

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 Deputy District Attorney, Haryana Legal Cell, UT Court, Chandigarh
(PRO- Clerk (Field) Cadre).

Memo No.: **SPL-I-ADP**

Dated: **18.08.2026**

**Subject:- Stage 2 – Employee Data Verification and Authentication -
Sub-stage 1 - Data Verification and Raising Objections**

Consequent upon the publication of the preliminary list of employees with their respective merit points, tenure, category determined initially, etc. at the end of Stage 1, the Online Transfer Drive for the above-mentioned cadre has now advanced to **Stage 2 – Employee Data Verification and Authentication.**

Under (Sub-stage 1 of) Stage-2, as a first step, employees are advised to keep the following points in mind:

- 1- The employees will validate the data or raise objection(s) after publication of preliminary data, through a One Time Password (OTP) based system.
- 2- In case, the employee does not validate the data within the stipulated period, then the data as decided by the Head of Department will be considered to be final for the respective drive.

Further, all employees are advised to go through the following details carefully:

1. Part A - Tentative Schedule
2. Part B -Steps to be followed by Employees

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

Last date for submission of objection: 24 August 2026

S.No	Stage	Subject	Time Outline	
			From	To
1	2	Period during which Employees can validate data or raise objections	18-Aug-2026	24-Aug-2026

Note - The above timelines are tentative and shall be read with the schedule notified on the portal for this cadre.

PART B – STEPS TO BE FOLLOWED BY EMPLOYEES



Step 1 – Login

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

Step 2 – Open the Transfer Policy Module

- Select **"Model Online Transfer Policy"** from the Menu.
- On screen, the left panel shows the following stepper flow:

Stage 1 – Creation and Initiation of Transfer Drive

- General Information
- Merit Points
- Publish Score

Stage 2 – Employee Data Verification and Authentication

- Data Validation (Sub Stage - 1)

Step 3 – Open Stage 2 → Data Validation

- Under Stage 2 – Employee Data Verification and Authentication, click Data Validation.. The Data Validation page opens with three tabs —
 - a. **Data Validation** – Allows an employee to view their own merit points, initially determined category, tenure, and other relevant details. **Read the Note box at the top carefully.**
 - b. **View Other Employee Data** – Allows an employee to view the merit points, initially determined category, tenure, and other relevant details of other employees.
 - c. **Objection Details** – Allows an employee to view objections raised by them against themselves or other employees, as well as objections raised by other employees against them.

Step 4 – Review Self published data and that of Other Employees of the cadre

- **Self Data ("Data Validation" tab)**
 - **Table A** – Employee Details: verify Employee Name, Tenure, Present Place of Posting and Category Determined Initially.
 - **Table B** – Merit Points Details: verify the factor-wise Merit Points and the Total Merit Points shown in the last row.
- **Other Employee Data ("View Other Employee Data" tab)**
 - View employees Merit points, category determined initially, tenure etc.

Step 5 – Select your response (No Objection / Objection)

Under (Data Validation tab) select Option, choose one of the two:

- **'I have "NO OBJECTION"**
 - Select this option only if you have **no objection to your own data or the data of any other employee in the cadre**. After selecting this option, click **Submit** and enter the OTP. **No objection can be raised after submission.**
- **'I have "OBJECTION"** - Select this option only if you have an **objection to your own data and/or the data of other employees**. You may raise objections on both, one after the other.
 - **Step A – Raise Objection on Your Own Data (Self Data)**
 - On selecting **Self Data**, a factor table will be displayed with the columns **Factors, Merit Points, Select, and Remarks**. In addition to the merit factors, **Tenure, Leaves (CCL/EL/EOL), and Category** are also displayed and may be objected to.

- Tick the **Select** box against each factor for which you wish to raise an objection, enter your **Remarks** against the respective factor, and click **Save Remarks**. The message "*Objection on self saved Successfully*" will be displayed, and the objection will appear under "**List of Objections Raised on My Data**" with the status "**Pending for Final Submit.**"
 - **Step B – Raise Objection on Another Employee's Data (Other Employee Data)**
 - On selecting **Other Employee Data** (or through the **View Other Employee Data** tab), the cadre-wise employee list will be displayed, showing **Employee, Current Posting, Merit Points, and Category Determined Initially**, along with a **Raise Objection** button and column-wise search boxes to locate the concerned employee.
 - Click **Raise Objection** against the concerned employee. The **Merit Points Detail** window will open. Tick the **Select** box against the factor for which you wish to raise an objection. In the **Add Remarks** pop-up, enter your remarks and click **Save Remarks**. Thereafter, click **Submit**.
 - The message "*Record Saved Successfully*" will be displayed, and the objection will appear under "**List of Objections Raised on Other Employee Data**" with the **Final Status** as "*Pending for Final Submit.*"
- **Step C – Certify and Authenticate by OTP (Final Submission)**
 - Objections raised and saved under **Step A/Step B** will remain in the status "*Pending for Final Submit*" and will **not be forwarded to the Checker** until this step is completed.
 - Tick "**I hereby certify that I have raised all necessary objections**", click **Send OTP**, and enter the OTP received on your registered mobile number (**do not share the OTP with anyone**). Upon successful authentication, your response will be **finalised and forwarded to the Checker for remarks**. **No further objections can be raised at this stage after final submission.**

Hence all employees are advised to validate their data/ raise all objection(s) on or before the last date, i.e. 24th August 2026, and complete the final OTP authentication within the same timeline.


 Nodal Officer (OTP)-cum-ADP
 O/L Director of Prosecution(General), Haryana, Panchkula

Endst. No. **SPL-I-ADP** Dated: **18.08.2024**

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. Junior Programmer for site updation.


 Nodal Officer (OTP)-cum-ADP
 O/L Director of Prosecution(General), Haryana, Panchkula