

E-mail

From

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

To

All Clerks Posted in Fields at:-

- (i) The District Attorney's Offices
 - (ii) The District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi.
 - (iii) The Deputy District Attorney, Haryana Legal Cell, UT Court, Chandigarh
- (PRO- Clerk (Field) Cadre).

Memo No.: CP-5(A)-2026/ 9756

Dated: 10.08.2026

Subject:- Stage 1 – Creation and Initiation of the Online Transfer Drive.

It is hereby informed that the Online Transfer Drive for the above-mentioned cadre has been initiated with the approval of the Competent Authority. All employees are advised to go through the following details carefully:

PART A – TENTATIVE SCHEDULE

The tentative timelines and other relevant details at this stage are as under:

Qualifying Date: 10 August 2026.

Superannuation Zone: 29 February 2028.

S.N o	Stage	Subject	Time Outline	
			From	To
1	1	Period during which the department will update the data of units/posts, employees, etc.	10-Aug-2026	17-Aug-2026
2	1	Date by which the preliminary list of employees with their respective merit points, tenure, category determined initially, etc. will be published	–	17-Aug-2026

PART B – STEPS TO BE FOLLOWED BY EMPLOYEES

Log in to the Intra Haryana Portal and follow the steps below:

Step 1 – Login

- Log in to intrahry.gov.in using your user credentials.

Step 2 – Open the policy module

- Select “**Model Online Transfer Policy**” from the Menu.

Step 3 – Read “General Information”

Under **Stage 1** – Creation and Initiation of the Transfer Drive, select “**General Information**” and read the details carefully. A brief summary is as under:

Sr. No.	Particulars	Description
1	Part A – Unit and Tenure Details	The Unit, Minimum Tenure and Prescribed Tenure for your cadre.
2	Part B – Tentative Schedule	Shows the tentative schedule for the current stage.
3	Part C – Important Instructions	Highlights the important Do's and Don'ts for employees and other important aspects of the transfer drive.

Step 4 – Read “Merit Points”

Under **Stage 1** – Creation and Initiation of the Transfer Drive, select “**Merit Points**” and read the details carefully:

- Initial Merit Points – the merit points, tenure, category determined initially, etc. as per the HRMS record, as on the date of creation of the drive. This has three tables — General Details, Tenure & Leave Details, and Merit Points details. Check every entry carefully and ensure that each particular is correct. In case of any discrepancy, contact your respective Checker immediately.
- Updated Merit Points – the merit points, tenure, category determined initially, etc. as per the HRMS record, on completion of Stage 1 or in further stages, if required.

PART C – IMPORTANT POINTS TO KEEP IN MIND

- 1. Complete your service verification.** Ensure that your service verification is completed upto 10th August 2026 (the qualifying date), as it is one of the major considerations while calculating the tenure, the category determined initially, and the merit points for Experience in Cadre, etc.
- 2. Keep your supporting documents ready.** Carefully go through the tentative list of supporting documents required under various factors, attached as **Annexure-A**.
- 3. Report discrepancies promptly.** In case there is any discrepancy in the calculation of tenure, the category determined initially, or any factor, contact your respective Checker immediately. If it is not resolved in a time-bound manner, escalate the matter to the undersigned.

PART D – COUPLE CASE MERIT POINTS

- 1. List of eligible organisations.** The Human Resources Department, vide letter No. 15/27/2018-4HR-I dated 7th August 2026, has published the list of Organisations covered under the Model Online Transfer Policy, 2026 for the purpose of claiming Couple Case Merit Points. Copy Attached as **Annexure B**.
- 2. Submit the undertaking.** An employee who is eligible to claim merit points under this factor and wishes to avail the benefit shall specifically submit the prescribed undertaking to the Checker at this stage.

3. Verification by the Checker. The Checker shall verify the relevant details/documents submitted by the employee to ensure that the claim is in accordance with the provisions of the Model Online Transfer Policy, 2026.

4. No points at this stage. No merit points have been awarded at this stage. As and when the Checker, after following due process, updates the details with respect to the couple case, the same shall be displayed in the employee's user account as well.

5. Proforma. A proforma for the couple-case undertaking is attached as **Annexure-C**.


Nodal Officer (OTP)-cum-ADP

 Director of Prosecution(General), Haryana, Panchkula

Endst. No. CP-5(A)-2026/ 9757

Dated: 10-08-2026

A copy is forwarded to the following for information and to ensure that the above directions are complied with by the Clerks posted in their respective offices:

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.


Nodal Officer (OTP)-cum-ADP

 Director of Prosecution(General), Haryana, Panchkula

ANNEXURE-A – SUPPORTING DOCUMENTS REQUIRED UNDER VARIOUS FACTORS

A tentative list of supporting documents required under various factors is given below. Employees are advised to keep the applicable documents ready in a time-bound manner.

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 Widow / Widower Single Parent	• A valid decree from court as on the qualifying date. • A valid decree from court as on the qualifying date. • Death certificate of spouse. • A valid proof as on the qualifying date.
5	Couple Case	Applicable to all regular employees	Obtain a valid document as per the sample format in a time-bound manner.
6	Spouses of Military / Paramilitary Personnel	Spouse of serving Military / Paramilitary personnel	Attach ID card of spouse.
7	Diseases of Debilitating Nature (refer Annexure-1 of the policy)	Self / Spouse / unmarried son / unmarried daughter	Medical certificate valid on the qualifying date, issued by a duly constituted Medical Board of AIIMS / PGI-Chandigarh / PGI-Rohtak / Government Medical Colleges situated in Haryana, Delhi or Chandigarh.
8	Differently-Abled Child / Children of an Employee	All kinds of disabilities as defined under the RPwD Act, 2016	UDID as issued by the competent authority.
9	Differently-Abled Employee	All kinds of disabilities as defined under the RPwD Act, 2016	UDID as issued by the competent authority.
10	Disciplinary Proceedings under Major Penalty	An employee awarded a major penalty under the HCS (Punishment & Appeal) Rules, 2016 and under currency of punishment as on qualifying date.	As per official record and the provisions of the policy.

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

ANNEXURE-C – UNDERTAKING FOR CLAIMING COUPLE CASE MERIT POINTS

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: _____