

Through web-site

From

Nodal Officer, HRMS
O/o Labour Commissioner, Haryana,
30 Bays Building, 1st floor, Sector 17-B,
Chandigarh.

To

✓ All the DDO's in the State,
Labour Department, Haryana.

No. 25699-752

Dated: - 08/09/23

Subject:- Implementation of HRMS processing of ACP cases.


Kindly reference to the FD Haryana letter dated 15.07.2022 on the subject cited above.

2. It is brought to your kind notice that vide above referred letter FD has decided to implementation of ACP cases processing through HRMS. ACP user manual (SOP) is attached for your kind perusal.

3. Therefore, it has been decided that all the ACP cases will be processing through HRMS as per guidelines of FD, Haryana. Manual case will not be entertained in future.

Accordingly, you are requested that all ACP cases of your office implementation of ACP module through HRMS as shown in SOP. Hence, in case any office faces difficulty, they can contact Mr. Rattan, Clerk (Mobile No. 9646780308) or e-mail at acclabour16@gmail.com.

Encl.: A/a


Nodal officer (HRMS)
for Labour Commissioner, Haryana.

CC

Steno/JLC (Admn.)

ACP USER MANUAL

HRMS

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ACP Case Initiation (Initiate a new ACP Case)

Step—1: Login with HRMS Checker, Select “Module/Generate Order”→ ACP→ ACP Case Initiation as shown in the following figure:

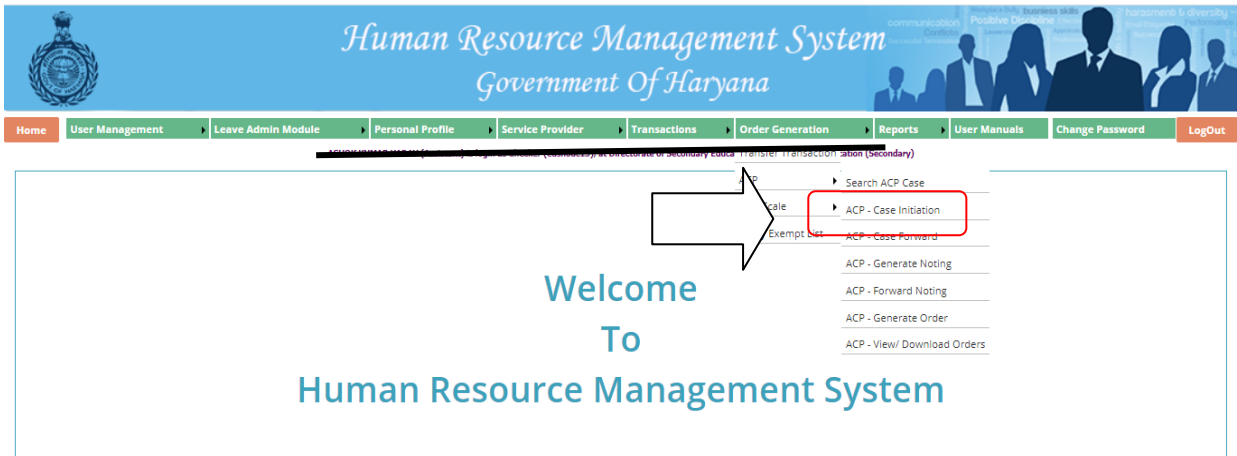


Figure No. 1

Select Group, Rule, and Designation OR Select All. Then click on the Search button to fetch the records. This will display all pending ACP Cases on the screen.

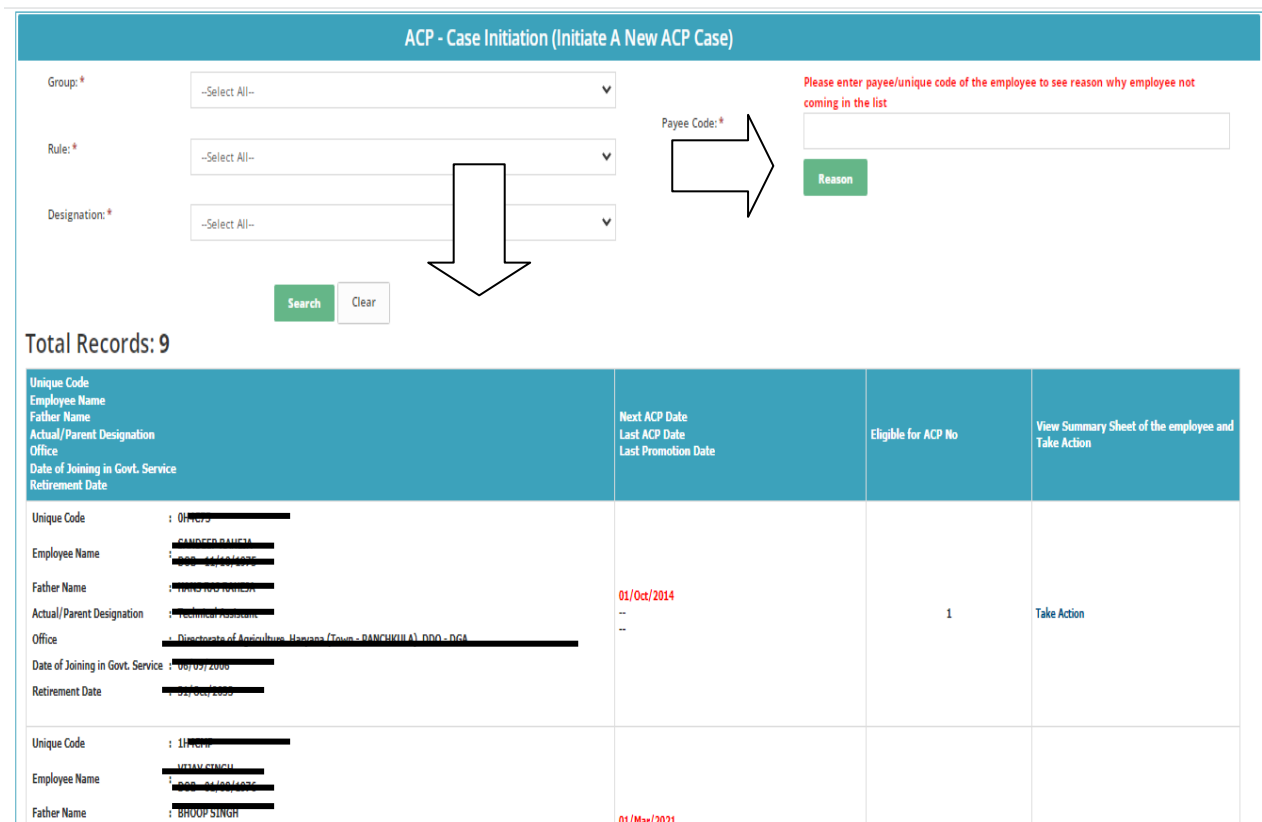


Figure No. 2

Note: If employee record is not found in the list, then enter payee code and click on reason button to see the reason why employee name is not shown in the list. Click on “Take Action” Button available in last column against the name of such employee for which you want to initiate the ACP case.

ACP - Case Initiation (Initiate A New ACP Case)

Group: * Payee Code: *
 Rule: * Reason
 Designation: *

Search Clear

Total Records: 9

Unique Code Employee Name Father Name Actual/Parent Designation Office Date of Joining in Govt. Service Retirement Date	Next ACP Date Last ACP Date Last Promotion Date	Eligible for ACP No	View Summary Sheet of the employee and Take Action
Unique Code : ██████████ Employee Name : ██████████ Father Name : ██████████ Actual/Parent Designation : ██████████ Office : Directorate of Agriculture, Haryana (Town - PANCHKULA) DGA Date of Joining in Govt. Service : ██████████ Retirement Date : 25 Oct 2025	01/Oct/2014 -- --	1	Take Action
Unique Code : ██████████ Employee Name : ██████████ Father Name : BROOP SINGH	01/Mar/2021		

Figure No. 3

2nd ACP Case of KAPIL KUMAR s/o DHARAMVEER SINGH working as Section Officer (2B4B0H)

View Service Book View ACP/ACR

rptGeneralReport... 1 / 10 80%

SERVICE BOOK 14/02/2022 11:58 AM

Proposed ACP Pay Scale :

Corresponding 6th PayScale :

Proposed Basic Pay :

Proposed ACP Date : 03/02/2022

Is Fit For Promotion : Yes

Remarks : test

ACR Verification At : KANCHAN BALA, Superintendent-Treasuries

Save & Next Cancel

Figure No. 4

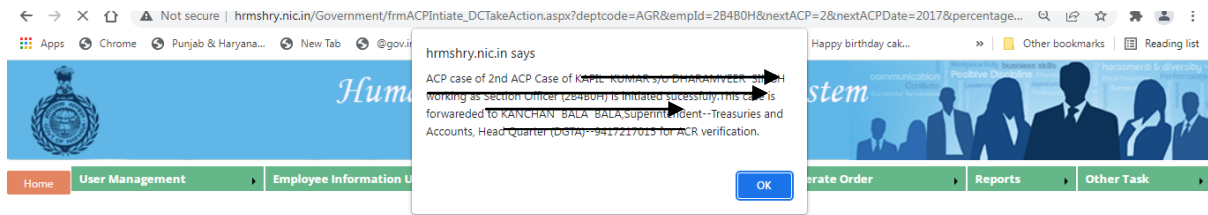


Figure 5

If ACR of employee is managed by checker who has initiated the case, then ACP case will be forwarded to checker himself and ACP will be visible under ACP Forward tab. However, if ACR of employee is being managed by different checker, then ACP case of employee will be forwarded to ACR checker for ACR verification (refer Figure 5).

View Service Book allows you to see the service book and clicking View ACP/ACR will allow you to see ACP/ACR.

To initiate the ACP case, fill the Proposed ACP Pay Scale, Corresponding 6th PayScale, Proposed Basic Pay along, Proposed ACP Date, Is Fit For Promotion with the remarks and click "Save & Next" Button.

On clicking "Save & Next" button, ACP case of employee will be initiated and case will be shown in ACP forward submenu.

Step—2: Login with HRMS Checker. Select "Module/Generate Order" → ACP → ACP Forward (in different level received ACP case) as shown in the following figure:

ACP Case is reverted back to checker who has initiated ACP case after ACR verification.

Human Resource Management System
Government Of Haryana

Home | User Management | Employee Information Update | Transactions | Modules / Generate Order | Reports | Other Task | LogOut

Leave Module
Transfer Order Generation
ACP
TimeScale
Annual Confidential Report (ACR) Module
Validate Employee Service Book
Disciplinary Cases Module

Search ACP Case
ACP - Case Initiation
ACP - Case Forward
ACP - Generate Noting
ACP - Forward Noting
ACP - Generate Order
ACP - View/ Download Orders

Delete option will shown to initiator Checker /DDO. If want to delete case send back the case to initiator Checker /DDO.

