

If any problem occurs in transfer module. Please mail to this email id : [nic.gurpreet22@gmail.com](mailto:nic.gurpreet22@gmail.com) .

# Transfer Module User Manual

**NEW Important Note:** If you have already entered some period in extra-ordinary leave, but it is pending in service verification. Kindly check the type of extra-ordinary leave. There are four types as "Toward increase", "Toward qualifying service", "Both", "None". If you select "Toward increase", "Toward qualifying service", "Both" then you have to enter selected period in service verification. If you select "None", then you do not need to enter selected period in service verification. Please confirm the details.

**NEW** Its is mandatory to update the service verification upto 30/6/2017 otherwise salary of month November is not dispursed, So Please update the Service Verification. Facility of entering the service verification data upto 30/06/2017 has also been given at historical transaction.

**NEW** Update Caste/Category details as per govt direction. Please login with checker, Go to Future Transaction ---> Employee Caste Survey

**NEW** Frequently Asked Questions

**NEW** Step to update Office/Sub-office under DDO (if any - By head office only)

## Step 1: Employee Detail

Welcome User id: puhhodm7. You are logged in as a Maker.

Step 1: Employee Details | Step 2: Noting Details | Step 3: Sanction | Step 4: Order Details | Step 5: Order Upload

**Employee Transfer**

Select Type :  Select Reference No

Fields Marked with \* are mandatory fields.

Promotional Order  Group\*

Promotional Posting Order Pending

Rules\*  Designation\*

Search By:  Enter Unique No:

Select Department  Select Head Office

Select Employee for transfer

	Employee Id	Unique Id	Employee Name	GPF No	Current Posting Place
<input type="checkbox"/>	1C4BOT	1C4BOT	ABAL HASAN	PRAN110020581159	Head Office

In Step 1, First we select Type of Noting whether it is Previous Noting / New Noting. If we select Previous Noting then Select Reference No which is generated automatically. If we select New Noting then Reference No id disabled.

Fields like Rules, Group, Designation are mandatory fields. All fields in the box are only for filtering purpose.

**Search Button:** After select fields click on Search button for fetch the records.

Fields Marked with \* are mandatory fields.

Promotional Order  Promotional Posting Order Pending

Group \* C

Rules \* H. Q. Cadre Ministerial (Group C) S. Rules, 1982 (Amendment- 24/05/19)

Designation \* Clerk

Search By: Unique No

Enter Unique No: 1C4BOT

Select Department Establishment Level: Head Office

Select Head Office: Engineer-in-Chief, PHED, Panchkula

Select Employee for transfer

Employee Id	Unique Id	Employee Name	GPF No	Current Posting Place
<input checked="" type="checkbox"/> 1C4BOT	1C4BOT	ABAL HASAN	PRAN110020581159	Head Office

Selected Employee for transfer \*

Employee Id / Employee Name / Designation	Transfer Type	Office	To Office	Reason	Note	Remarks	
1C4BOT / ABAL HASAN / Assistant	Agali	Office, Panchkula	Engineer-in-Chief, PHED, Panchkula	Select	NA		<input type="button" value="Employee Save"/> <input type="button" value="Remove Employee"/>

After click on Search Button grid is opened. In this grid the employees are coming according to Search criteria. Then check the checkbox for select the record. After selection the record is coming into second grid.

In this there are **five types** of Transfer (Against Vacant Post, mutual transfer, In place of, Reshuffling, Deputation). After selection of Transfer type below screen is opened. Please select office from here where person is going to be transferred.

Step 1: Employee Details   Step 2: Noting Details   Step 3: Sanction   Step 4: Order Details   Step 5: Order Upload

**Transfer**

New Noting   Select Reference No

Transfer Type : Against Vacant Post

Select Department Establishment Level

Head Office

Select Head Office: Engineer-in-Chief, PHED, Panchkula

Select Designation: Head Draftsman-9300-34800+3600GP-C

Select Rule: Draftsmen & Tracers (Group C) Service Rules, 2011

Search

	Office Name	Office Hierarchy Description	Sanction Post	Filled Post	Vacant Post
<input type="radio"/>	Head Office	Engineer-in-Chief, PHED, Panchkula	12	7	5

After selection of office following screen is opened.

