Through web-site

From

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

То

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

No. 25699-252 Dated: -08/09/

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

Table of Contents

3
9
12
15
19
24
26

ACP Case Initiation (Initiate a new ACP Case)

Step—1: Login with HRMS Checker, Select "Module/Generate Order" \rightarrow ACP \rightarrow ACP Case Initiation as shown in the following figure:

ò	Human Resource Management System	,
Home User Management	Leave Admin Module Personal Profile Service Provider Transactions Order Generation Reports User Manuals Change Password Log	jOut
	Welcome To ACP- Case Initiation ACP- Case Initiation ACP- Case Initiation ACP- Case Forward ACP- Generate Noting ACP- Generate Noting ACP- Generate Order ACP- View/ Download Orders Human Resource Management System	

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.

	ACP - Case Initiation (Initiate	A New ACP Case)		
Group: *	-Select Ali-	Please enter coming in th Payee Code: *		e to see reason why employee not
Rule: *	-Select All-			
Designation: *	-Select All-	V		
	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 : OH	4075			
Employee Name	NOTER DAILETA			
Father Name : 11	NO TWILLA	01/Oct/2014		
Actual/Parent Designation : TO	chnical foolscanc	-	1	Take Action
Office Dir Date of Joining in Govt. Service : 00				
Retirement Date				
Unique Code : 1H				
Employee Name				
Father Name : BH	UOD 21NGH	01/Mar/2021		

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 youwant to initiate the ACP case.

	ACP - Case In	itiation (Initiate A New ACP Case)			
Group: *	Select All	~	Please enter p coming in the		e to see reason why employee not
Rule: *	Select All	Payee Code:*			
Designation:*	Select All	~	Reason		
Total Records: 9	Search Clear				
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
Date of Joining in Govt. Service :	SANGLEY NONESA CIENTIAL STATUS HANGHOO MANTESA Timenatamen H Uneconrate of Agriculture, Haryana (10WII * MANCHKULA)- DUO ¹ , DGA	01/0ct/2014 		1	Take Action
Unique Code : Employee Name : Father Name :	1977 - 5000 1977 - 5000 8000 / Singi	01/Mar/2021			

Figure No. 3

Proposed ACP Pay Scale *	_	~		View Service Book View ACP/ACF	R	
Corresponding 6th PayScale		~	rptGeneralReport	1 / 10 - 80% +		•
Proposed Basic Pay*		¥				
Proposed ACP Date	03/02/2022			SEDVICE BOOK	14/02/2022 11:58 AN	
Is Fit For Promotion*	Yes	~		SERVICE BOOK	14/02/2022 11:56 A.S	
Remarks *	test					
ACR Verification At *	KANCHAN BALA BALA SuperintendentTreasu	ries i 🌱				





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" \rightarrow ACP \rightarrow 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.

		uman Reso Gov	vernment C				Ļ	N	No the part
e User Management	Employee Informati	on Updation	Transaction	s,	Module	s / Generate Order		Reports	, Other Task
_				(Leave M	odule	•		
					Transfer	Order Generation	•		
Pending ACP Cases					ACP		•	Search ACP Ca	se
lete option will shown to ir	hitiator Checker /DDO. If wa	ant to delete case send	back the case to in	itiator Che	TimeScal	e	•	ACP - Case Init	iation
tal Pending Cases : <mark>4</mark> click	on count to view details	Search by Emp	loyee Id:		Annual (Confidential Report (ACR) Modul	e 🕨	ACP - Case For	ward 10
nique Code Name	Last ACP Date	Proposed ACP No Proposed ACP Date			Validate	Employee Service Book	•	ACP - Generat	e Noting
ther Name orking Designation fice	Last Promotion Date Retirement Date	Proposed ACP PaySci Basic Pay ACR %age	ale Act	ion	Disciplin	ary Cases Module		ACP - Forward	Noting
ARKASH ROHILLA AL fficer and Accounts, Head Quarter andigarh]	 29/12/2010 31/05/2019	1 29/12/2018 ACP-L-13(15600-3910 83300	0+6000GP)	Take Action		Click To Check	Dek	ACP - Generati	e Order ownload Orders
MAR IGH icer ication officer Sonepat nepat]	01/06/2010 30/12/2011 29/02/2040	2 01/01/2020 ACP-L-11(9300-34800 58600	+4800GP)	Take Action		Click To Check			Movement History 2nd acp
HANDER BHANSHARMA sisistant ry.nic.in/government/frmACPIntiate	31/10/2011 History DC.aspx	2 01/11/2019 ACP-L-10(9300-34800 46200	++4600GP)	Take Action		Click To Check			Movement History IST ACP AS ASSISTANT