Total Pending Cases : 4 [click on count to view details](#) Search by Employee Id:

Unique Code Employee Name Father Name Working Designation Office	Last ACP Date Last Promotion Date Retirement Date	Proposed ACP No Proposed ACP Date Proposed ACP PayScale Basic Pay ACR %age	Action	ACP Permission	Delete	History Remarks
291212010 KASH ROHILLA [Redacted] Accounts, Head Quarter [Redacted]	29/12/2010 31/05/2019	1 29/12/2018 ACP-L-13(15600-39100+6000GP) 83300	Take Action	Click To Check	Delete	Movement History
01062010 MAR [Redacted] Sonepat [Redacted]	01/06/2010 30/12/2011 29/02/2040	2 01/01/2020 ACP-L-11(9300-34800+4800GP) 58600	Take Action	Click To Check		Movement History 2nd asp
31102011 CHANDER BHANSHARMA Assistant	31/10/2011	2 01/11/2019 ACP-L-10(9300-34800+4600GP) 46200	Take Action	Click To Check		Movement History 1ST ACP AS ASSISTANT

hrmshty.nic.in/government/frmACPIntiateHistory_DC.aspx

Figure 6

Email: Inbox (4) | ACP Initiate History

hrmshty.nic.in/government/frmACPIntiateHistory_DC.aspx

Not secure | Search | Other bookmarks | Reading list

ACP Initiate History

Delete option will shown to initiator Checker /DDO. If want to delete case send back the case to initiator Checker /DDO.

Total Pending Cases : 4 [click on count to view details](#) Search by Employee Id:

Unique Code Employee Name Father Name Working Designation Office	Last ACP Date Last Promotion Date Retirement Date	Proposed ACP No Proposed ACP Date Proposed ACP PayScale Basic Pay ACR %age	Action	ACP Permission	Delete	History Remarks
291212010 KASH ROHILLA [Redacted] Accounts, Head Quarter [Redacted]	29/12/2010 31/05/2019	1 29/12/2018 ACP-L-13(15600-39100+6000GP) 83300	Take Action	Click To Check	Delete	Movement History
01062010 MAR [Redacted] Sonepat [Redacted]	01/06/2010 30/12/2011 29/02/2040	2 01/01/2020 ACP-L-11(9300-34800+4800GP) 58600	Take Action	Click To Check		Movement History 2nd asp
31102011 BHANSHARMA [Redacted] [Redacted]	31/10/2011 31/05/2031	2 01/11/2019 ACP-L-10(9300-34800+4600GP) 46200	Take Action	Click To Check		Movement History 1ST ACP AS ASSISTANT
01062021 SOROT [Redacted] Sohna [Redacted]	01/06/2021 31/08/2033	1 01/06/2021 ACP-L-11(9300-34800+4800GP) 55200	Take Action	Click To Check		Movement History fwd to T.O.Gunugram
03022022 SINGH [Redacted] Directorate of Agriculture, Haryana [District :Panchkula]	01/01/2020 28/02/2041	2 03/02/2022 ACP-L-12(9300-34800+5400GP) 82600	Take Action	Click To Check		Movement History test

Figure 7

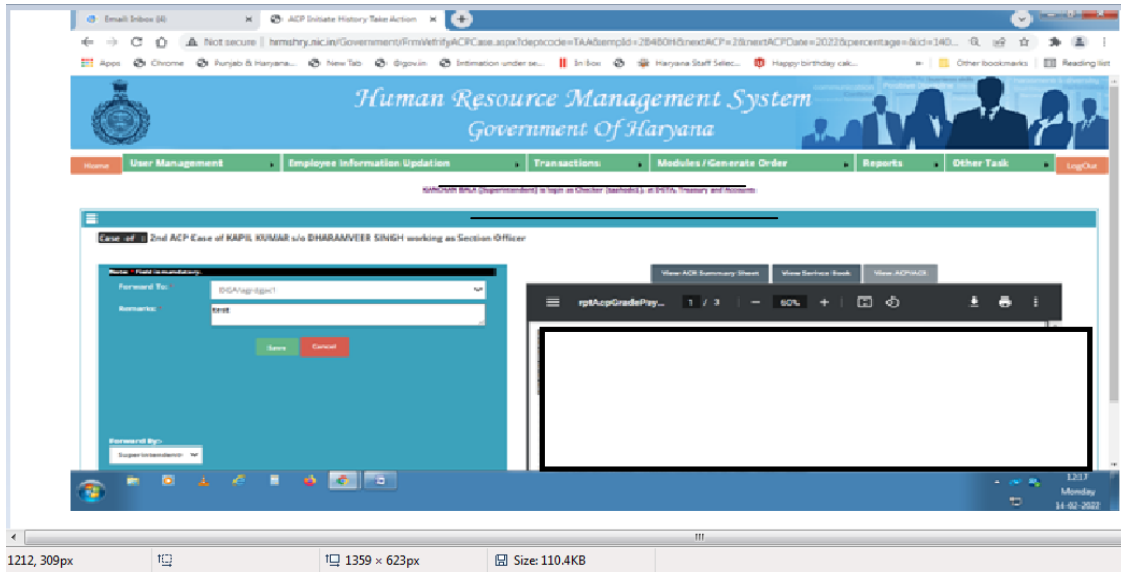


Figure 8

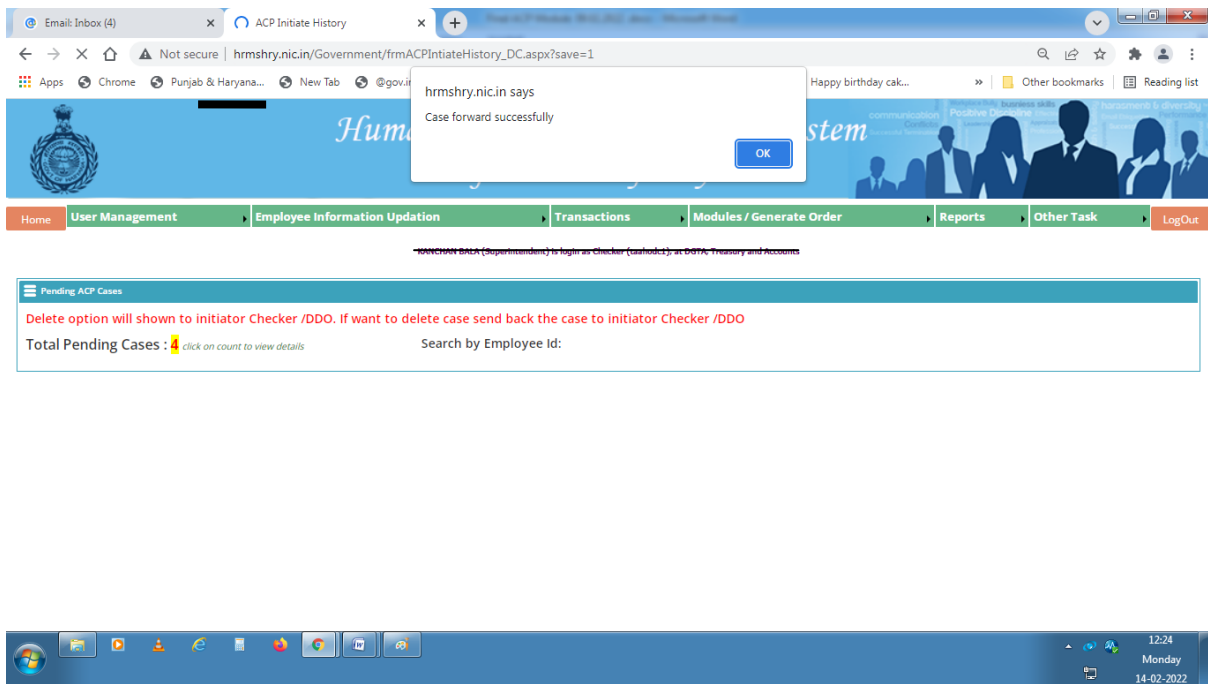


Figure 9

An error message will be shown (refer Figure 10) if ACR maintain level code of employee is not set in HRMS.

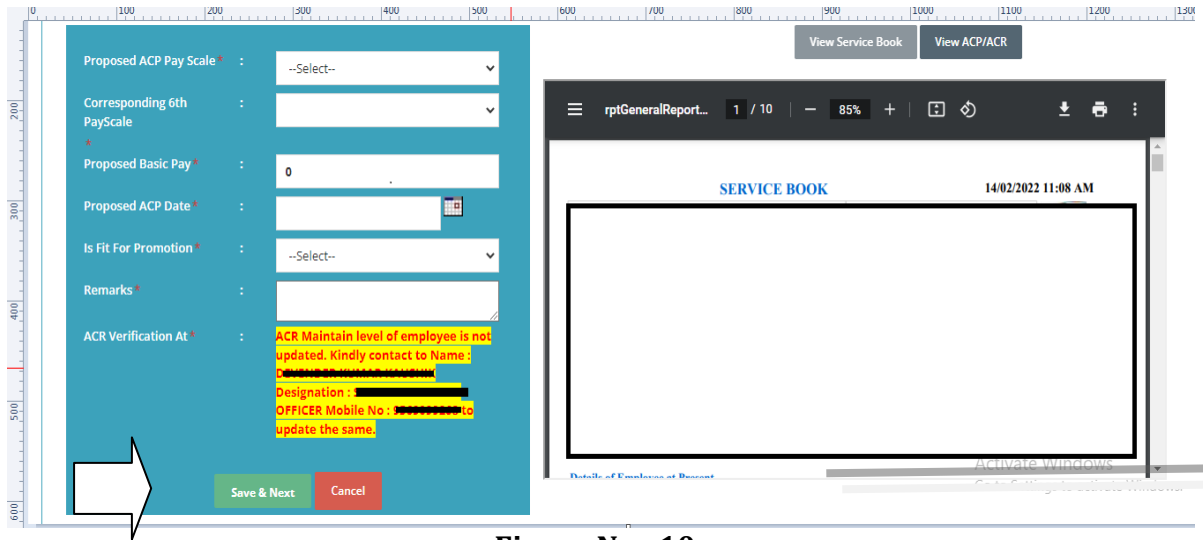
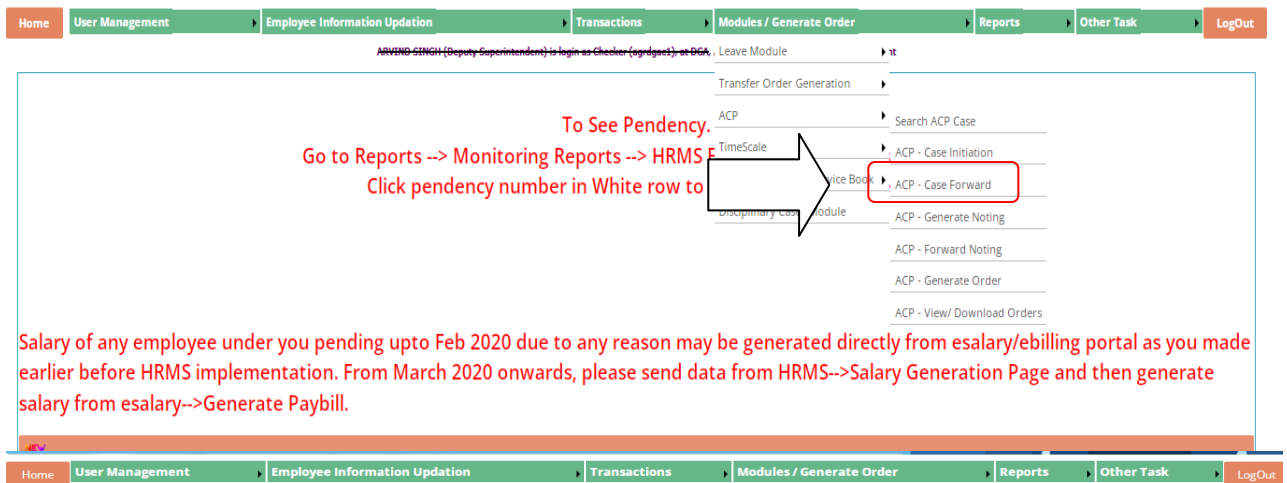


Figure No. 10

ACP Case Forward

Login with HRMS Checker and select “Modules/Generate Order”→ACP→ ACP Case Forward.