Select Type : New Noting   Select Reference No

Fields Marked with \* are mandatory fields.

Promotional Order:  Promotional Posting Order Pending

Group : C

Rules : H. Q. Cadre Ministerial (Group C) S. Rules, 1982 (Amendment- 24/05/1996, 08/11/2013)

Designation : Clerk

Search By: Unique No   Enter Unique No:

Select Department Establishment Level: Head Office

Select Head Office: Engineer-in-Chief, PHED, Panchkula

Search   Cancel

Select Employee for transfer

Employee Id	Unique Id	Employee Name	GPf No	Current Posting Place
<input checked="" type="checkbox"/> 1D4B03	1D4B03	ANIL KUMAR	HRPH34731	Head Office
<input type="checkbox"/> 1M4B67	1M4B67	BINDER DAL	PRAN110092348159	Head Office
<input type="checkbox"/> DJ4BET	DJ4BET	TAMANNA RANI	PRAN110044162445	Head Office

Selected Employee for transfer \*

Employee Id / Employee Name / Designation	Transfer Type	From Office	To Office	Reason	Note	Remarks
1D4B03 / ANIL KUMAR / Assistant	Agai	Head Office, Engineer-in-Chief, PHED, Panchkula	Head Office, Engineer-in-Chief, PHED, Panchkula Public Health Engineering Department	Adm	MLA No 12 Date 26/06/2017	(Will posted against vacant post.)

Employee Save   Remove Employee

In this screen there are two types of Reason (Admin Request, Request).

There are three types of Note (CM, Ministers, NA). When we select CM or Ministers then date is mandatory. In case of NA it is hidden.

**Employee Save Button:** After filling record click on Employee save button for save the record temporarily. After click on this button it is hidden automatically

**Remove Employee Button:** This button is used for delete the record from the grid.

Employee Id / Employee Name / Designation	Transfer Type	From Office	To Office	Reason	Note	Remarks	
1D4B03 / ANIL KUMAR / Assistant	Agal	Head Office, Engineer-in-Chief, PHED, Panchkula	Head Office, Engineer-in-Chief, PHED, Panchkula Public Health Engineering Department	Adm	MLA No 12 Date 26/06/2017	(Will posted against vacant post.)	Remove Employee

[Change Office](#)

[Save & Next](#)

**Save & Next Button:** After filling all fields click on save Button for save the record. After saving process it goes automatically to next step.

## STEP 2 Noting Details

10.88.235.138:8080/HRMS/government/EmployeeTransfer.aspx

Step 1: Employee Details   **Step 2: Noting Details**   Step 3: Sanction   Step 4: Order Details   Step 5: Order Upload

Select Type: Previous Noting   Select Reference No: 000002

Field mark with \* are mandatory.   Previous   Next

**Noting 1\*:**

Following Officials/Officers are proposed to transfer

Employee Id / Name / Designation	Unique Id	From Office	To Office	Reason	Transfer Type	Remarks	Note
IC4BOT ABAL HASAN Assistant	IC4BOT	Head Office Engineer-in-Chief, PHED, Panchkula	Head Office Engineer-in-Chief, PHED, Panchkula	Request	Against Vacant Post		Ministers 26/06/2017 12

10.88.235.138:8080 says:  
Step 2 Saved Successfully

OK

Kindly approve the transfer of above officers/officials.

**Noting 2\*:**

Superintendent Establishment-I for Chief Secretary to Government Haryana.

10.88.235.138:8080 says:  
Step 2 Saved Successfully

OK

Kindly approve the transfer of above officers/officials.

**Noting By\*:**

Superintendent Establishment-I for Chief Secretary to Government Haryana.