Figure 6

→ C A Not sect	ure hrmshry.nic.in/government	:/frmACPIntiateHistory_DC.aspx				९ 🖻 🛧 🌲 😩
Apps 🕥 Chrome 🔇 Punjab	& Haryana 🚷 New Tab 🚷 🛛	⊉gov.in 🔇 Intimation under se 👖	In Box 🔕 🏶 Harya	ana Staff Selec 🚺 Happy	birthday cak	» 📃 Other bookmarks 🔠 Readin
Pending ACP Cases						
· · · · ·		to delete case send back the case				
otal Pending Cases : <mark>5</mark> click	on count to view details	Search by Employee Id: 2B4	IBOH	Search		Show Top 10
Unique Code Employee Name Father Name Working Designation Dffice	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
KASH ROHILLA KASH ROHILLA A Cer d Accounts, Head Quarter [digarh]	 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
1 F R E H S r t tion officer Sonepat [pat]	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 acp
3 S ANSHARMA A T te palwal [a1]	 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
F G i SOROT A ssury Officer S V Sohna [aon]	 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.Gurugram
2 k t t SINGH s r Directorate of Agriculture, Haryana (Distict: 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

		_	
	🐡 Email Inbox (4)	🛪 🐵 ACP Initiate History Take Action 🛛 🗙 🛨	
	€ ⇒ C © ▲	Not secure htmshry.nic.in/Government/FrmWefrifyACPCa	seuspichdepticade=TAAduemplid=20460HdinextACP=20inentACPDuite=20222dipercentage=dicid=140 🕄 🔬 🛊 🏦 🚦
	📰 Apps 🕲 Chrome 🤤	👌 Punjab & Hanyana 🧑 New Tab 😒 Orgovin 🥸 Intima	ation under se 📕 In Box 💩 🌞 Haryana Staff Selec 🧔 Happy birthday cak » 🔋 🧾 Other bookmarks 🛛 🎹 Reading list
	Corror User Managem	fent Employee Information Updation	Source Management System Sovernment Of Haryana Transctions Nederline Conternate Order Reports Other Tails Reports Repo
	Ease of a 2nd ACP Co Proceeded annual Sec Forward Sec Remarks	er of NAPE KUMAR s/o BHARAAVEER SINGH working as Section D-Grang-dgard tent	an Officer Here ACE Summary Steet View Series Nock View ACENDS = rgtAcpGradePay_ 1 / 3 - 50% + 2 0
	forward by: Separatedanty - M		
	^و * •		- com (a) 1.237 Montay 17 1442-332
•			III
1212, 309px	t⊡	†⊒ 1359 × 623px	🖫 Size: 110.4KB

Figure 8

Email: Inbox (4)	× O ACP Initiate History	× +	Monah Ind		V	- 0 - X
\leftrightarrow \rightarrow X \triangle A Not secu	re hrmshry.nic.in/Government/frmA	CPIntiateHistory_DC.aspx?save=1			0 ₫ ☆	* 🛓 E
🔛 Apps 🔇 Chrome 🔇 Punjab	& Haryana 📀 New Tab 📀 @gov.ir	hrmshry.nic.in says	Happy birthd	ay cak »	Other bookmarks	🔠 Reading list
ò	Hum	Case forward successfully	ok stem			
Home User Management	Employee Information Upda	ation Transactions	Modules / Generate Order	Reports	Other Task	LogOut
		-KANCHAN BALA (Superintendent) is login as Checker (taaho	lci), at DGTA, Treasury and Accounts			
Pending ACP Cases						
	itiator Checker /DDO. If want to de	elete case send back the case to initiato	r Checker /DDO			
Total Pending Cases : <mark>4</mark> click o		Search by Employee Id:				
📀 🖻 🎍 e	i 🖕 💽 🕡 🧀				•	12:24 Monday 14-02-2022