Salary of any employee under you pending upto Feb 2020 due to any reason may be generated directly from esalary/billing portal as you made earlier before HRMS implementation. From March 2020 onwards, please send data from HRMS-->Salary Generation Page and then generate salary from esalary-->Generate Paybill.

Unique Code Employee Name Father Name Working Designation Office	Last ACP Date Last Promotion Date Retirement Date	Proposed ACP No Proposed ACP Date Proposed ACP PayScale Basic Pay ACR %age	Action	ACP Permission	Delete	History Remarks
[Redacted]	-- 18/08/2008 28/02/2027	1 05/08/2008 ACP-L-11(9300-34800+4800GP) 66000 0	Take Action	Click To Check	Delete option will shown to initiator Checker /DDO. If want to delete case send back the case to initiator Checker /DDO	Movement History ACP Due 01/09/2016
[Redacted]	01/04/2019 31/12/2045	1 01/04/2019 ACP-L-10(9300-34800+4600GP) 44900 100	Take Action	Click To Check	Delete	Movement History
[Redacted]	01/04/2014 18/06/2004 31/12/2023	3 01/07/2020 ACP-L-13(15600-39100+6000GP) 91100 70	Take Action	Click To Check	Delete option will shown to initiator Checker /DDO. If want to delete case send back the case to initiator Checker /DDO	Movement History Proposed to 2nd ACP
[Redacted]	-- 23/08/2010 31/08/2026	1 01/07/2018 ACP-L-12(9300-34800+5400GP) 77900 75	Take Action	Click To Check	Delete option will shown to initiator Checker /DDO. If want to delete case send back the case to initiator Checker /DDO	Movement History The case is for 3rd ACP. First Benefit- Promoted as Technical Assistant on dated 12-05-2001. Second benefit- Promoted as SDA on dated 23-08-2019

Figure No. 11

After click on ACP Case forward, above figure is shown. Action items such as Total Pending Cases, Search by Employee Id and Show Top 10 is shown on this page. This page shows the top 10 ACP cases list only.

Click the Total pending cases number to see the pending ACP cases list. You can search by employee id for cases which are not shown in the list. Click on show top 10 button to get the details of top 10 cases. Above screen has four key actions namely Take Action, Click to Check, Delete and Movement History.

i) Take Action: After clicking on “Take Action” button, following figure will be shown, where two options will be shown for take action, and view service book /view ACP/ACR. If forward to generate noting is disable or if user not found in dropdown list

then click on check reason button to view list of permissions given.

To forward the case to next user (authority), click on “Forward to another user” option and name of authorities for such case will be shown in the “Forward To” dropdown, select the authority, where you want to forward the case and Enter appropriate remarks in the “Remarks” column then click on Save Button to forward the case.

If you want to generate noting, select Forward to generate noting and submit remarks. Then click on Save Button to forward the case for noting generation.

Note: If "Forward to generate noting" is disable or "If user not found in dropdown list then click on Check Reason button for both reasons.

The screenshot displays a web interface for case management. At the top, a yellow banner contains a note: "Note: If 'Forward to generate noting' is disable or 'If user not found in dropdown list then click on Check Reason button for both reasons." Below this, there is a "Check Reason" button. The main content area is split into two panels. The left panel, titled "Check Reason", has a blue background and contains a "Take Action" section with two radio buttons: "Forward to another user" (unselected) and "Forward to generate noting" (selected). Below this is a "Forward To:" dropdown menu showing "Level-2==>DGA/agrdgac1==>ARVIND SINGH (Deputy Superinter)". A "Remarks:" text area contains the word "test". At the bottom of this panel are "Save" and "Cancel" buttons. The right panel is white and contains two buttons: "View Service Book" and "View ACP/ACR". At the bottom of the interface, there is a "Forward By:" dropdown menu showing "Deputy Superint" and a user profile for "ARVIND SINGH, Deputy Superintendent, Directorate of Agriculture, Haryana (DGA)".

Figure No. 12

ii) Click to Check Option: You can check the ACP Forward Permission and/or ACP noting generation permission by clicking to check option. This will allow you to see whether the permission for forwarding ACP case is given or not. If permission not granted it will be shown in pink background along with contact details of level admin user to whom you need to ask for the permission to be granted.

1	1C36YP	LEKH Raj	SADHU RAM	Department: AGRICULTURE Group: B Rule : Haryana Subordinate Agricultural (Group C) Service Rules 1993 Designation: Agriculture Development Officer	Department: AGRICULTURE Group: B Rule : Haryana Subordinate Agricultural (Group C) Service Rules 1993 Designation: Agriculture Development Officer	-
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Employee Permission details

Kindly note pink color row(s) denotes the permission is not activated for the user(s).

Sr.No.	Office Level	Description	Level Admin Details	ACP Forward Permission	Checker To Whom Permission Given
1	Level-1	ACS	Employee Name: HARISH KUMAR S/O DAULAT RAM Working Designation: Deputy Secretary Mobile: 9888078119 agracs1	No	-
2	Level-2(Current Office)==> ACP Forward	DGA	Employee Name: HARI KRISHAN S/O ANTWARI RAM Working Designation: Assistant Mobile: 9872402367 agrsgaa1	Yes	agrsgac1
3	Level-2(Current Office)==> ACP Generate Noting	DGA	Employee Name: HARI KRISHAN S/O ANTWARI RAM Working Designation: Assistant Mobile: 9872402367 agrsgaa1	Yes	agrsgac1

Close

Figure No. 13

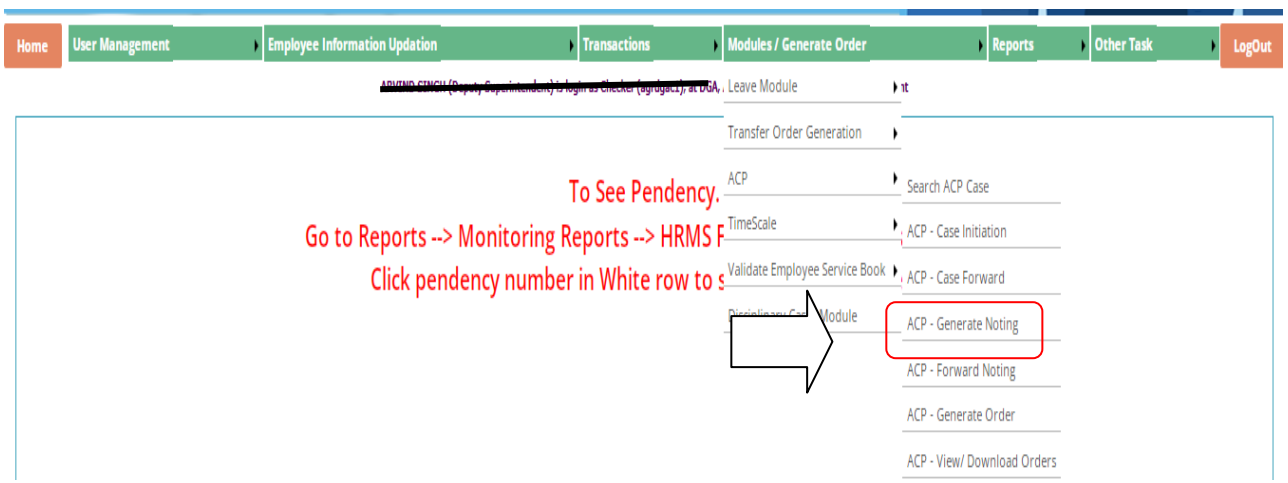
- iii) **Delete:** This option is used to delete the ACP case altogether. *This delete option will only be visible to the checker who has initiated the ACP case.*
- iv) **Movement History:** Click the movement history button will show employee's Case movement.

Movement of ACP Case						
Unique Id :	0E1J02	Employee Name :	RAMESHWAR Dass			
Designation :	Subject Matter Specialist	Office :	SDAD Tohana (Town - TOHANA), DDO - Sub Divisional Agriculture Officer Tohana			
RetirementDate:	28/02/2027					
Date	From Office	From User Detail	To Office	To User Detail	Remarks	
05/12/2018	Sub Divisional Agriculture Officer Tohana/agrsfoc45	(BITTU Singh) Steno Typist	DGA/agrdgac1	(ARVIND SINGH) Deputy Superintendent	Sh. Rameshwar Dass SMS (T) ACP Due on Dated 01/09/2016	
23/06/2021	Sub Divisional Agriculture Officer Tohana/agrsfoc45	(BITTU Singh) Steno Typist	DGA/agrdgac1	(ARVIND SINGH) Deputy Superintendent	ACR	

Figure No. 14

ACP Generate Noting

Login with HRMS Checker. Select “Modules/ Generate Order”→ACP → ACP Generate Noting as shown in the following figure:



ACP - Generate Noting

Select Type : * New Record Select Reference No

Select	Unique Code Employee Name Father Name Working Designation Office	Last ACP Date Last Promotion Date Retirement Date	Proposed ACP No Proposed ACP Date Proposed ACP PayScale Basic Pay
<input checked="" type="checkbox"/>	3156TH MANOJ KUMAR SATYA PAL Agriculture Development Officer SOHNA	-- 31/07/2041	1 01/01/2019 ACP-L-10(9300-34800+4600GP) 49000
<input type="checkbox"/>	9130ST RAVINDRA Redhu SH. RAM NIWAS Agriculture Development Officer Jind I	01/12/2020 31/03/2045	1 27/11/2020 ACP-L-10(9300-34800+4600GP) 49000
<input type="checkbox"/>	3021KX VIJAY KUMAR KUMAR CHANDER PRAKASHDABLA Technical Assistant Deputy Director of Agriculture Hisar	01/04/2014 31/01/2026	3 07/04/2021 ACP-L-12(9300-34800+5400GP) 75600
<input type="checkbox"/>	5141CS VISHNU DUTT CHANDGI RAM Agriculture Development Officer DEPUTY DIRECTOR AGRICULTURE, Bhiwani	-- 31/08/2028	1 01/12/2020 ACP-L-10(9300-34800+4600GP) 49000
<input type="checkbox"/>	1H0F2A RAHUL SHEORAN KULDEEP SINGH Agriculture Development Officer Sub Divisional Agriculture Officer Sivani	-- 31/07/2046	1 01/01/2021 ACP-L-10(9300-34800+4600GP) 49000
<input type="checkbox"/>	1H0F2J MANGE RAM BANWARI LAL Agriculture Development Officer balsamand	-- 31/08/2032	1 01/12/2020 ACP-L-10(9300-34800+4600GP) 49000
<input type="checkbox"/>	3G1G27 RAKESH KUMAR KOONT BHAGWANA RAM Technical Assistant Technical Assistant	01/05/2021 31/01/2019 30/06/2031	3 01/05/2021 ACP-L-9(9300-34800+4200GP) 76500

Save & Next

Figure No. 15

You need to select Type of Noting whether it is Previous Record or New Record. If we select new record and then list is shown on dropdown and click tick box then save and next button.