Save as Draft   Save and Preview   Generate Noting

In the above screen all the noting detail is entered. Noting is generated for all those employees which are coming in the Grid.

Please select the details from Noting 1 Detail. If you want to edit then edit it on Screen according to your condition. Similarly enter the detail for Noting 2 and Noting By.

There are two buttons (Save as Draft, Save and preview)

**Save as Draft:** When click on this button then record is saved.

**Save and Preview:** After clicking this button record is inserted and a report is generated. The format of report is mentioned below.

**Public Health Engineering Department**  
**Government of Haryana**

**No : 000002** 03/07/2017 03:34 PM

**Subject : Proposal for Transfer**

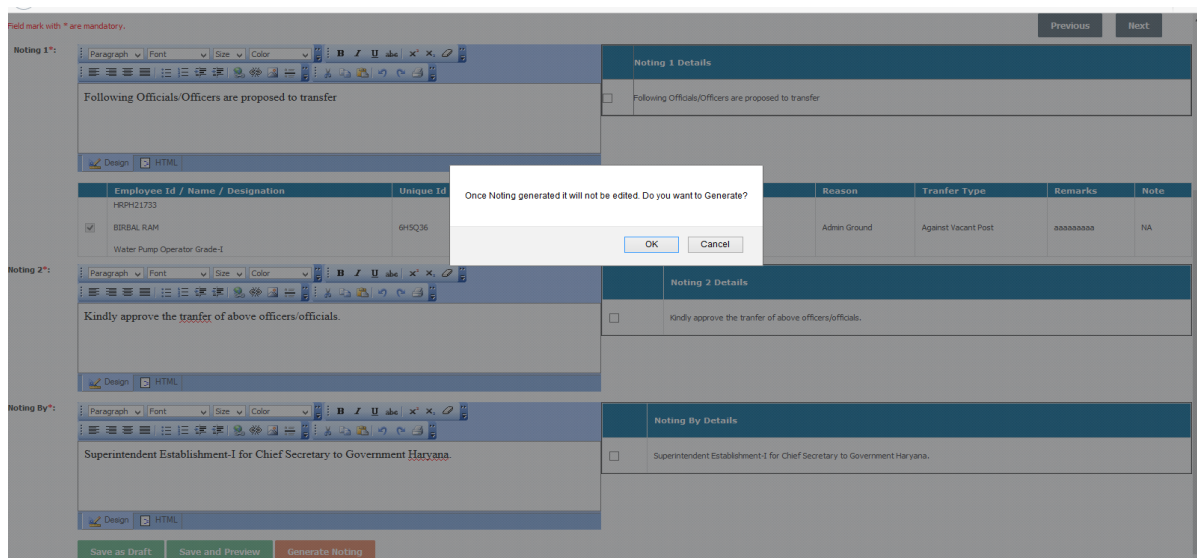
Following Officials/Officers are proposed to transfer

Employee Id Name Designation	From Office	To Office	Reason Remarks
IC4BOT ABAL HASAN Assistant	Head Office Engineer-in-Chief, PHED, Panchkula	Head Office Engineer-in-Chief, PHED, Panchkula	Request

Kindly approve the tranfer of above officers/officials.

Superintendent Establishment-I      for Chief  
 Secretary to Government Haryana.

When the record is saved then **‘Generate Noting’** button is enabled. A message is displayed like ‘Once Noting generated you will not edit the data.’ on the screen. After generate noting all the previous tabs are in disabled form .So after generate noting you are not able to update the data in previous steps.



## Step 3: Sanction

In this screen all the sanction details are filling up by the user.

10.88.235.138:8080 says:  
Sanction Saved Successfully

Step 1: Employee Details  Step 5: Order Upload

### Employee Transfer

Select Type:  Select Reference No:

Field mark with \* are mandatory.