Figure 9

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

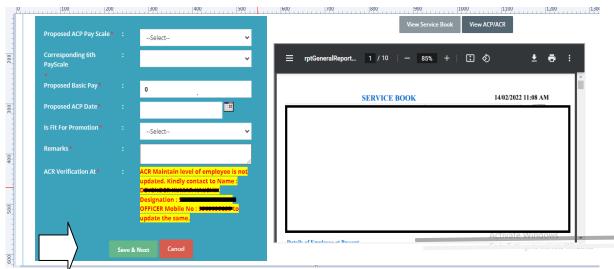


Figure No. 10

ACP Case Forward

Login with HRMS Checker and select "Modules/Generate Order" \rightarrow ACP \rightarrow ACP Case Forward.

User Management	Employee Information Upda	ation Transact	tions Modules /	Generate Order	Reports	Other Task	Log
	ARVIND	SINGH (Deputy Superintendent) is login as Check	er (agrdgac1), at DGA, . Leave Mo	dule 🕨 🕨 nt			
			Transfer C	Order Generation			
			Pendency. ACP	• Sea	rch ACP Case		
	Co to Poport	ts> Monitoring Reports		N	- Case Initiation		
		pendency number in Wh			- Case Forward		
	CIICK	pendency number in wi			- Generate Noting	_	
				V —	0	_	
					- Forward Noting		
					- Generate Order		
		oto Feb 2020 due to any r			- View/ Download Orders	_	
ler before HRIVIS IM	plementation. From M	arch 2020 onwards, plea	se send data from	THRIVIS>Salary C	peneration Pag	e and then gen	erate
e User Management	Employee Information	Updation Tran	sactions Mode	ules / Generate Order	Report	s Other Task	•
	Employee Information	Updation , Tran	sactions Modu	ules / Generate Order e and Fanner welfare Department	Report	s Other Task	•
Pending ACP Cases	-ARVIN	19 STNGH (Reputy Super Intendent) is login as Che	sactions Modu	e and Familer Welfare Department	Report		
ending ACP Cases tal Pending Cases : <mark>104</mark> a	-ARVIN	9 Stiller (Geporty Separational and Second and Second and Second ACP No	sactions Modu	ules / Generate Order	Report	Show Top 10	•
ending ACP Cases tal Pending Cases : 104 o gue Code skyze Kame ring Designation	-ARVIN	19 STNGH (Reputy Super Intendent) is login as Che	sactions Mode desr(agrégaci), ar oder, egenesieur Action	e and Familer Welfare Department	, Report		
ending ACP Cases cal Pending Cases : 104 o que Code Royce Name Nang Designation	-source lick on count to view details Last ACP Date Last Promotion Date	9 SHGH (Separty Separtitudent) to login as Cha Search by Employee Id: Proposed ACP No Proposed ACP Date Proposed ACP Date Basic Pay ACR %age	cker (agrdgact), ac DGA, Agricultur	e and Farmer Welfare Department	Delete Delete option will shown to initiator	Show Top 10	
ending ACP Cases al Pending Cases : 104 use Code or Name or Name or Same ca	-source lick on count to view details Last ACP Date Last Promotion Date	Bearch by Employee Id: Search by Employee Id: Proposed ACP No Proposed ACP No Proposed ACP Date Proposed ACP Paye ACP ASSA	cker (agrdgact), ac DGA, Agricultur	e and Farmer Welfare Department	Delete Delete option will shown to initiator want to delete case see back the case	Show Top 10	
ending ACP Cases Tal Pending Cases : 104 of spec Code thrope Mane King Designation ce	-source lick on count to view details Last ACP Date Retirement Date	9 SHGH (Separty Separticularit) to login an Cha Search by Employee Id: Proposed ACP No Proposed ACP Date Proposed ACP Date Propose	cke (sydysci), sc Dik, Agnosiun Action	e and Fanner weifare Department	Delete Delete option vill shown to initiator Checker /000, IT want to delete case	Show Top 10 History Remark	•
ending ACP Cases tal Pending Cases : 104 of gue Code May Devision R Dass Pr Specialist Ababad] NNDER	-source lick on count to view details Last ACP Date Retirement Date	Search by Employee Id: Search by Employee Id: Proposed ACP No Proposed ACP No Proposed ACP Date Proposed ACP Date Decore ACP Date Dec	Action	ACP Permission	Delete Delete option will shown to indicate want to delete case see back the case to initiator Checker /DDO	Show Top 10 History Remarks Movement History ACP Due 01/09/2016	
