor	Remarks
1	Age	-	As per Official record based on date of birth
2	Gender	Female	As per Official record
3	Special Category employees	• Divorced • Judicially separated • Widower/ widow • Single Parent	• A valid decree from court as on qualifying date • A valid decree from court as on qualifying date • Death certificate of Spouse • A valid proof as on qualifying date
5	Couple Case	Applicable to all regular employees	Do obtain a valid document as per sample format in a time bound manner
6	Spouses of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	To attach ID Card of spouse
7	Diseases of Debilitating Nature (Refer Annexure-1 of policy)	Self/ Spouse/ unmarried son/ un married daughter	Medical Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
8	Differently abled child/ children of an employee	All kind of disabilities as defined under RPwD Act 2016	UDID as issued by competent authority.
9	Differently abled Employee	All kind of disabilities as defined under RPwD Act 2016	UDID as issued by competent authority
10	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	As per official record and provision of the policy

Note - All the relevant documents shall be valid on Qualifying date.

Undertaking by Employee for Claiming Couple Case Merit Points

I, **Sh./Smt.** _____, Payee Code _____
 _____, presently working as _____ **(Designation)**
 in _____ **(Department/Organisation)**, do
 hereby solemnly affirm and undertake as under:

1. That I am applying for consideration under the **Couple Case** provisions of the **Model Online Transfer Policy, 2026**.
2. That my spouse, **Sh./Smt.** _____, is a
regular employee of the _____ **(State/Central/ Organisation)**
Government/ Organisation and is presently serving in
 _____ **(Name of Organisation)** at
 _____ **(Place of Posting)** **(Haryana/ Delhi/ Chandigarh)**.
3. That I **wish** to avail the benefit of **Couple Case merit points** under the Model Online Transfer Policy, 2026.
4. That the information furnished above and the documents submitted by me are true, correct and complete to the best of my knowledge and belief. I understand that furnishing any false, incorrect or misleading information, or suppressing any material fact, shall render me liable for action under the applicable Government rules and the provisions of the Model Online Transfer Policy, 2026, including denial or withdrawal of the benefit of Couple Case merit points, without prejudice to any other disciplinary or administrative action that may be warranted.

Place: _____

Date: _____

Signature of Employee

Name: _____

Payee Code: _____