Sanction/Drop	Employee Id / Name / Designation	Unique Id	From Office	To Office	Reason	Transfer Type	Remarks	Note
<input type="text" value="Sanction"/>	1C4BOT ABAL HASAN Assistant	1C4BOT	Head Office Engineer-in-Chief, PHED, Panchkula	Head Office Engineer-in-Chief, PHED, Panchkula	Request	Against Vacant Post		Ministers 26/06/2017 12

Sanction No\*:  Sanction Date\*:

Sanction By\*:  Upload Sanction File\*:  27A.pdf

The employees whose noting is generated are coming in the grid. There are two options in the Sanction Grid either you can sanction or you can drop the noting. Fill the sanction no, sanction date, sanction by, upload sanction file then click on save button for sanction the noting. After upload file you can download the attachment.

# Step 4: Order Details

In this screen all the order details are filling

Step 1: Employee Details | Step 2: Noting Details | Step 3: Sanction | Step 4: Order Details | Step 5: Order Upload

✕ Employee Transfer

Select Type : Previous Noting | Select Reference No 000002

Field mark with \* are mandatory.

Previous
Next

Sanction File No\*: 000002 | Order Date\*: 03/07/2017

Sanction Date\*: 21/06/2017 | Place\*: Chandigarh

Order\*:

Paragraph | Font | Size | Color | **B** | *I* | U | abc | x' | x | /

Following Officials/Officers are hereby transferred with immediate effect

Design | HTML

Order 1 Template

Following Officials/Officers are hereby transferred with immediate effect

No of Days for Joining	Employee Id / Name / Designation	Unique Id	From Office	To Office	Reason	Transfer Type	Remarks
<input style="width: 100%;" type="text" value="0"/>	1C4BOT ABAL HASAN Assistant	1C4BOT	Head Office Engineer-in-Chief, PHED, Panchkula	Head Office Engineer-in-Chief, PHED, Panchkula	Request	Against Vacant Post	

Order 2\*:

Paragraph | Font | Size | Color | **B** | *I* | U | abc | x' | x | /

Order 2 Template

Design | HTML

Order 2 Template

Order 2 Template

Order By\*:

Paragraph | Font | Size | Color | **B** | *I* | U | abc | x' | x | /

Superintendent Establishment-I for Chief Secretary to Government Haryana.

Design | HTML

Officer Name / Designation

Superintendent Establishment-I for Chief Secretary to Government Haryana.

CC To:

Paragraph Font Size Color

**B** *I* U ~~ABC~~ ~~X~~ ~~X~~

1. The Accountant General (A&E/Audit), Haryana, Chandigarh.  
 2. The Secretary, Haryana Staff Selection Commission, Panchkula with the request to relieve.  
 3. The Deputy Secretary (General) to Government, Haryana - The Officials concerned.

Design HTML

CC Template

1. The Accountant General (A&E/Audit), Haryana, Chandigarh.  
 2. The Secretary, Haryana Staff Selection Commission, Panchkula with the request to relieve.  
 3. The Deputy Secretary (General) to Government, Haryana - The Officials concerned.

Order By 2 :

Paragraph Font Size Color

**B** *I* U ~~ABC~~ ~~X~~ ~~X~~

Order By 2 Template

Design HTML

Order By 2 Template

Order By 2 Template

To Others:

Paragraph Font Size Color

**B** *I* U ~~ABC~~ ~~X~~ ~~X~~

A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/ Speakers.

Design HTML

Other Template

A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/ Speakers.

Internal Distribution:

Paragraph Font Size Color

**B** *I* U ~~ABC~~ ~~X~~ ~~X~~

1. Secy. To P.S.C.M/PS to C.S.P.A. to J.S.S.E.  
 2. Supdts. Accounts/A.&P./Cash/Estt.II Brs.  
 3. Ad.O-I&II Libn./R.A./S.K./C.T.  
 4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

Design HTML

Internal Distribution Template

1. Secy. To P.S.C.M/PS to C.S.P.A. to J.S.S.E.  
 2. Supdts. Accounts/A.&P./Cash/Estt.II Brs.  
 3. Ad.O-I&II Libn./R.A./S.K./C.T.  
 4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

Sanction File No, Sanction date, Order date are automatically filled. Enter the place.