ending ACP Cases cal Pending Cases : 104 o que Code Ronge esignation en Rame Rong Designation esignation Rong Specialist sar Specialist shabed] NNDER sistant Ground Water Cell, Ambala	List ACP Date List ACP Date Retirement Date	9 SHGH (Separty Separtitudent) is login as the Search by Employee Id: Proposed ACP No Proposed ACP Date Proposed A	cke (sydysci), sc Dik, Agnosiun Action	e and Fanner weifare Department	Delete Delete option will shown to initiater Checker / DOD. If wide hads the case to initiater Checker	Show Top 10 History Remark	
ending ACP Gases cal Pending Cases : 104 , pue Code Noyce Name terr Name re Rame R Dass re Specialist ababad] NDDER sistant	lick on count to view details Lask ACP Date Lask ACP Date Lask Poroaction Date Retirement Date 18/06/2008 28/02/2022 01/04/2019 31/12/2045	9 SHGH (Separty Separaheandent) is legin as the Search by Employee Id: Proposed ACP No Back PACP No ACP -L1(S300-34800+4800GP) 6000 10 100 3	Action	ACP Permission	Delete Delete option vell about to initiator Checker /DBO, If varat to delete case set back the case rob bater Checker /DBO Delete Delete Delete option vell about to initiator	Show Top 10 History Remarks Movement History ACP Due 01/09/2016	
ending ACP Cases cal Pending Cases : 104 o que Code Ronge esignation en Rame Rong Designation esignation Rong Specialist sar Specialist shabed] NNDER sistant Ground Water Cell, Ambala		9 30001 (Beputy Separatement) is form as the Search by Employee Id: Proposed ACP No Proposed ACP Date Proposed ACP Date Proposed ACP Pay ACP-12005 ACP-110(5300-34600+4500GP) 4600 10 10 10 10 10 100	Action	ACP Permission	Delete Delete option will shown to black want to delete care send back the case to initiator Checker / DDO Delete Delete	Show Top 10 History Remarks Movement History ACP Due 01/09/2016	
ending ACP Cases cal Pending Cases : 104 of loge Name ter Mane R Dass Proposition R Dass Proposition Augustion Proposition Pr		9 SHGH (8xput; 5xputhematicit) is login as the Search by Employee Id: Proposed ACP No Proposed ACP Data Proposed ACP Data Proposed ACP Solution ACR*0.20 10/05/2008 ACP+1.1(\$300-34800+4800CP) 600 0 10/07/2020 ACP+1.3(\$500-39100+6000CP)	Action Take Action	ACP Permission Click To Check Click To Check	Delete Delete option will shown to initiator Checker / DDo. If ware to delete case to initiator Checker / DDO Delete Delete Delete to initiator Checker / DDO. If weed hack the case to initiator Checker / DDO	Show Top 10 History Remarks Movement History ACP Due 01/09/2016 Movement History Movement History	
*ending ACP Cases tal Pending Cases : 104 of sque Code playee Rame her Name example Code R Dass R Da		9 SHGH (8xput) Separational Selection (1) Separation (1) S	Action Take Action	ACP Permission Click To Check Click To Check	Delete Delete option vell about to initiator Checker /DDo, If vant to delete case seed back the case tro bacter Checker /DDO Delete Delete Delete case seed back the case red back the case	Show Top 10 History Remarks Movement History ACP Due 01/09/2016 Movement History Proposed to 2nd ACP Movement History	
*ending ACP Cases tal Pending Cases : 104 of sque Code playee Rame her Name example Code R Dass R Da		9 30001 (0xput; 5xput: tunkent) is form as the Search by Employee Id: Proposed ACP No Proposed ACP Date Proposed ACP Date Proposed ACP Date Proposed ACP Mode ACP-1:10(3300-34800+4800GP) 46300 10 10/07/2019 ACP-1:10(3300-34800+4600GP) 100 3 0/07/7220 0/07/7220 0/07/7220 0/07/7220 100 3 70	Action Take Action	ACP Permission Click To Check Click To Check	Delete Delete option will checker / DOO. If want to delete can send back the case to initiator Checker / DOO Delete Delete Delete Delete checker / DOO. If want to delete case to initiator Checker / DOO. If want to delete case to initiator Checker / DOO. If	Show Top 10 History Remarks Movement History ACP Due 01/09/2016 Movement History Proposed to 2nd ACP	# Benefit- stant on dated 1



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.