A unique noting number will be generated for this record and this will be shown in previous noting record.

Checker can update basic ACP details of employee at the time of noting generation also.

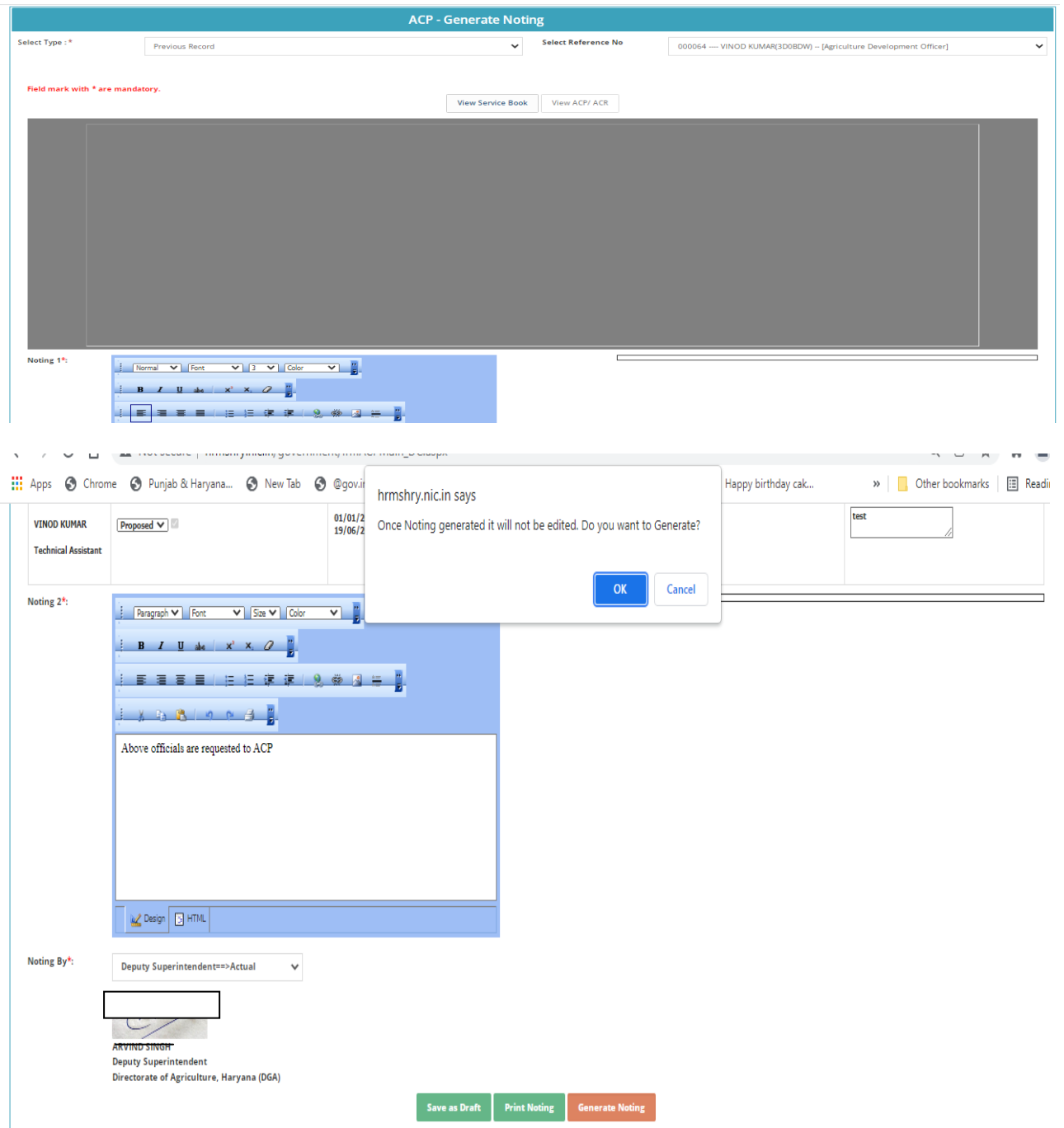


Figure No. 16

In the above screen all the noting detail is entered. Noting is generated for employee whose details are shown in the Grid.

Save as draft: After clicking this button Record is saved. Noting will may be generated

later on.

Print Noting Button allows you to take the print of the noting to be generated.

Generate Noting allows Noting will be generated. Noting will be generated by proper authentication through OTP. OTP will be sent on the registered mobile number of checker.

The screenshot displays the 'ACP - Generate Noting' web application interface. At the top, a user login banner identifies 'ARVIND SINGH (Deputy Superintendent) is login as Checker (ag/grades), at DGA, Agriculture and Farmer Welfare Department'. Below this, the main header reads 'ACP - Generate Noting'. The interface includes a dropdown menu for 'Select Type' (currently set to 'Previous Record') and a 'Select Reference No' field (containing '000064 - VINOD KUMARI(3008DWM) - [Agriculture Development Officer]'). A central modal window titled 'Enter OTP Details' is active, featuring input fields for 'Mobile Number*' (with the value '8204291352'), 'Email*' (with a redacted email address), and 'OTP*'. A red error message below the email field states, 'If Email is unavailable or wrong, kindly update it.'. Two buttons, 'Send OTP' and 'Cancel', are positioned below the error message. A note on the left side of the page indicates 'Field mark with * are mandatory.'

Figure No. 17

ACP – Forward Noting:

There are 3 types of noting (Approved Noting, Disapproved Noting and Generated Noting).

Approved Noting: You can forward an approved noting by selecting “Forward” from the dropdown in “Action” option and then by selecting the authority to whom you want to forward the case from “Forward To” option.

The screenshot shows the HRMS interface for 'ACP - Noting Forward/Approve/Disapprove'. At the top, there is a navigation bar with options like 'User Management', 'Employee Information Update', 'Transactions', 'Modules / Generate Order', 'Reports', 'Other Task', and 'LogOut'. Below this, a user login message states: 'ARVIND SINGH (Deputy Superintendent) is login as Checker (agrdgac1), at DGA, Agriculture and Farmer Welfare Department'. The main form area has a title 'ACP - Noting Forward/Approve/Disapprove' and a status bar showing 'Pending Cases : 25 (Approved: 1 / Disapproved: 1 / Forward Case : 23)'. The 'Noting Type' is set to 'Approved Noting'. The 'Action' dropdown is set to 'Forward' with a 'Check Permission' link next to it. The 'Forward To' dropdown is set to 'ARVIND SINGH (Deputy Superintende)'. The 'Remarks' field contains 'test'. There are buttons for 'View Service Book', 'View Acp', and 'View Noting'. A 'Forward' button is at the bottom left of the form.

Figure No. 18

If any authority name is not showing in the forward list, please click on **Check permission** link to view permissions.

The screenshot shows the 'Employee Permission Details' window. It contains two tables. The first table, 'Employee Details', has the following data:

Sr.No.	Unique Code	Employee Name	Father Name	Employee Details At The Time of ACP Initiate	Employee Details at Present	Mismatch issue
1		SINGH		Department: AGRICULTURE Group: C Rule : Haryana Subordinate Agricultural (Group C) Service Rules 1993 Designation: Jeep driver	Department: AGRICULTURE Group: C Rule : Haryana Subordinate Agricultural (Group C) Service Rules 1993 Designation: Jeep driver	

Below this table is a note: 'Kindly note pink color row(s) denotes the permission is not activated for the user(s)'. The second table, 'Employee Permission details', has the following data:

Sr.No.	Office Level	Description	Permission Type	Is Permission Granted	Permission Given To	To Whom Contact Regarding Permission
1	Level-2(Current)	DGA	ACP Order generation	Yes	agrdgac1, agrdgac1,	Employee Name: HARI KRISHAN S/O ANTWARI RAM Working Designation: Assistant Mobile: 9992422007 agrdgaa1

A 'Close' button is located at the bottom center of the window.

Figure No. 19

Disapproved Noting: You can forward a disapproved noting by selecting “Forward” from the dropdown in “Action” option and then by selecting the authority to which you want to forward the case from “Forward To” option.