Please select the details from Order 1 Detail. If you want to edit then edit it on Screen according to your condition. Similarly enter the detail for Order 2, Order By, CC To, Order by 2, To Others, Internal Distribution. After filling all the details click on Save button.

**Save as Draft:** After clicking this button Record is saved. Save and Preview is used for saving and for viewing report.

**Generate Order Button:** After clicking this button order is generated and the next screen is enabled after generating order. All the previous steps are disabled after click on this button. A report is also generated after generating order. The format of report is mentioned below.



**Government Of Haryana**

**Transfer Order**

**Subject : Transfer Order**

Following Officials/Officers are hereby transferred with immediate effect

Sr.No.	Name & Designation	From Office	To Office	Remarks Transfer Type Reason
1	ABAL HASAN Assistant	Head Office Engineer-in-Chief, PHED, Panchkula	Head Office Engineer-in-Chief, PHED, Panchkula	Against Vacant Post Request

Order 2 Template

Dated 21 June, 2017

Superintendent Establishment-I for Chief  
Secretary to Government Haryana.

No.: 000002

Dated 03 July, 2017

A copy is forwarded to officer concerned for information and action.

Order By 2 Template

No.: 000002

Dated 03 July, 2017

A copy, each, is forwarded for information and action, where necessary to the following:--

1. The Accountant General (A&E/Audit), Haryana, Chandigarh.
2. The Secretary, Haryana Staff Selection Commission, Panchkula with the request to relieve.
3. The Deputy Secretary (General) to Government, Haryana . The Officials concerned.

Order By 2 Template

No.: 000002

Dated 03 July, 2017

A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/Speakers.

Order By 2 Template

**INTERNAL DISTRIBUTION**

1. Secy. To P.S.C./M/P.S to C.S/P.A. to J.S.S.E.
2. Supdts. Accounts/A.&P./Cash/Estt.II Brs.
3. Ad.O-I&II/Libn/R.A/S.K./C.T.
4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

## Step 5: Order upload

After filling order Details. Order upload is only for uploading order file. Click on Choose File then select the order file and upload it.

The screenshot displays the 'Human Resource Management System' interface for the Government of Haryana. The top navigation bar includes links for Home, Historical Transactions, Future Transactions, Transactions, DDO Transaction, General Reports, Change Password, and LogOut. A welcome message states: 'Welcome User Id: puhhdm7. You are logged in as a Maker.' Below this, a progress bar shows five steps: Step 1: Employee Details, Step 2: Noting Details, Step 3: Sanction, Step 4: Order Details, and Step 5: Order Upload (highlighted in blue).

The main content area is titled 'Employee Transfer' and contains the following fields and controls:

- Select Type :** A dropdown menu with 'Previous Noting' selected.
- Select Reference No :** A dropdown menu with '000002' selected.
- Field mark with \* are mandatory.** A red text warning.
- Transfer Order :** A link labeled 'Click here to view Transfer Order'.
- Upload Signed Order File \* :** A file upload control with a 'Choose File' button and 'No file chosen' text.
- Buttons:** 'Previous' (grey), 'Save' (dark grey), and 'No file chosen' (bordered).

After filling Order upload Details employees are coming in the Relieving screen.

## Relieving Screen (DDO Transaction → Relieving)

Human Resource Management System  
Government of Haryana

Home Welcome User Id: pulheedc37. You are logged in as a Checker. Logout

RELIEVING EMPLOYEE

Step 1: Relieved Employee Details Step 2: Service Verification Details Step 3: LPC Step 4: Relieved Details

Fields Marked with \* are mandatory fields.

Select Employee\* (Unique Code - Employee Name - Designation - Order No - Order Date)  
--Select--

In the above screen all the list of relieved employee is coming.