Forward To: Level-2==>DGA/agrdgac1==>(ARVIND SINGH (Deputy Superinter	eck Reason		_		
• Forward to: Level-2==>DGA/agrdgac1==>(ARVIND SINGH (Deputy Superinter \ test save Cancel word By-	te: Field is mandatol	ry.		View Serivce Book View ACP/ACR	
orward To: Level-2==>DGA/agrdgac1==>(ARVIND SINGH (Deputy Superinter ~ test Save Cancel	Take Action *				
terrariss test		• Forward to generate noting			
terrariss test					
terrariss test					
ward By-	Forward To:*	Level-2==>DGA/agrdgac1==>(ARVIND SINGH (Deputy Superint	r ¥		
word By-	Remarks: *	test			
word By-					
word By-					
	rward By:-				
	-	·			

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	Rule : Har Rules 199	nt: AGRICULTURE Group: B yana Subordinate Agricultural (Group C) Service 3 on: Agriculture Development Office r	Department: AGRICULTU Rule : Haryana Subordina Rules 1993 Desgination: Agriculture I	te Agricultural (Group C) Service	-
					Employee Permission detai	ls		
Kind	ly note pink colo	r row(s) denotes	the permission is r	not activate	d for the user(s).			
Sr.N	o. Office Level			Descriptio	n Level Admin Details	ACP Foward Per	rmission Checker To Whom P	ermission (
1	Level-1			ACS	Employee Name: HARISH KUMAR S/O DAULAT F Working Designation: Deputy Secretary Mobile: 9888078119 agracsa1	IAM No		
2	Level-2(Current	Office)==> ACP	Forward	DGA	Employee Name: HARI KRISHAN S/O ANTWARI Working Designation: Assistant Mobile: 9872402387 agrdgaa1	RAM Yes	agrdgac1	
3	Level-2(Current	Office)==> ACP	Generate Noting	DGA	Employee Name: HARI KRISHAN S/O ANTWARI Working Designation: Assistant Mobil e: 38724023 87 agrdgaa1	RAM Yes	agrdgac1	
					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.

Unique Id	0E1J02			Employee Name :	RAMESHWAR Dass	
Designatio	n : Subject Matter Specialist			Office :	SDAO Tohana (Tow	n - TOHANA), DDO - Sub Divisional Agriculture Officer Tohana
Retiremen	tDate: 28/02/2027					
Date	From Office	From User Detail	To Office	To User Detail		Remarks
Jate						
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 01/09/20

Figure No. 14

ACP Generate Noting

Login with HRMS Checker. Select "Modules/ Generate Order" \rightarrow ACP \rightarrow ACP Generate Noting as shown in the following figure:

Home	User Management	Employee Information Updation) Transactions) Modules / Generate Order	Reports) Other Task	LogOut
		ADVIND CINCH (Deputy Sup-	ainkendent) is login as Checker (agrugact) ,	at DGA, I Leave Module) nt		
				Transfer Order Generation	•		
			To See Pende	ncy.	Search ACP Case		
		Go to Reports> Moni			ACP - Case Initiation	-	
				to s	ACP - Case Forward		
				Module	ACP - Generate Noting		
					ACP - Forward Noting		
					ACP - Generate Order		
					ACP - View/ Download Orders	-	

