<u>**MOST URGENT**</u>
<u>**DATE BOUND**</u>

प्रेषक

सेवा में   महानिदेशक उच्चतर शिक्षा, हरियाणा, पंचकूला

हरियाणा राज्य मे स्थित सभी राजकीय महाविद्यालयों के प्राचार्य।

अशा0 क्रमांक 2 / 4—2020 एच0आर0एम0एस0 (1)
दिनांक,पंचकूला, 19|3|2020

विषयः —   **USER MANUAL FOR ONLINE TRANSFER.**

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उपरोक्त विषय के सन्दर्भ में ।

NIC, Chandigarh से प्राप्त **user manual for Online Transfer** आपको ई—मेल के माध्यम से भेजते हुए सूचित किया जाता है कि सभी कर्मचारियों की **last year performance report** के अनुसार **DDO Transaction-> update employee performance detail** में जाकर स्कोर अपने स्तर पर एच0आर0एम0ए0 पर शीघ्र अति शीघ्र अपडेट करें।
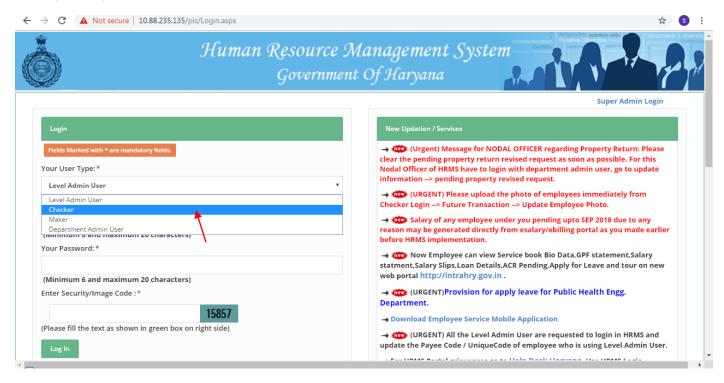
NOTE:- PLEASE READ "USER MANUAL FOR ONLINE TRANSFER" CAREFULLY.

अधीक्षक एच0आर0एम0एस0
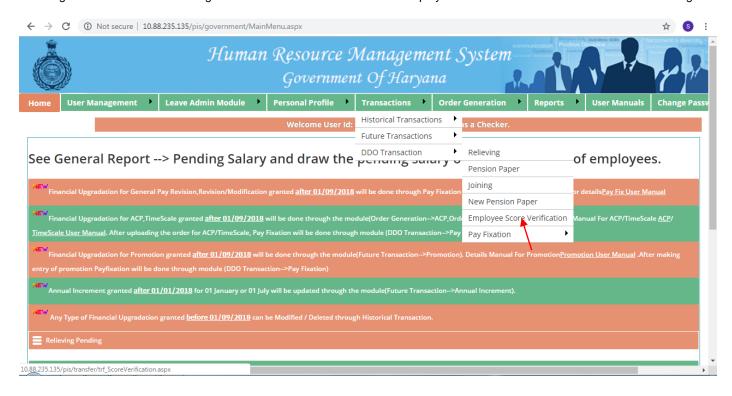का0 महानिदेशक उच्चतर शिक्षा, हरियाणा,
पंचकूला

Checker User Task

Now Login through Checker

After Login from Transaction Menu go to DDO Transaction then click on Employee Score verification link as shown in below Fig.
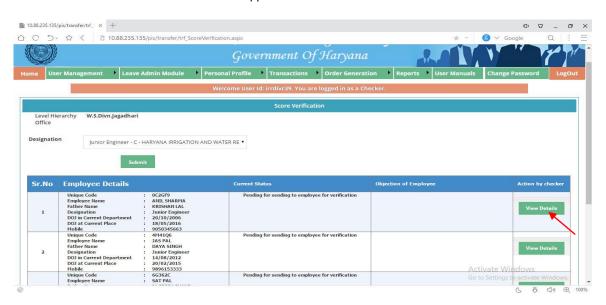

Task to be done by checker

1. Update the data of each employee under him
2. After updation, Send Data to employee for score verification
3. Employee will get sms Alert for confirmation of score with target date. Employee will accept or make objection regarding Score and data.
4. If he accepts the score, checker will verify and freeze the data.
5. If employee make objections then checker will make correction in the data
6. Checker after making necessary correction, will verify and freeze the data
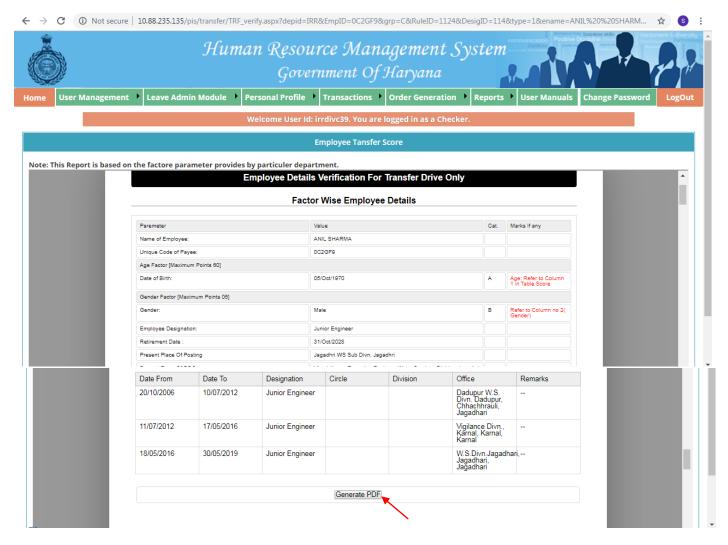7. Data and Score will be visible the individual employee