After selection of employee the details of the employee are opened.

Human Resource Management System  
Government of Haryana

Home Welcome User Id: pulheedc37. You are logged in as a Checker. Logout

RELIEVING EMPLOYEE

Step 1: Relieved Employee Details Step 2: Service Verification Details Step 3: LPC Step 4: Relieved Details

Fields Marked with \* are mandatory fields.

Select Employee\* (Unique Code - Employee Name - Designation - Order No - Order Date)  
2B042H - BALJIT RAM - Water Pump Operator Grade-I - 000014 - 24/05/2016

Employee Id / Name / Designation	Unique Id	From Office	To Office	Reason	Remarks	
HRPH14416 BALJIT RAM Water Pump Operator Grade-I	2B042H	EE Naranagarh EE PHE Division Naranagarh Public Health Engineering Department	EE Panchkula EE PHE Division Panchkula Public Health Engineering Department	Admin Ground	aaaaaaaa	View Transfer order

Relieved Date  
(dd/mm/yyyy)

Service Book Maintained At  
--Select--

After click on Save Button the report is opened in which all the details are mentioned.

**Public Health Engineering Department  
Government of Haryana**

**Draft Relieving Letter**

Sh/Smt BALJIT RAM (Payee Code : 2B042H), Water Pump Operator Grade-I is here by relieved EE Naraingarh on Date 17/06/2016 FN against the transfer Order No : 000014 order dated : 24/05/2016

Officers/Official has to join on the new posting with in 0 days of relieving order. Service Book maintained at : EE PHE Division Panchkula

**EXECUTIVE ENGINEER PHED  
NARAINGARH**

## Step 2: Service Verification Details

In this step unverified service is shown. Please add the detail through service verification. User cannot go to next step until user is not verify the service.

The screenshot shows the Human Resource Management System interface for the Government of Haryana. The header includes the system name and a navigation menu with options like Home, User Management, Historical Transactions, Future Transactions, Transactions, DDO Transaction, General Reports, Change Password, and LogOut. A welcome message for user 'puhhodc2' is displayed. Below this, a progress bar shows five steps, with 'Step 2: Service Verification Details' currently active. The main content area is titled 'RELIEVING EMPLOYEE' and contains a table with the following data:

Sr No	From Date	To Date
1	01/07/2015	06/07/2017

Below the table, there is a 'Note' section with the following text: 'Update the service record of the employee for the above period like Service Break, Extra ordinary Leave, Leave Record, Punishment and other detail mentioned in future transaction and verify the above period using Service Verification module in Future Transaction.'

## Step 3: Relieved Details

The screenshot shows the 'Human Resource Management System' interface for the Government of Haryana. The user is logged in as a Checker. The navigation menu includes 'Home', 'User Management', 'Historical Transactions', 'Future Transactions', 'Transactions', 'DDO Transaction', 'General Reports', 'Change Password', and 'LogOut'. The main content area is titled 'RELIEVING EMPLOYEE' and shows a progress bar with four steps: Step 1: Relieved Employee Details, Step 2: Service Verification Details, Step 3: LPC, and Step 4: Relieved Details. Below the progress bar, there is a section for uploading a relieving letter. It includes a 'Browse...' button, a text input field containing 'GeneralReport1.pdf', and a 'Verify & Upload Detail' button.

In this step relieved order are uploaded. You can also download the file after uploading.