		A	CP - Generate Not	ing		
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	
	3L56TH MANOJ KUMAR SATYA PAL Agriculture Development Officer SOHNA	-	 31/07/2041		1 01/01/2019 ACP-1-10(0300-34800+4600GP) 49900	
0	9I3Q5T RAVINDRA Redhu SH. RAM NIWAS Agriculture Development Officer Jind I		01/12/2020 31/03/2045		11/2020 P-L10(9300-34800+4600GP) 000	
D	3D21KX VDAY KUMAR KUMAR CHANDER PRAKASHDABLA Technical Assistant Deputy Director of Agriculture Hisar		01/04/2014 31/01/2026		(94/2021 	
	5141C5 VISHNU DUTT CHANDGI RAM Agriculture Development Officer DEPUTY DIRECTOR AGRICULTURE, Bh		 31/08/2028		112/2020 	
	1H0F2A RAHUL SHEORAN KULDEEP SINGH Agriculture Development Officer Sub Divisional Agriculture Officer Siwa		 31/07/2046		(91/2021 	
	1H0F2J MANGE RAM BANWARI LAL Agriculture Development Officer balsamand		 31/08/2032		12/2020 	
	3G1G27 RAKESH KUMAR KOONT BHAGWANA RAM Technical Assistant Tecnical Assistant		01/05/2021 31/01/2019 30/06/2031		(05/2021 	
			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.

		ACP - Generate	Noting				
Select Type : *	Previous Record		✓ Select Reference No	000064 V	/INOD KUMAR(3D0BDW) [Agric	ulture Development Officer]	~
Field mark with * a	re mandatory.	View Servi	ce Book View ACP/ ACR				
							1
Noting 1*:	Normal V Font V 3 V Color V		[
	B Z U ale x ³ X. 2						
	j = = = (;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;						
	- norseene musultiment/dozennen/mu	tor mani_o caopa					
👖 Apps 🕥 Chro	ome 🔇 Punjab & Haryana 🔇 New Tab 🔇 @gov.				Happy birthday cak	» Other bookm	narks 🔝 Readin
VINOD KUMAR	01/01/	hrmshry.nic.in says		0		test	
VINOD KUMAK	Proposed V 2 01/01/ 19/06/	Once Noting generated it	will not be edited. Do you want to	Generate?			
Noting 2*:	: Paragraph V Font V Size V Color V		ОК	Cancel			
	<u>B / U</u> ake x ³ x. ⊘						
	Above officials are requested to ACP						
	Cesign 🕃 HTML						
Noting By*:	Deputy Superintendent==>Actual						
	A RVIND SINGH Deputy Superintendent						
	Directorate of Agriculture, Haryana (DGA)						
		Save as Draft	Print Noting Generate Noting				
I.		Figure	No. 16				

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.

		- ARVIND SINGH (Deputy Su g	verintendent) is login as Checker (agregaet), at DGA, Agriculture and Far	mer Welfare Department
		1	ACP - Generate Noting	
elect Type : *	Previous Record		Select Reference No	000054
Field mark with * are mandator	y.	Mobile Number*	Enter OTP Details	
		Email*	8204291382 	
			Send OTP Cancel	
		OTP*		

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.

				source Man overnment Of	agement Syste Haryana		17	, ,,,
ome	User Manageme	ent	Employee Information Updation	Transactions	Modules / Generate Order	Reports	Other Task	LogOut
			ARVIND SINGH (Deputy Superint	endent) is login as Checker (agrógac1), a	at DGA, Agriculture and Farmer Welfare Departm	ent		
			ACP - Noting Fo	rward/Approve/Disapp	rove			
			Pending Cases : <mark>2</mark>	<mark>5</mark> (Approved: <mark>1</mark> / Disapp	roved : <mark>1</mark> / Forward Case : <mark>23</mark>)			
N	loting Type :		Approved Noting	✓ Refere	select Noting No.		M	
	Action		Forward Check Permission	View Serivce Book Vi	ew Acp View Noting			_
	Forward To		ARVIND SINGH (Deputy Superintende 🗸					
	Remarks		test //					
	Forward							

Figure No. 18

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

				Employee	Details			
Sr.No.	Unique Code	Employee Name	Father Name	Employee Details At The Time of AC	P Initiate	Employee	Details at Persent	Mismatch issue
1	2110132	SINGH		Rule : Haryana Subordinate Agricultural (Group C) Service Ru Rules 1993 Ru		Rule : Hary Rules 1993	Department: AGRICULTURE Group: C Rule : Haryana Subordinate Agricultural (Group C) Service Rules 1993 Desgination: Jeep driver	
	ote pink color ro Office Level	w(s) denotes the p	permission is not a Permission Type	ictivated for the user(s).	Permission Give	n To	To Whom Contact Regarding Permission	
1	Level-2(Current)	DGA	ACP Order genera		agrdgac1, agrdgac	:1,	Employee Name: HARI KRISHAN S/O ANTWARI RA Working Designation: Assistant Mobile: <u>3072102307</u> agrdgaa1	м

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.

