

From

The Director of Prosecution (General), Haryana
Bays No. 9-10, Sector-14, Panchkula

To

- All Clerks posted in Field at
- (1) The District Attorney's Offices
 - (2) The Deputy District Attorney, Haryana Legal Cell
UT Court, Chandigarh

[PRO-CLERK (Field) (Cadre)]

No. AP(5)-2026/ 13307-29
Dated 23.10.2026

Subject: Stage 4 (Rationalisation Process): Initiation of Step 3 - revised Withdrawal of voluntary consent

Kindly refer to this office letter No. AP(5)-2026/12012 dated 25.09.2026 regarding the initiation of Stage-4 (Rationalisation Process) of the Online Transfer Drive for the Clerk (field) cadre under the Model Online Transfer Policy, 2026.

The Department has completed the revised Preliminary Rationalisation Exercise and has published the following details on the **Intra Haryana Portal**

- (i) The tentative list of vacant posts available for transfer, and
- (ii) The tentative list of participating employees i.e employees falling under Deemed, Voluntary Tenure (Yes), Voluntary Protected (Yes), Notional and Surplus category.

PART A — TENTATIVE SCHEDULE

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

Qualifying Date	Superannuation Zone	Last Date for Withdrawal of Consent
10 August 2026	Between 10 August 2026 and 29 February 2028	24 October 2026

S. No.	Stage	Subject	From	To
1	4	Period during which employees (under voluntary participation who have given their consent earlier) can withdraw their consent	22 October 2026	24 October 2026

PART B — PUBLICATION OF TENTATIVE LISTS (FOR ALL EMPLOYEES)

All employees of the cadre are advised to view the following **Publish - After revised Preliminary Rationalization** on intraharyana portal:

1. **Tentative Vacant Posts Available for Transfer**
2. **Tentative List of Participating/ Non-Participating Employees**

To view the above list, an employee should undertake following steps: -

1. Log in to the **Intra Haryana Portal** (intra.hry.gov.in) with your credentials and open the **Model Online Transfer Policy (MOTP)** module.
2. In the stage panel on the left side of the screen, click **Stage 4 – Rationalization Process** and then select **“Publish - After Preliminary Rationalization”** from stepper.
3. Read the **Disclaimer** displayed on the page.
4. Open the tab **“Tentative Vacant Posts Available for Transfer”** to view the tentative vacant posts available for transfer.
5. Open the tab **“Tentative List of Participating Employees”** to view the tentative list of participating/ non-participating employees.
6. Locate your name in the lists and verify the **Category** and **Merit Points** displayed against it.

It is important to note that the lists displayed at this stage are **tentative** and are based on the Preliminary Rationalisation Exercise. Withdrawal of voluntary consent may result in consequential changes in the list of participating employees, surplus employees and/or posts available for transfer. The lists are, therefore, **subject to change**, and **no right or claim shall accrue to any employee** on the basis of the tentative lists or data displayed at this stage.

Please note: Employees identified as **Surplus** shall participate in the ongoing transfer drive in accordance with the Model Online Transfer Policy, 2026.

PART C — WITHDRAWAL OF VOLUNTARY CONSENT (Only For employees Who had opted “Yes” under Voluntary Participation Stage)

Only those employees who had earlier given consent for voluntary participation (during Stage-3) shall be provided an opportunity to withdraw their consent. Employees falling under other categories are not required to exercise any option under this step.

Eligible employees may withdraw their consent through the OTP-based process on the Intra Haryana Portal from **22 October 2026 to 24 October 2026**. An employee who withdraws consent shall no longer be considered a voluntary participant in the ongoing Online Transfer Drive. If consent is not withdrawn within the prescribed period, the consent already given shall remain valid and the employee shall be required to participate in the drive.

The option exercised and successfully submitted through OTP authentication shall be treated as **final and irreversible**, and no request for withdrawal of consent or any subsequent change shall be entertained.

Employees are, therefore, advised to exercise the option carefully and after due consideration.

The respective employees should undertake following steps for Withdrawal of voluntary consent

1. In the stage panel, under **Stage 4 – Rationalization Process**, select **“Withdrawal Consent”** from stepper. The page titled **“Withdrawal Of Voluntary Consent”** will open.
2. Read carefully the instructions displayed in the **Note** at the top of the page.
3. Verify your details under **“Employee Summary”**. Before withdrawal, the category is displayed as **“Voluntary Tenure/Protected Consent – Participation”**.
4. One may select either of the following options :-
 - A. **“Continue Participating”** - In case you wish to participate in ongoing drive. By default, the radio button is selected on Continue Participating.
 - B. **“Withdraw Consent”** - In case you wish to withdraw consent from participation in the ongoing drive. Enter the reason for withdrawal in the **“Enter Remarks”** box. **Remarks are mandatory** and the request cannot be submitted without them.
5. Click **“Send OTP”**, enter the OTP received on your registered mobile number and complete the submission.

PART E — FINAL RATIONALISATION

After the withdrawal period is over, the Department shall undertake the Final Rationalisation Exercise and publish the final list of vacant posts available for transfer along with the final lists of participating and non-participating employees, as applicable.

IMPORTANT ADVISORY

All employees are advised to **regularly visit the Intra Haryana Portal**, carefully check the information/category displayed against their profile and follow the instructions issued from time to time.



**Nodal Officer (OTP) -cum-ADP
For Director of prosecution (General), Haryana**