## Step 4: LPC

The screenshot shows the 'Human Resource Management System' interface for the Government of Haryana, specifically the 'LPC' (Leave Pay Certificate) step. The user is logged in as a Checker. The navigation menu is the same as in Step 3. The main content area is titled 'RELIEVING EMPLOYEE' and shows a progress bar with five steps: Step 1: Relieved Employee Details, Step 2: Service Verification Details, Step 3: Relieved Details, Step 4: LPC, and Step 5: LPC Print. Below the progress bar, there is a form for entering employee details and transfer information. The form includes fields for 'Select Employee Name' (MOHIT KUMAR =>GG4BPA =>HRPH 2753), 'Employee Details' (Full Name of the Employee: MOHIT KUMAR, Pan Number: AIFPK8421Q, IFSC code of Bank Branch: STBP0000387, MICR Code of Bank Branch: HARYANA, District Name: PANCHKULA, Bank Name: STATE BANK OF PATIALA, Bank Address: SECTOR 7,PANCHKULA(HARYANA), Bank Account Number: 55057708292, Salary Paid Upto Dated (dd/mm/yyyy): 06/07/2017, Deduction By This Office:  Check If Yes), 'Transfer To' (Select (Treasury) DTO: Panchkula, Select (Sub Treasury) STO: Panchkula, Select DDO: E.I.C., Name & Designation of DDO: E.I.C.,KULDIP SINGH SUPDT), 'Remarks' (a text area), and 'Fore Noon' (checked). A 'Transfer Employee' button is located at the bottom of the form.

In this step LPC will be generated. User fill the remarks, Deduction by this office if applicable. After filling detail click on 'Transfer Employee' Button to transfer the employee as their corresponding DDO.

## Step 5: LPC Print

The screenshot shows the 'Human Resource Management System' interface for the Government of Haryana. The user is logged in as a Checker with ID puhsec4. The navigation menu includes Home, User Management, Historical Transactions, Future Transactions, Transactions, DDO Transaction, General Reports, Change Password, and LogOut. The current step is 'Step 5: LPC Print'. The main content area shows a dropdown menu for 'Select Employee\*' with the selected employee: '6G4BPA - MOHIT KUMAR - CLERK - 00005 - 06/07/2017'. A 'Print LPC' button is visible below the dropdown.

In this step the employees whose LPC has been generated are automatically fill in the dropdown . Select the employee and click on Print LPC Button to print the LPC.

## Joining Screen

### Step 1 Joining Detail

The screenshot shows the 'Joining EMPLOYEE' screen. The user is logged in as a Checker with ID puhhodc2. The navigation menu is the same as in the previous screenshot. The current step is 'Step 1: Joining Details'. The main content area shows a dropdown menu for 'Employee Name\*' with the selected employee: 'MOHITKUMAR ==>6G4BPA'. Below the dropdown is a 'Note' section with the following text: 'Process for joining After entering joining Date & Time press 'Save' button. It will show the joining letter in the new window. Signed the joining report & upload the scanned signed copy of joining report.' Below the note is a table with the following data:

Employee Id / Name / Designation	Unique Id / Relieved Date	From Office	To Office	Reason	Remarks	Joining Date	File
6G4BPA MOHIT KUMAR Assistant	6G4BPA 06/07/2017	SE Ambala Cantt. SE PHC Circle-Ambala Public Health Engineering Department	Head Office Engineer-in-Chief, PHED, Panchkula Public Health Engineering Department	Admin Ground	6G4BPA	06/07/2017 (dd/mm/yyyy) <input checked="" type="radio"/> FN <input type="radio"/> AN	<a href="#">Browse...</a> No file selected. Please click for Upload Joining Letter <a href="#">View &amp; Download</a>

The bottom of the screenshot shows the Windows taskbar with the system clock displaying 5:23 PM on 07/06/2017.

In the above screen enter the Joining Date and click on save button for Save Record. After Click on save button upload file option is enabled. Upload the file and click on Upload file button for upload. After uploading file the employee is shown in LPC Details tab.