ò		rsource Management S Povernment Of Haryana	ystem	
Home User Management	Employee Information Updation	Transactions Modules / Genera	ate Order 🔹 🖡 Reports	Other Task LogOu
	-ARVIND SINCH (Deputy Superi	ntendent) is login as Checker (agrdgac1), at DGA, Agriculture and Farmer We	fare Department -	
	ACP - Noting F	orward/Approve/Disapprove		
Noting Type :	Pending Cases :	25 (Approved: <mark>1</mark> / Disapproved : <mark>1</mark> / Forward C	ase : <mark>23)</mark> 000247 / KAPIL KUMAR(CJOB3R) – (AGRICULTUR	RE DEVELOPMENT OFFICER) Nor
Action : Forward To : Remarks : Forward	Forward Check Permission ARVIND SINGH (Deputy Superintende 🗸 test	View Serivce Book View Acp View Noting	- 80% + 🗄 🔊	± = :

Figure No. 20

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

				E	mployee Detail	S			
Sr.No		mployee ame	Father Name	Employee De Initiate	tails At The Time of ACF	•	Employee D	etails at Persent	Mismatch issue
1	-IG04PH A	SHOK KUMAR	RAGHBIR SINGH	Rule : Haryana Rules 1995	GRICULTURE Group: B a Agricultural (Group B) Ser fechnical Assistant	rvice	Rule : Haryar Rules 1995	AGRICULTURE Group: B a Agricultural (Group B) Service Subject Matter Specialist(Plant	-
				Emplo	yee Permission	detail	s		
indly	note pink color row(s) denotes the	permission is not	t activated for	the user(s).				
r.No.	Office Level	Description	Permission Type		Is Permission Granted	Permiss	sion Given To	To Whom Contact Regarding Pe	rmission
	.evel-1	ACS	ACP Noting Approv	ve/Disapprove	No	-		Employee Name: HARISH KUMAR S Working Designation: Deputy Secre Mobile: 9 888070119 agracsa1	
	.evel-1	ACS	ACP Noting Approv	ve/Disapprove	No	-		Employee Name: KULDEEP SINGH S Working Designation: Under Secret Mobile: 9541440014 agracsc1	
	.evel-2	DGA	ACP Noting Approv	ve/Disapprove	No	-		Employee Name: HARI KRISHAN S/ Working Designation: Assistant Mobile: 9 872402387 agrdgaa1	O ANTWARI RA
	.evel-2-(Current Offic	e) DGA	ACP Noting Forwa	rd	No	-		Employee Name: HARI KRISHAN S/ Working Designation: Assistant Mobile: 5072402307 agrdgaa1	O ANTWARI RA

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.

Ó	Human Resourd Govern	ce Manag ment Of Ha		stem		
Home User Management Employe	ee Information Updation	Transactions	Modules / Generate	Order)	Reports Other	Task J
	- ARVIND SINGH (Deputy Superintendent) is login	in as Checker (agrdgac1), at DGA,	Agriculture and Farmer Welfare	: Department —		
	ACP - Noting Forward/A	pprove/Disapprove				
	Pending Cases : <mark>25</mark> (Appro	ved: <mark>1</mark> / Disapprove	d : <mark>1</mark> / Forward Case	e : <mark>23</mark>)		
Noting Type :	1 Noting	✓ Reference / N	oting No.	000014/JITENDER KUMAR(1H10	QQS) [SUBJECT MATTER SPECIALIS	5T] N#
Action : Forward	Vie Vie	ew Serivce Book View Acp	View Noting			
Select Forward To : Forward Approve and Forw	vard	\equiv rpt_ACPForward.	. 1/1 -	80% + 🕄	s <u>•</u>	e :
Remarks : DisApprove and F	orward					Î

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.