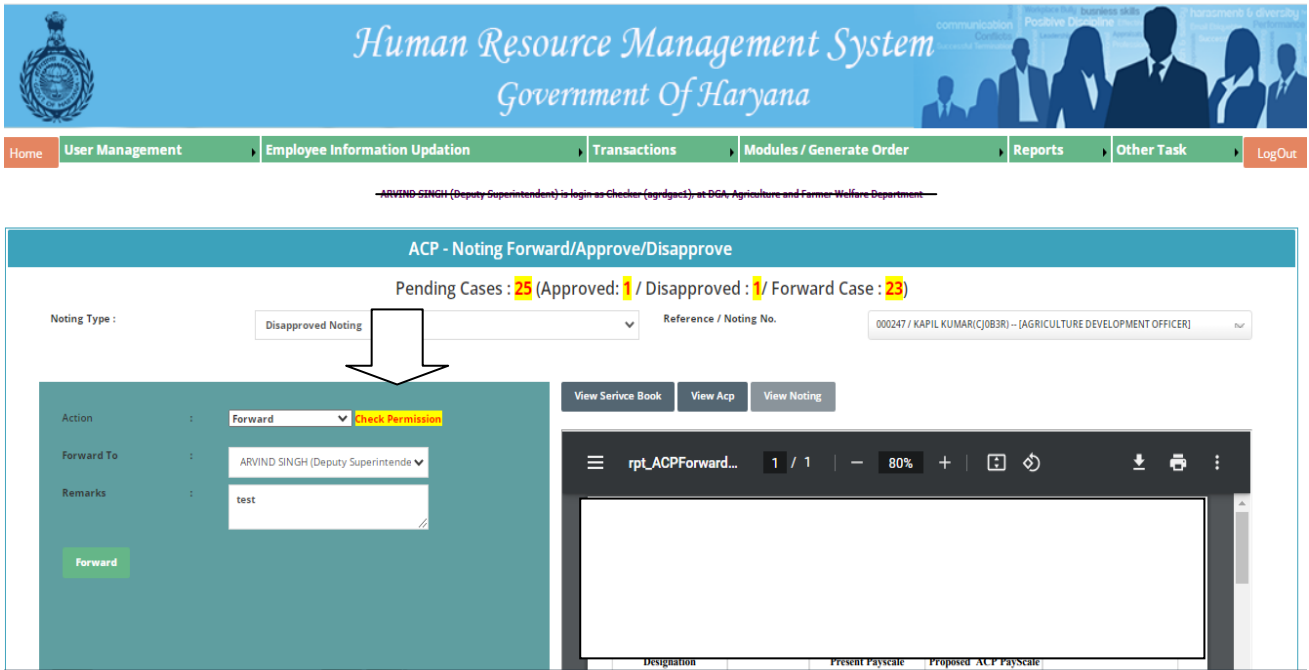


Figure No. 20

If any authority name is not showing in the forward list, please click on **Check permission** link to find contact person details.

Employee Details

Sr.No.	Unique Code	Employee Name	Father Name	Employee Details At The Time of ACP Initiate	Employee Details at Present	Mismatch issue
1	1G04PH	ASHOK KUMAR	BAGHBIR SINGH	Department: AGRICULTURE Group: B Rule : Haryana Agricultural (Group B) Service Rules 1995 Designation: Technical Assistant	Department: AGRICULTURE Group: B Rule : Haryana Agricultural (Group B) Service Rules 1995 Designation: Subject Matter Specialist(Plant Protection)	-

Employee Permission details

Kindly note pink color row(s) denotes the permission is not activated for the user(s).

Sr.No.	Office Level	Description	Permission Type	Is Permission Granted	Permission Given To	To Whom Contact Regarding Permission
1	Level-1	ACS	ACP Noting Approve/Disapprove	No	-	Employee Name: HARISH KUMAR S/O DAULAT RAM Working Designation: Deputy Secretary Mobile: 988070219 agracsa1
2	Level-1	ACS	ACP Noting Approve/Disapprove	No	-	Employee Name: KULDEEP SINGH S/O SOHAN LAL Working Designation: Under Secretary Mobile: 981470014 agracsa1
3	Level-2	DGA	ACP Noting Approve/Disapprove	No	-	Employee Name: HARI KRISHAN S/O ANTWARI RAM Working Designation: Assistant Mobile: 9872402387 agrdgaa1
4	Level-2-(Current Office)	DGA	ACP Noting Forward	No	-	Employee Name: HARI KRISHAN S/O ANTWARI RAM Working Designation: Assistant Mobile: 9872402387 agrdgaa1

Close

Figure No. 21

Generated Noting: View Service Book allows you to see the service book and clicking View ACP/noting will allow you to see ACP/noting.

There are 3 types of actions that can be taken on generated noting (Forward, Approve and forward and Disapproved and forward). Click on check permission to see whether

the necessary permissions are given for the case or not.

Forward: Select this option to forward the generated noting.

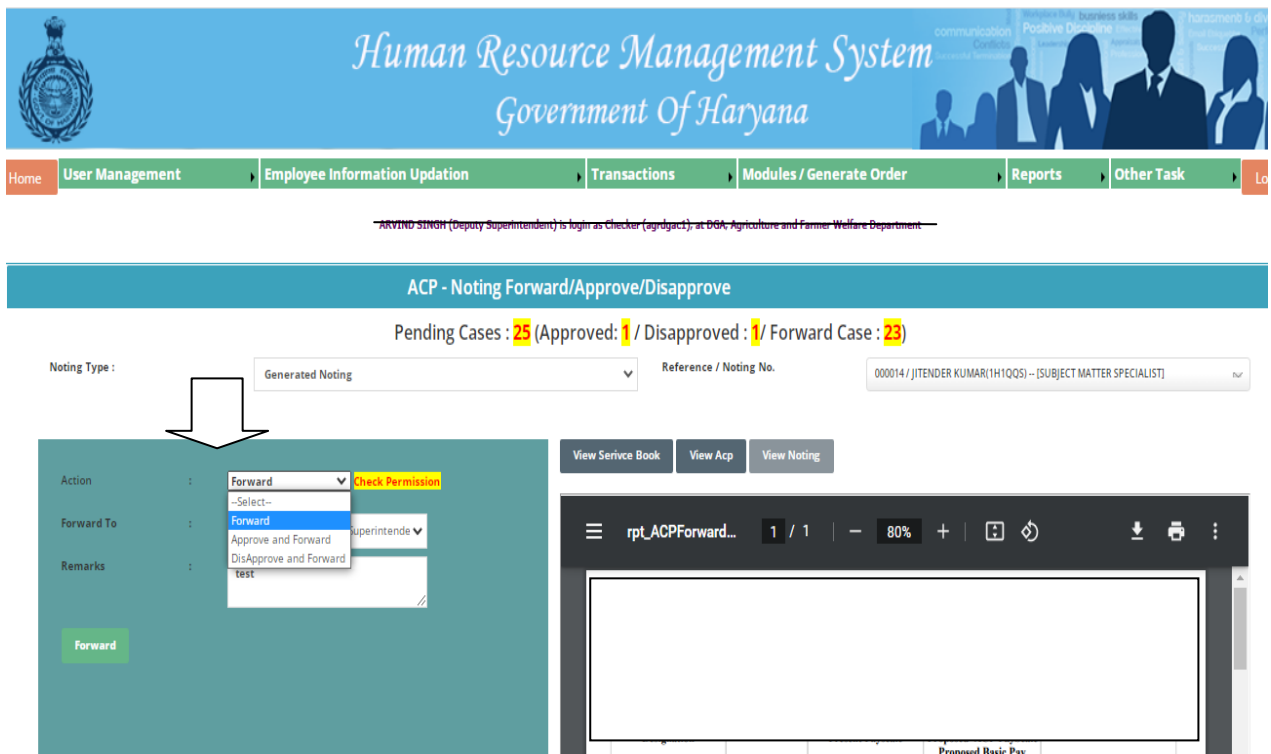


Figure No. 22

2. **Approve and Forward:** Use this option to approve the noting and to forward it to the user who can generate ACP orders.

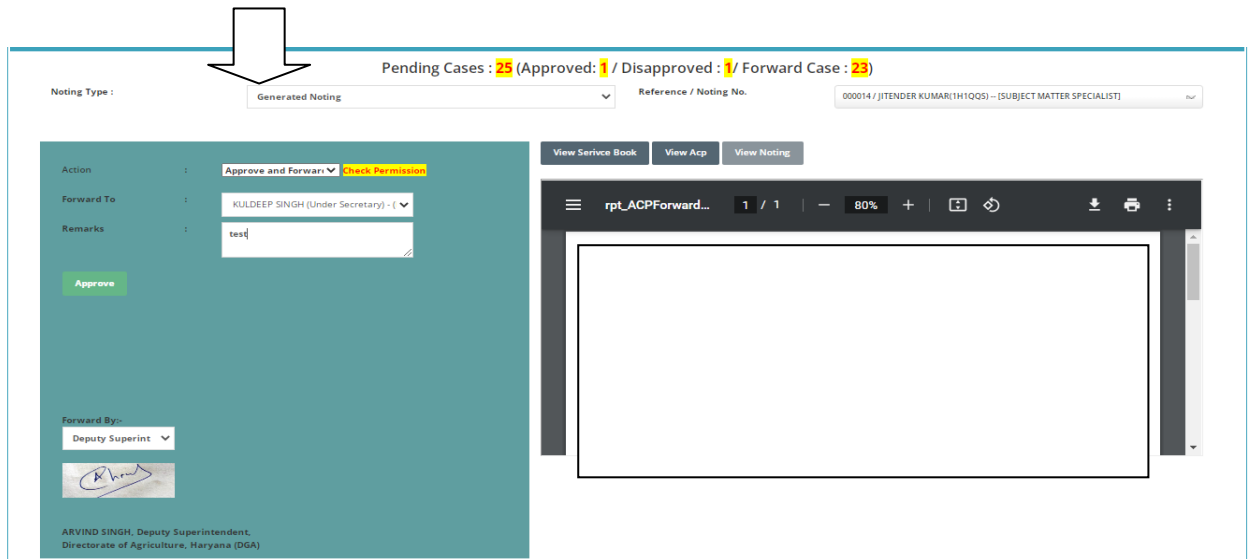


Figure No. 23

3. **Disapprove and Forward:** Use this option to disapprove the noting and to forward it to the user who can generate ACP disapproval orders.

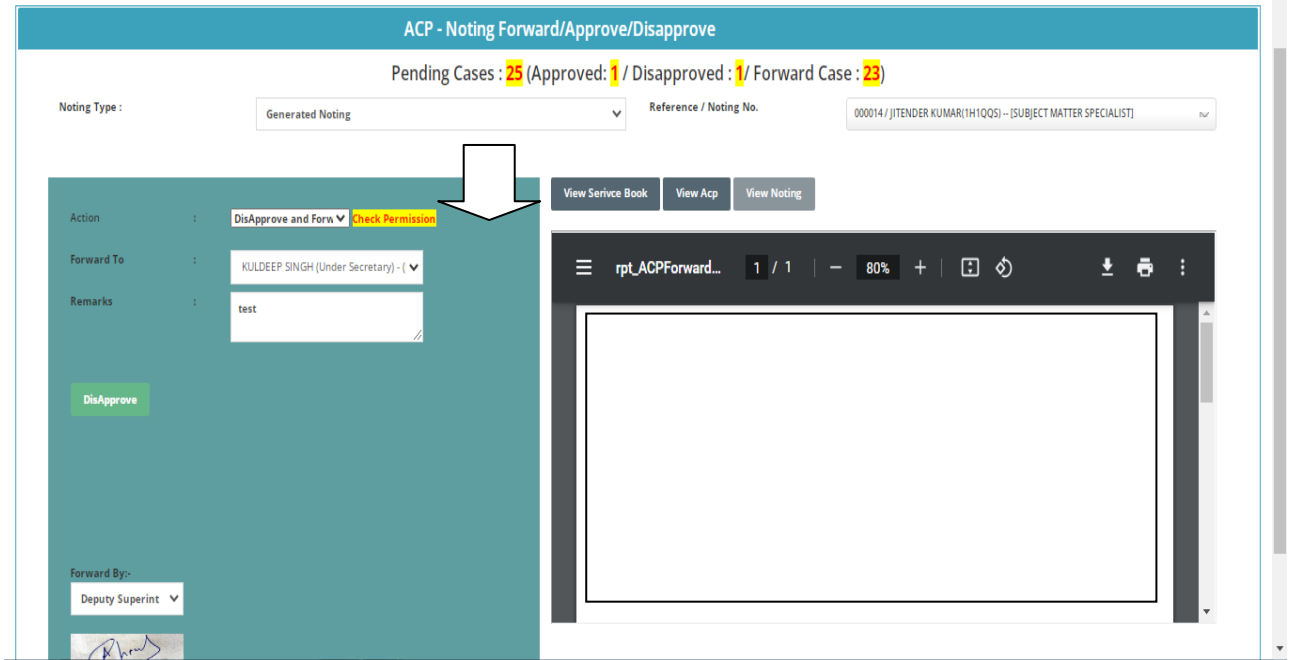


Figure No. 24

ACP- Generate Order

Login with HRMS Checker. Select “Module/Generate Order”→ ACP→ Generate Order as shown in the following figure:

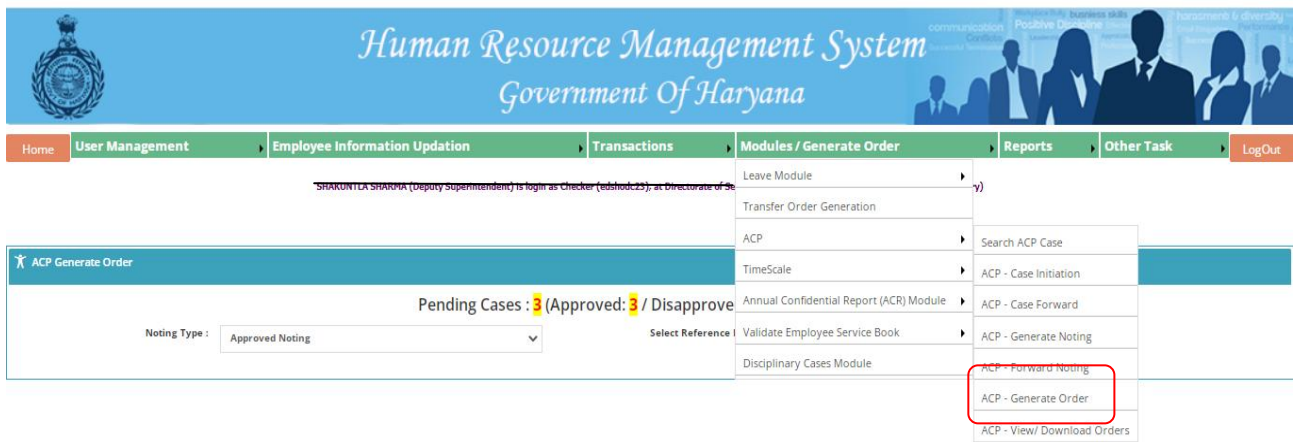


Figure No. 25

There are 3 types of noting: Approved Noting, Disapproved Noting and Revert Case.

1. Approved Noting:

The screenshot shows the 'ACP Generate Order' form. At the top, it displays 'Pending Cases : 3 (Approved: 3 / Disapproved : 0 / Revert Case : 0)'. The 'Noting Type' is set to 'Approved Noting'. The 'Select Reference No' is '000572 / VINOD KUMAR(OH4MIT) - [CLERK]'. Below this is the 'Employee Details' table:

Unique Id	Employee Id Name Designation	Last Promotion Date Last ACP Date Present Pay Scale
OH4MIT	OH4MIT VINOD KUMAR CLERK	01/06/2020 -- 5200-20200+1900GP

Below the table are form fields for 'File No*' (000572), 'Sanction Date*' (02/02/2021), 'Order Date*' (04-Feb-2022), and 'Place*' (Panchkula). A section titled 'ACP to be given' contains the following fields:

- ACP No *: 1
- Pay scale *: ACP-L-4
- Basic Pay *: 25500
- ACP Date*: Jun-01-2020
- Old Pay scale *: 5200-20200+2400GP
- Remarks *: ok

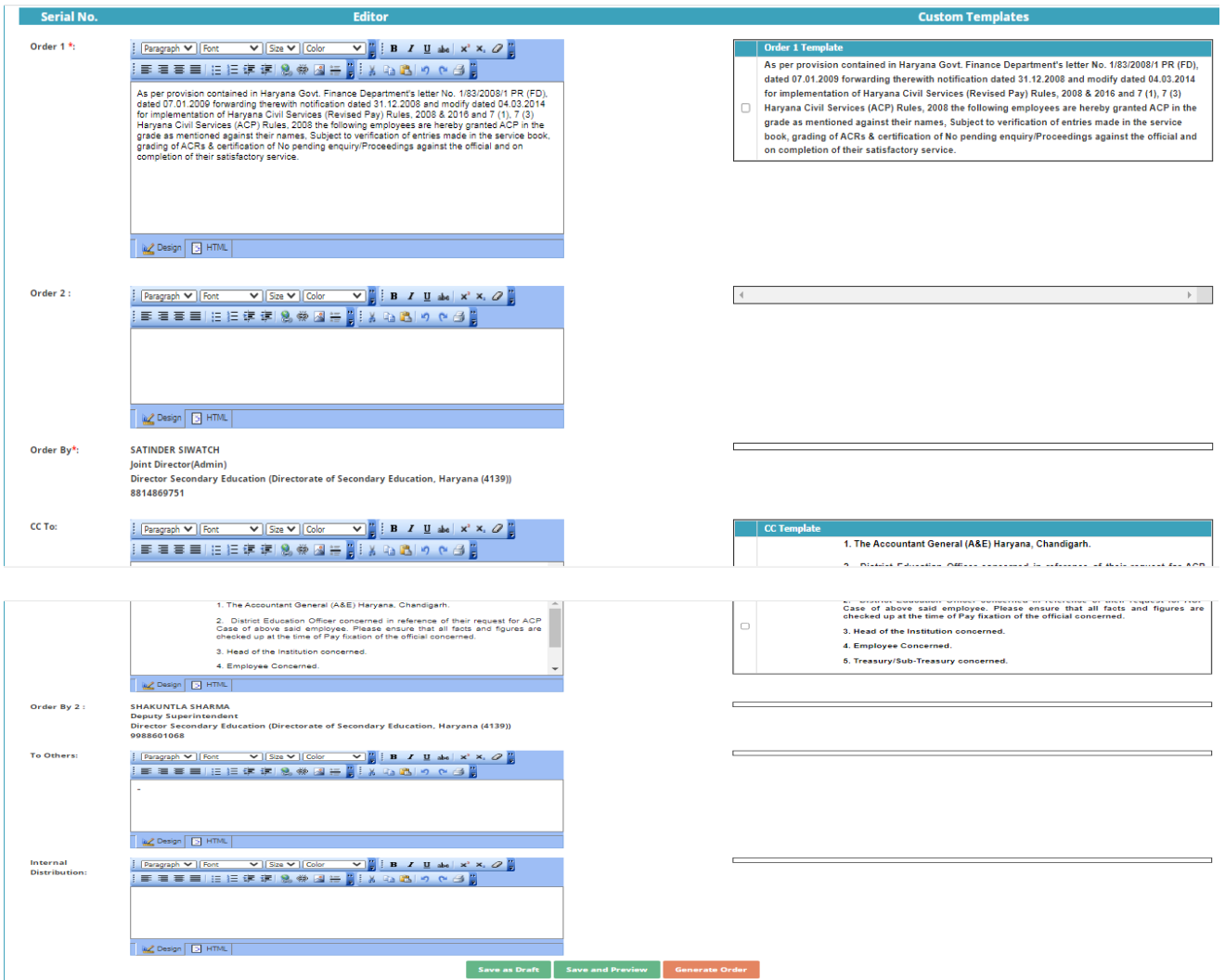
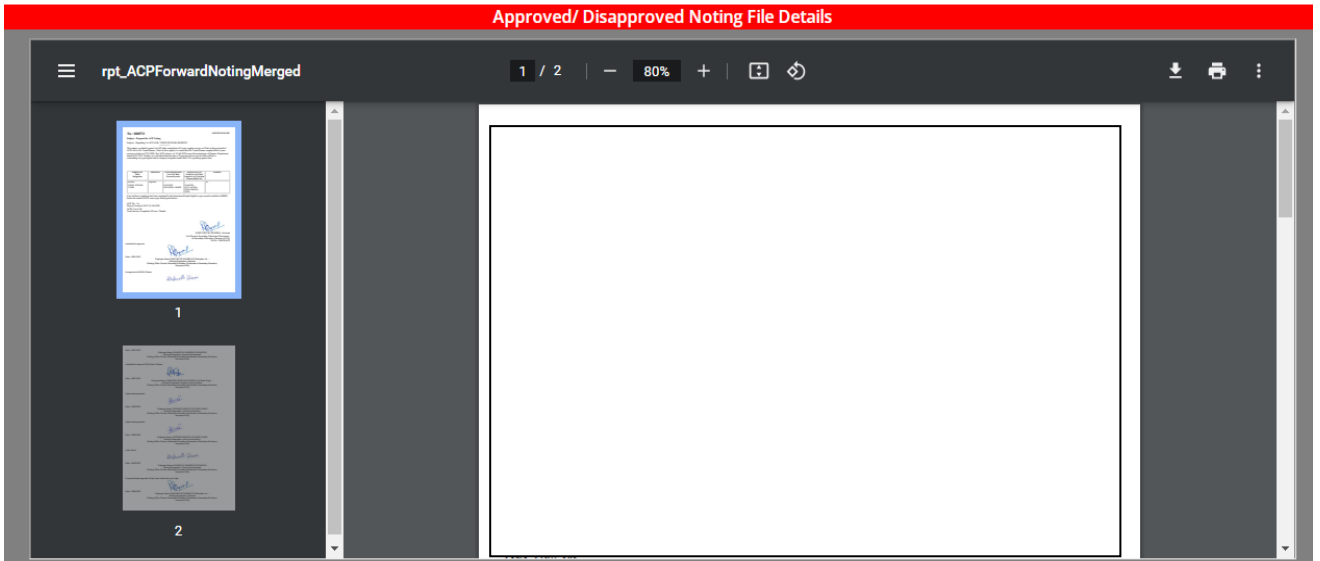


Figure 26

Select approved noting in the field of noting type alongwith the select reference number of the employee.

Sanction File No, Sanction date, Order date are automatically filled. Enter the place and also fill the ACP to be given details.

In the above screen all the order detail is entered. Order is generated for the employee whose details are being shown in the Grid.

Save as draft: After clicking this button record is saved. Order can be generated later on.

Save and Preview Button allows you to save and Preview is used for saving and for viewing order.