After click on Employee Score verification below screen will appear now select the designation then click on submit button
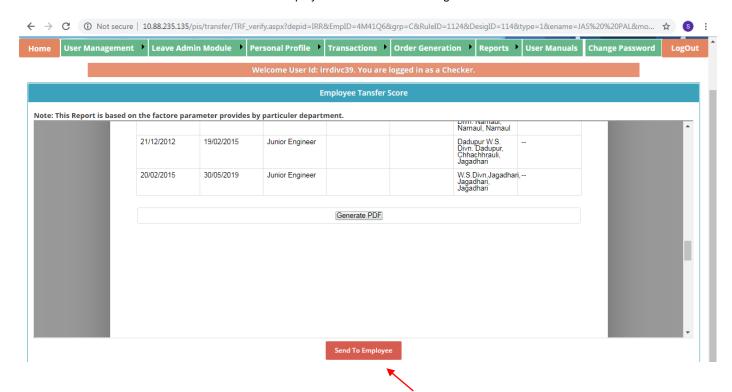

After click on submit button below screen will appear

- Click on View details.
- Below screen will appear
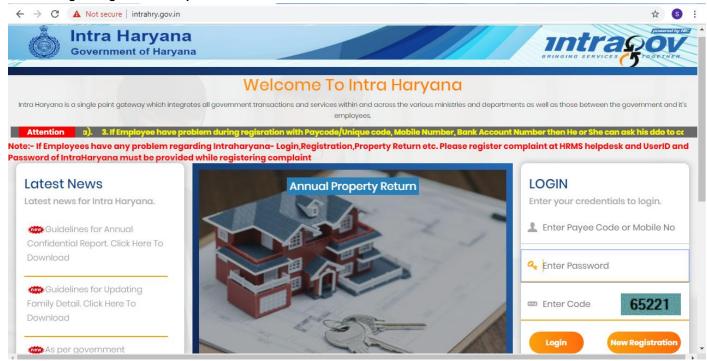
- Click on 'Generate PDF' button.
- On clicking, Generate PDF you can save your report.
- After that click on Send to Employee button as shown in fig

Now Employee will be able to view the data on IntraHaryana portal http://intrahry.gov.in

Employee Task: Employee will login to his account on intra Haryana and click on 'My Transfer Link' and then he will click on verify your score link.

1. Employee can see his score
2. Employee has to verify his score before last date.
3. Employee can create a objection on his score
4. Employee will also be able to view latest score and current status regarding his objections if any.

Login: Login with user/password

Enter user ID, Password and Code click on login, After login Press 'My Transfer' Link on the site:

Press 'Verify your Score' link on the menu.

After Clicking on Verify Your Score below screen will appear now click on click button in red colour as shown in fig

After click below form will appear now admin can check his details if he/she has any objection click on yes and enter remarks then click on send button and if he/she has no objection then click on no and no need to enter remarks then click on send button.

Checker Login:-

- Now Checker will be able to see the status of verification/objection by the employee.
- Checker may correct the data as suggested by the employee on any parameters.
- Then checker enter the remarks in 'Action by checker' then click on submit button

After making necessary correction, checker will verify and freeze the data of each employee clicking 'Final Verify' button

Checker will receive a OTP on registered mobile.
Enter OTP and press 'Verify OTP' Button.

Employee Posting Transfer Details

Date From	Date To	Designation	Circle	Division	Office	Remarks
20/10/2006	10/07/2012	Junior Engineer			Dadupur W.S. Divn. Dadupur, Chhachhrauli, Jagadhari	--
11/07/2012	17/05/2016	Junior Engineer			Vigilance Divn., Karnal, Karnal, Karnal	--
18/05/2016	30/05/2019	Junior Engineer			W.S.Divn.Jagadhari, Jagadhari, Jagadhari	--

Remarks:

Note: On Submit SMS will be send on your registered Mobile No: 9896104499
If registered mobile number changed. Do Change your mobile no in HRMS Portal.

Resend OTP Again

Enter OTP sent to your entered Mobile No. :

Verfiy OTP

Please complete service verification from historical transaction

Now employee score is verified and freeze.

Employee will also be able to view his final score' in IntraHaryana Portal.

Preference filling by employee on Intra Haryana portal

First of all Login on intrahry.gov.in by entering user ID, Password and Code click on login, after login Press 'My Transfer' Link on the left side as shown in below figure:

Now click on Fill Transfer Preference. Now user makes sure that the given details are correct or not. If details are correct then you are transfer accordingly in circle division and sub division. The user has to fill his/her choices on the mentioned dates. Then Click on Start Counselling button.

