

E-mail

From

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

To

All District Attorneys posted at District Headquarters in the State of
Haryana.
(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, checkers are advised to keep the following points in mind:

- 1- The **Checkers** shall examine and dispose of the objections raised by employees against the published preliminary data in a fair, objective, and time-bound manner.
- 2- The objections received on a day-to-day basis shall be examined and appropriate remarks/decisions shall be recorded and forwarded to the **Nodal User on the same day**, and the entire process shall be completed **on or before 24 August 2026**.
- 3- Do not leave objections pending till the last date (**24 August 2026**); the process of submitting remarks has to be initiated immediately on receipt of objections. Regularly visit your login to add remarks.
- 4- Confirm that the factor value and the merit-point computations are strictly as per the MOTP, 2026, and verify the objection against the supporting documents **as mentioned in Annexure-A**. In case the objection is found valid and requires a data change, add appropriate remarks accordingly.
- 5- The Checker shall verify the relevant records/data wherever required and ensure that the remarks are specific, reasoned, and supported by the available records against each objection. These remarks are visible to the employee and to the Nodal Officer.
- 6- In case an employee neither validates the data nor raises any objection within the prescribed period, the data as finalised by the **Head of Department** shall be treated as final for the respective Transfer Drive.

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

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



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 CHECKERS

Step 1 – Log in and open the module

- Log in to the HRMS Portal using your Checker ID.
- Go to: ModalOTP → STAGE 2 → Employee Objection.

Step 2 – Select the ongoing drive

- On the Add Remarks to Objections, select the relevant drive from the 'Select a Ongoing Drive' dropdown.

Step 3 – Review the objection summary grid

- The grid shows Employee Detail (Employee Name, Payee Code, Total Score); Objections Raised By Self (Objection by Self, Pending, Forward); and Objections Raised By Others (Objections By Others, Pending, Forward). The pending counts are clickable.

Step 4 – Open a pending objection

- Click on the pending figure. The detail table opens with S.No, Factor Desc, the employee's Remarks, an Action checkbox and a Remarks field for the Checker.

Step 5 – Enter remarks and submit

- For every objection you are acting on, tick the Action checkbox, type your remark in the Remarks field, and click Submit after adding remarks to all objections.

Step 6 – Verify the log of remarks

- Verify the Log of Remarks (S.No, Objection On, Factor Description, Employee Remarks, and Checker Remarks) to confirm each remark is correctly recorded.


Nodal Officer (OTP)-cum-ADP

 Director of Prosecution (General), Haryana, Panchkula

Internal Distribution

JP (HQ) for site updation