Generate Order allows order will be generated. OTP will be sent on the registered mobile number. Pay fixation needs to be done for an approved case.

2. Disapproved Noting:

ACP Generate Order

Pending Cases : 2 (Approved: 1 / Disapproved : 1 / Revert Case : 0)

Noting Type : Select Reference No Download Noting File

Employee Details

Unique Id	Employee Id Name Designation	Last Promotion Date last ACP Date Present Pay Scale
CJ083R	CJ083R KAPIL KUMAR Agriculture Development Officer	-- -- 9300-34800+3600GP

File No*: Order Date*:

Sanction Date*: Place*:

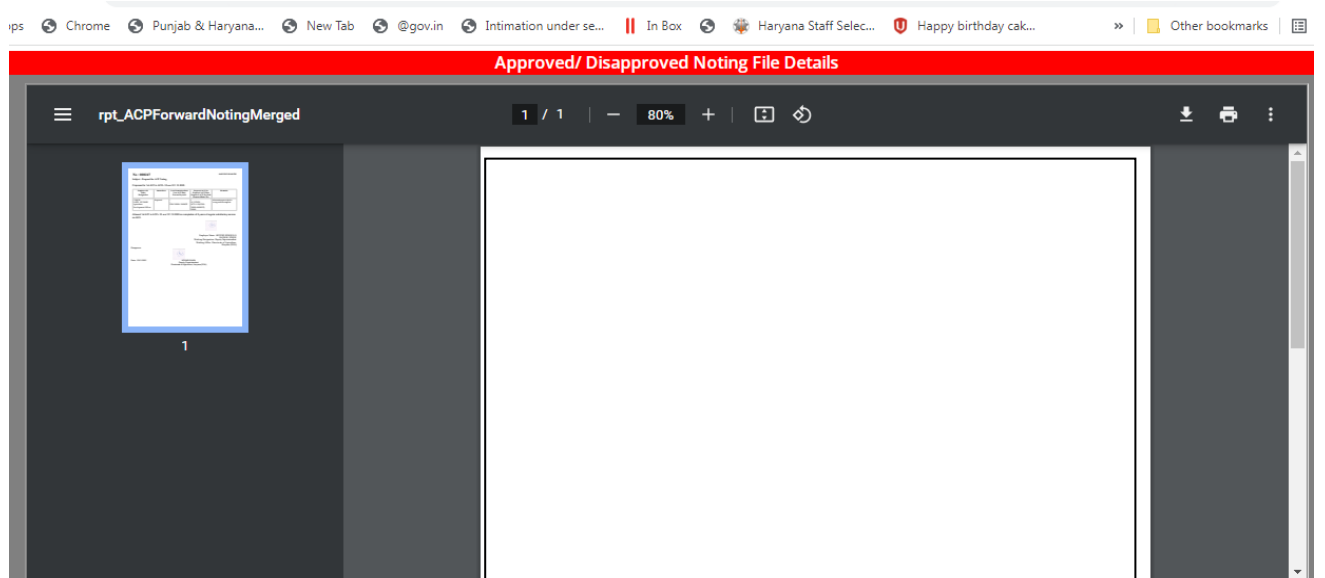
ACP to be given

(Field mark with * are mandatory.)

ACP No*: ACP Date*:

Pay scale*: Old Pay scale*:

Basic Pay*: Remarks*:



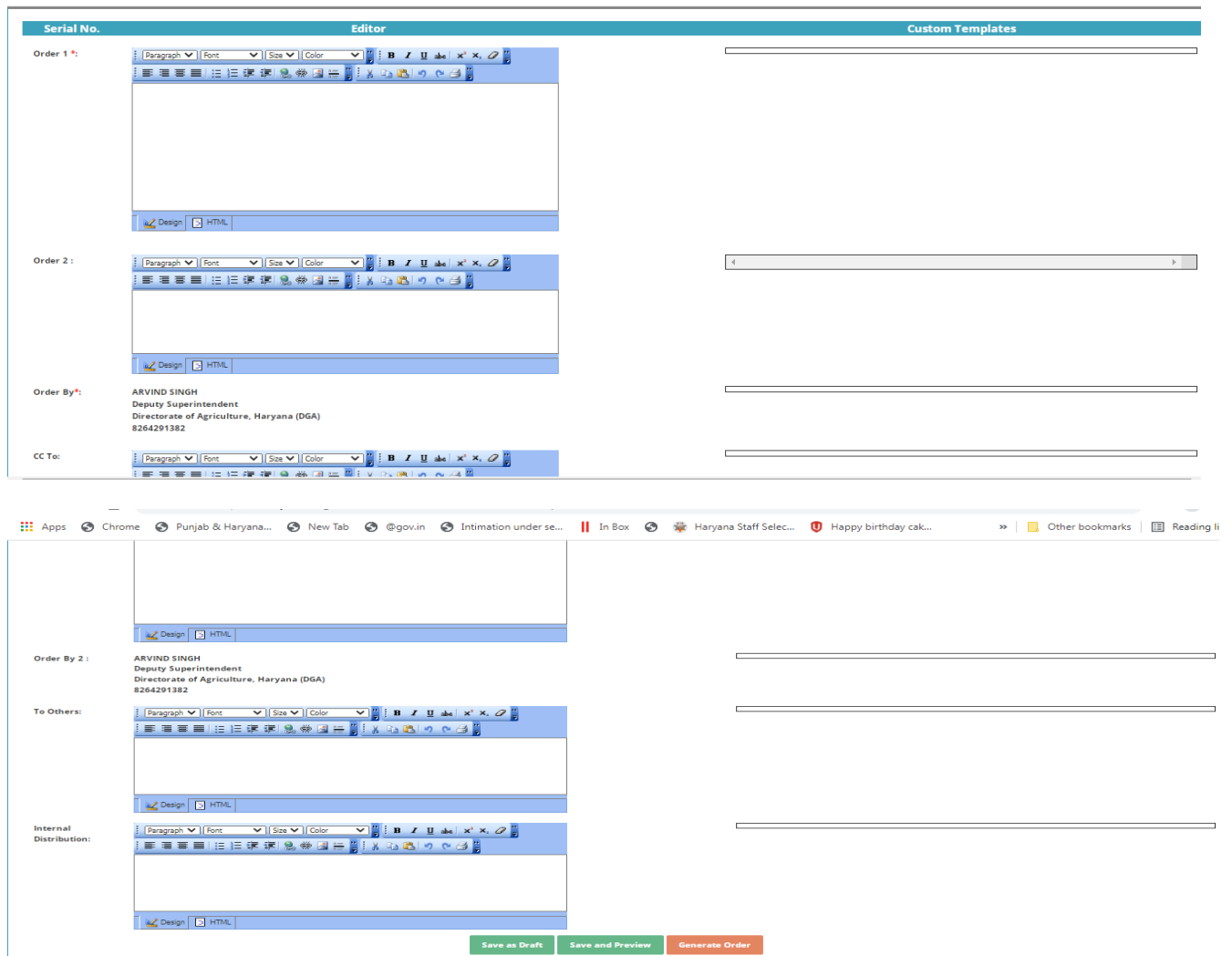


Figure No. 27

Select dis-approved noting in the field of noting type alongwith the select reference number of the employee.

Sanction File No, Sanction date, Order date are automatically filled. Enter the place and also fill the ACP to be given details.

Save as draft: After clicking this button Record is saved. Order can be generated later on.

Save and Preview Button allows you to save and Preview is used for saving and for viewing order.

Generate Order allows order will be generated for disapproved case. *A disapproved case will come back in ACP Initiative case menu for re-initiation of ACP case. Pay fixation cannot be done for a disapproved case.*

Revert Case: Select this option to see the list of cases where order is reverted.

ACP Generate Order

Pending Cases : 5 / Approved: 3 / Disapproved: 0 / Revert Case : 2

Noting Type : Select Reference No : Download Noting File

Employee Details

Unique Id	Employee Id Name Designation	Last Promotion Date Last ACP Date Present Pay Scale
0F02FV	UR02FV TRIPTA KUMARI Elementary School Head Master	01/10/2013 29/04/2021 9300-34800+4800GP

File No*: Order Date*:

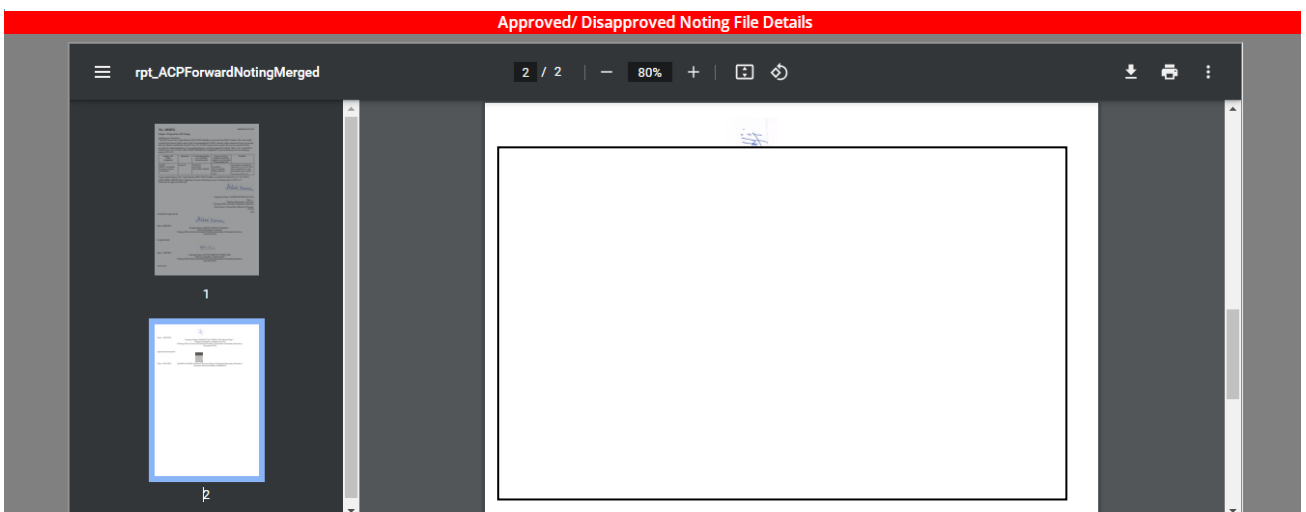
Sanction Date*: Place*:

ACP to be given
(Field mark with * are mandatory.)