Now the user can add or remove his/her office choices. After add the choices he/she will click on final lock button

After click on Final Lock button below screen will appear, then click on submit button as shown in fig. Then an OTP will send to your mobile. You have to enter OTP in given box and click on submit button.

When user click on submit button a message box will appear as shown in fig. Click on ok.

Not secure | intrahry.gov.in/transfer/seatAllotment?dhh=confirm

Intra Haryana
Government of Haryana

intragov
BRINGING SERVICES TOGETHER

Go Back To Menu

Home   Verify Your Score   Fill Transfer Preference   My Preference/Final Lock

Employee: **KRISHAN KUMAR**

Date:**05-Jul-2019 03:12:13 PM**

Employee Preference Choice for Online Transfer

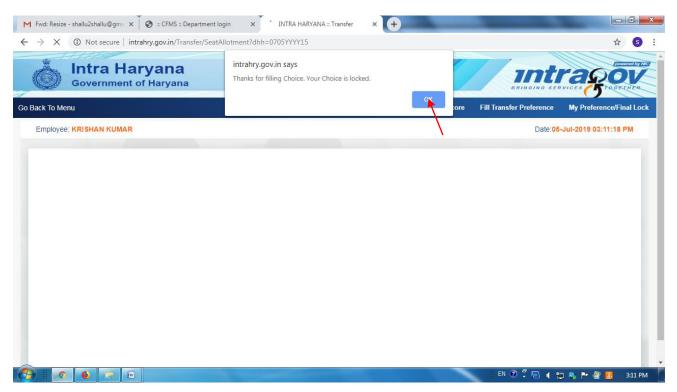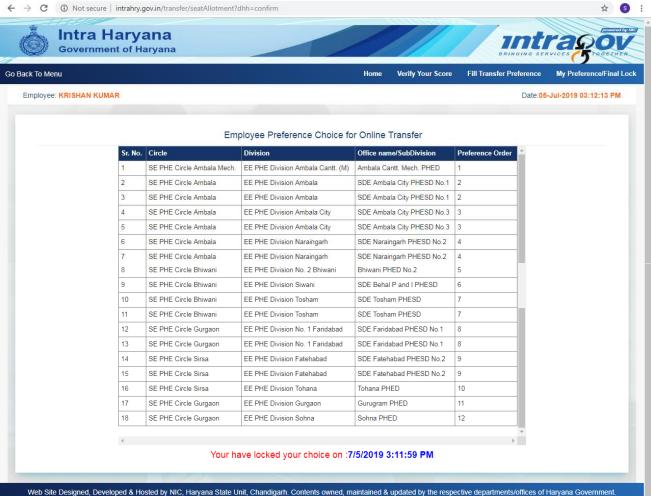| Sr. No.	Circle	Division	Office name/SubDivision	Preference Order
1	SE PHE Circle Ambala Mech.	EE PHE Division Ambala Cantt. (M)	Ambala Cantt. Mech. PHED	1
2	SE PHE Circle Ambala	EE PHE Division Ambala	SDE Ambala City PHESD No.1	2
3	SE PHE Circle Ambala	EE PHE Division Ambala	SDE Ambala City PHESD No.1	2
4	SE PHE Circle Ambala	EE PHE Division Ambala City	SDE Ambala City PHESD No.3	3
5	SE PHE Circle Ambala	EE PHE Division Ambala City	SDE Ambala City PHESD No.3	3
6	SE PHE Circle Ambala	EE PHE Division Naraingarh	SDE Naraingarh PHESD No.2	4
7	SE PHE Circle Ambala	EE PHE Division Naraingarh	SDE Naraingarh PHESD No.2	4
8	SE PHE Circle Bhiwani	EE PHE Division No. 2 Bhiwani	Bhiwani PHED No.2	5
9	SE PHE Circle Bhiwani	EE PHE Division Siwani	SDE Behal P and I PHESD	6
10	SE PHE Circle Bhiwani	EE PHE Division Tosham	SDE Tosham PHESD	7
11	SE PHE Circle Bhiwani	EE PHE Division Tosham	SDE Tosham PHESD	7
12	SE PHE Circle Gurgaon	EE PHE Division No. 1 Faridabad	SDE Faridabad PHESD No.1	8
13	SE PHE Circle Gurgaon	EE PHE Division No. 1 Faridabad	SDE Faridabad PHESD No.1	8
14	SE PHE Circle Sirsa	EE PHE Division Fatehabad	SDE Fatehabad PHESD No.2	9
15	SE PHE Circle Sirsa	EE PHE Division Fatehabad	SDE Fatehabad PHESD No.2	9
16	SE PHE Circle Sirsa	EE PHE Division Tohana	Tohana PHED	10
17	SE PHE Circle Gurgaon	EE PHE Division Gurgaon	Gurugram PHED	11
18	SE PHE Circle Gurgaon	EE PHE Division Sohna	Sohna PHED	12

Your have locked your choice on :**7/5/2019 3:11:59 PM**