## Step 2 LPC Details


The screenshot shows the 'Joining EMPLOYEE' form in the Government of Haryana portal. The form is titled 'Joining EMPLOYEE' and includes a warning: 'Fields Marked with \* are mandatory fields.' The form contains the following fields and values:

Field	Value
Employee Name *	MOHIT KUMAR ==>SG4BPA
Assign to UserID	Select User
Employee Details	Select User
Full Name of the Employee	ddppuh2
IFSC code of Bank Branch	STBP0000387
State Name	HARYANA
Bank Name	STATE BANK OF PATIALA
Bank Account Number	55057708292
Select Pay Bill	Select Paybillcode
Select Group	
Select Designation	
Enter LPC No *	
Pan Number	AIFPK8421Q
HICR Code of Bank Branch	
District Name	PANCHKULA
Bank Address	SECTOR 7,PAANCHKULA(HARYANA)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

In the above screen select the employee from the list. Select Assign to user id column, select paybill, Group, Designation . After select click on Save Button to save the record.

# Cancel Employee Transfer


Human Resource Management System  
Government of Haryana

Home
Welcome User Id: puhhd0c1. You are logged in as a Checker.
Logout

≡ CANCEL EMPLOYEE TRANSFER

Fields Marked with \* are mandatory fields.

Order Id\*

Sanction File No	Order Date	Sanction Date	Place	
000018	000017	17/06/2016	16/06/2016	Chandigarh

Remarks For Cancel	Employee Id / Name / Designation	Unique Id	From Office	To Office	Reason	Remarks
<input checked="" type="checkbox"/> 0000000000	HRPH121733 BIRBAL RAM Water Pump Operator Grade-I	6H5Q36	EE No.1 Srsa EE PHE Division No. 1 Srsa Public Health Engineering Department	EE Panchkula EE PHE Division Panchkula Public Health Engineering Department		0000000000

Sanction File No\*:  Order Date\*:

Sanction Date\*:  Place\*:

Order\*: 

Request

Order By\*: 

Superintendent Establishment-II  
(for Chief Secretary to Government Haryana.)

CC To: 

- The Accountant General (A&E/Audit), Haryana, Chandigarh.
- The Secretary, Haryana Staff Selection Commission, Panchkula with the request to relieve.
- The Deputy Secretary (General) to Government, Haryana (in Accounts/A&P Branch).
- The Officials concerned.

To Others: 

A copy, each, is forwarded to Principal Secretary/Principal Secretary(KKK) Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/Speakers.

Internal Distribution: 

- Secy. To P.S.C.M.P.S to C.S.P.A. to J.S.S.E.
- Supdts. Accounts/A.&P. Cash/Estt.II Bns.
- Ad.O-I&II L/bn./R.A./S.K./C.T.
- 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

Officer Name	Officer Designation
<input type="checkbox"/> Superintendent Establishment-I	for Chief Secretary to Government Haryana.
<input type="checkbox"/> Superintendent Establishment-II	for Chief Secretary to Government Haryana.

CC Details
<input type="checkbox"/> <ol style="list-style-type: none"> <li>The Accountant General (A&amp;E/Audit), Haryana, Chandigarh.</li> <li>The Secretary, Haryana Staff Selection Commission, Panchkula with the request to relieve.</li> <li>The Deputy Secretary (General) to Government, Haryana (in Accounts/A&amp;P Branch).</li> <li>The Officials concerned.</li> </ol>

Details
<input type="checkbox"/> A copy, each, is forwarded to Principal Secretary/Principal Secretary(KKK) Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/Speakers.

Internal Distribution Details
<input type="checkbox"/> <ol style="list-style-type: none"> <li>Secy. To P.S.C.M.P.S to C.S.P.A. to J.S.S.E.</li> <li>Supdts. Accounts/A.&amp;P. Cash/Estt.II Bns.</li> <li>Ad.O-I&amp;II L/bn./R.A./S.K./C.T.</li> <li>1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).</li> </ol>
<input type="checkbox"/> <ol style="list-style-type: none"> <li>Secy. To P.S.C.M.P.S to C.S.P.A. to J.S.S.E.</li> <li>Supdts. Accounts/A.&amp;P. Cash/Estt.II Bns.</li> </ol>

In this screen you will cancel the transfer of employee. When you click Cancel and Generate order button then a new order is generated.