ACP No*: ACP Date*:

Pay scale*: Old Pay scale*:

Basic Pay*: Remarks*:



Serial No.	Editor	Custom Templates
Order 1*:	<p>As per provision contained in Haryana Govt. Finance Department's letter No. 1/83/2008/1 PR (FD), dated 07.01.2009 forwarding therewith notification dated 31.12.2008 and modify dated 04.03.2014 for implementation of Haryana Civil Services (Revised Pay) Rules, 2008 & 2016 and 7 (1), 7 (3) Haryana Civil Services (ACP) Rules, 2008 the following employees are hereby granted ACP in the grade as mentioned against their names. Subject to verification of entries made in the service book, grading of ACPs & certification of No pending enquiry/Proceedings against the official and on completion of their satisfactory service.</p>	<p>Order 1 Template</p> <p>As per provision contained in Haryana Govt. Finance Department's letter No. 1/83/2008/1 PR (FD), dated 07.01.2009 forwarding therewith notification dated 31.12.2008 and modify dated 04.03.2014 for implementation of Haryana Civil Services (Revised Pay) Rules, 2008 & 2016 and 7 (1), 7 (3) Haryana Civil Services (ACP) Rules, 2008 the following employees are hereby granted ACP in the grade as mentioned against their names. Subject to verification of entries made in the service book, grading of ACPs & certification of No pending enquiry/Proceedings against the official and on completion of their satisfactory service.</p>
Order 2:		
Order By*:	MUKESH KUMAR Additional Director (Admin) O/o Director Elementary Education, Haryana, Panchkula 9059944333	
CC To:		<p>CC Template</p> <p>1. The Accountant General (A&E) Haryana, Chandigarh. 2. District Elementary Education Officer concerned in reference of their request for ACP Case of above said</p>

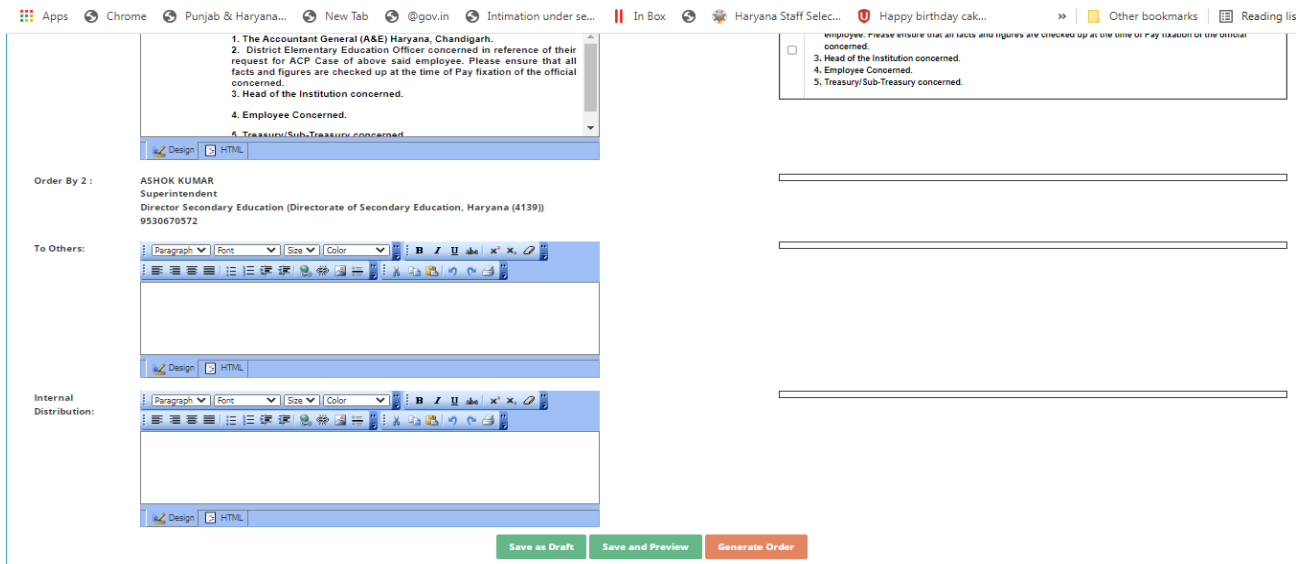


Figure No. 28

Save as draft: After clicking this button Record is saved. Order can be generated later on.

Save and Preview Button allows you to save and Preview is used for saving and for viewing order.

Generate Order allows order will be generated.

ACP – View Download orders

Login with HRMS Checker, Select “Modules/ Generate Order” ACP→ACP View Download Orders as shown in the following figure:

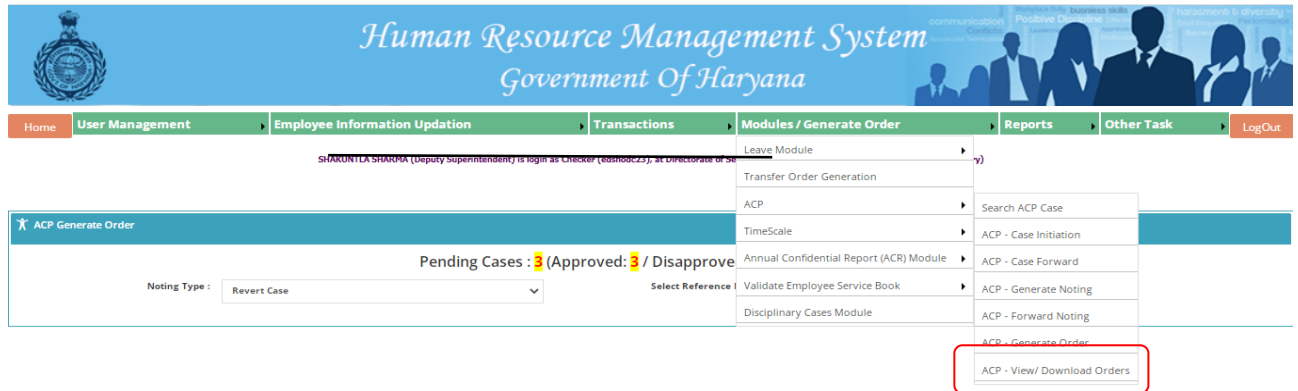


Figure No. 29



Figure No. 30

On this page you can view, download files such as Service book file, ACP Performa File, Noting File and ACP order File. Click the revert action/status button to revert the order.

Search ACP Case

Login with HRMS Checker, Select “Modules/ Generate Order”→ACP → Search ACP Case as shown in the following figure:

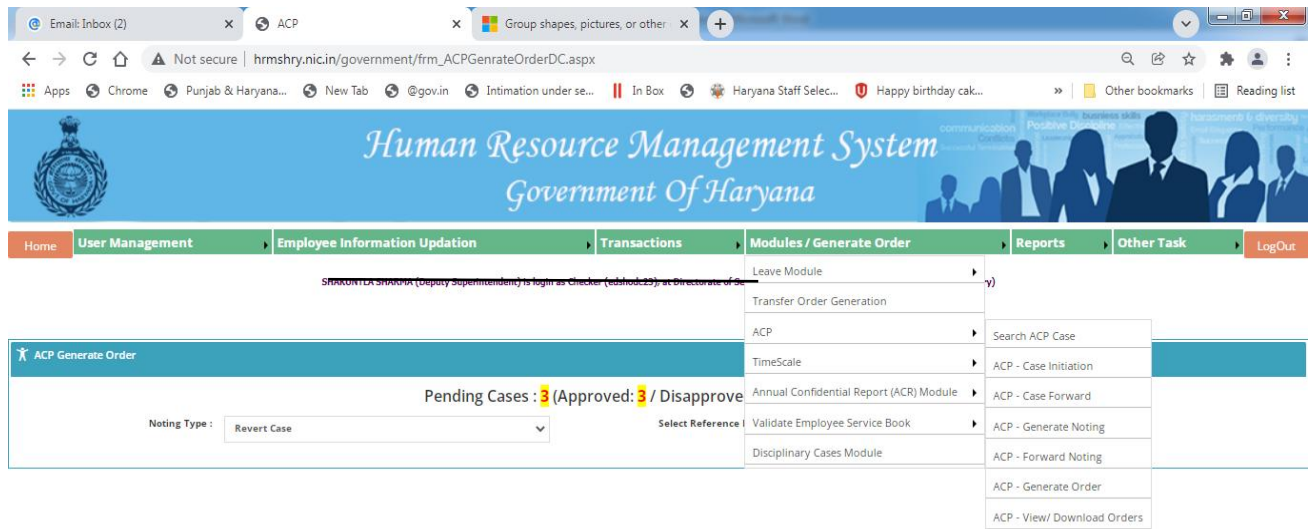


Figure No. 31

Click the Search ACP Case and fill the Employee id and see the employee ACP case detail.

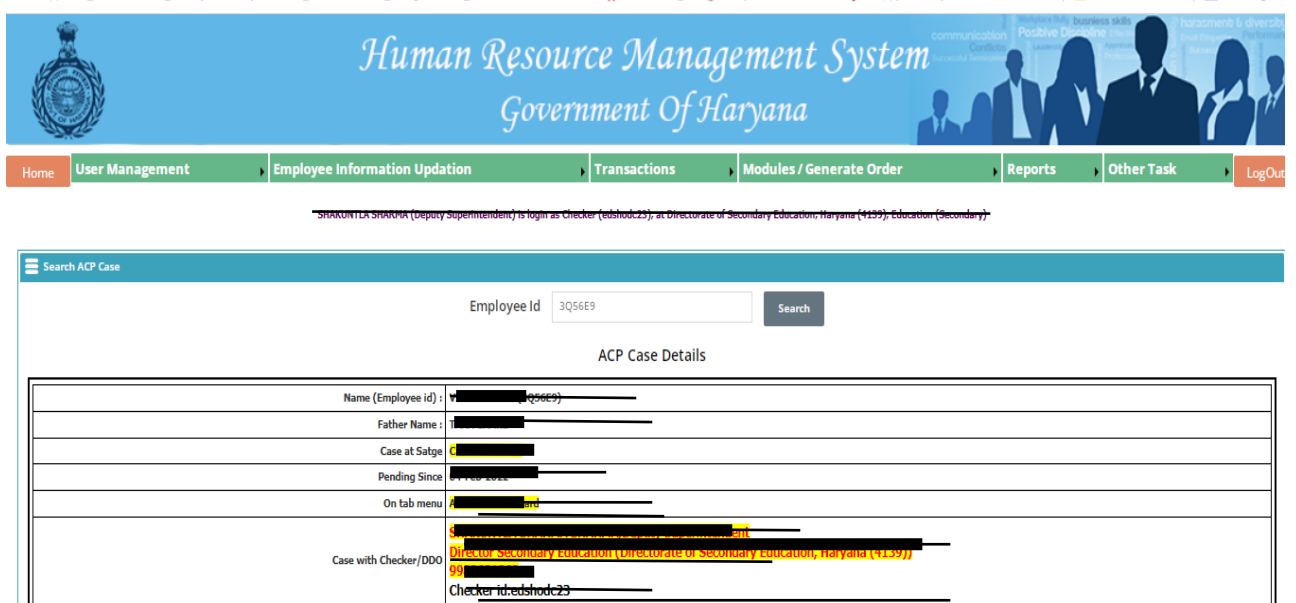


Figure No. 32

--End of Manual --