Noting Type :	Generated Noting	: <mark>25</mark> (Approved: <mark>1</mark> / Disapproved : <mark>1</mark> / Forward Reference / Noting No.	000014 / JITENDER KUMAR(1H1QQS) [SUBJECT MATTER SPECIALIST]
	Generated Noting		
Action :	Approve and Forwari V Check Permission	View Serivce Book View Acp View Noting	I
Forward To :	KULDEEP SINGH (Under Secretary) - (🗸	= rpt_ACPForward 1 / 1	- 80% + 🗄 🔿 👱 👼 :
Remarks :	test		
Forward By:- Deputy Superint 💙			
a N			

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.

	ACP - Noting Forward/Approve/Disapprove							
	Pending Cases :	<mark>25</mark> (Approved: <mark>1</mark> / Disapproved : <mark>1</mark> / Forwar	d Case : <mark>23</mark>)					
Noting Type :	Generated Noting	Reference / Noting No.	000014/ JITENDER KUMAR(1H1QQS) (SUBJECT MATTER SPECIALIST) 🔊					
]						
Action : [DisApprove and Forw V Check Permission	View Serivce Book View Acp View Noting	l					
Forward To :	KULDEEP SINGH (Under Secretary) - (🗸	= rpt_ACPForward 1 / 1	- 80% + 🗄 🜖 🗕 🛔 🖡 🕴					
Remarks :	test							
DisApprove Forward By:- Deputy Superint 🖌								
Rhow			_					

Figure No. 24

ACP- Generate Order

Login with HRMS Checker. Select "Module/Generate Order" \rightarrow ACP \rightarrow Generate Order as shown in the following figure:

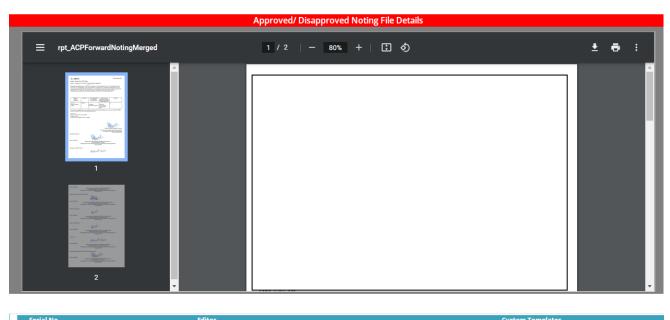
	Š		ource Manage ernment Of Ha	ement System ryana	ALA PAR	9
Home	User Management	Employee Information Updation	Transactions	Modules / Generate Order	, Reports , Other Task ,	LogOut
		SHAKUNTLA SHARMA (Deputy Superintendent) is login	as Checker (edshudc23), at Directurate of Se	Leave Module Transfer Order Generation	▶	
🕇 АСР G	Senerate Order			ACP TimeScale	Search ACP Case ACP - Case Initiation	
	Noting Type :	Pending Cases : 3	(Approved: <mark>3</mark> / Disapprove Select Reference I	Annual Confidential Report (ACR) Module Validate Employee Service Book Disciplinary Cases Module	ACP - Case Forward ACP - Generate Noting ACP - Forward Noting	
					ACP - Generate Order ACP - View/ Download Orders	

Figure No. 25

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

1. Approved Noting:

CACP Generate Orde	r							
			Pending C	ases : <mark>3</mark> (Approv	ed: <mark>3</mark> / Disapproved :	<mark>0</mark> / Revert Cas	e : <mark>0</mark>)	
	Noting Type :	Approved Noting		*	Select Reference No	000572 / VINOD K	KUMAR(0H4MIT) [CLERK]	•
				E	mployee Details			
	Unique Id			Employee Id Name Designation		last AC	romotion Date CP Date at Pay Scale	
	0H4MIT			0H4MIT VINOD KUMAR		01/06/	/2020	
				CLERK		5200-2	10200+1900GP	
File No*:		000572			Order Date*:		04-Feb-2022	
Sanction Date*:		02/02/2021			Place*:		Panchkula	
	AC	P to be given						
	(Fi	eld mark with * are mandat	tory.)					
		ACP No *:	1		ACP Date*:	Jun-01-2	2020	
		Pay scale *:	ACP-L-4	~	Old Pay scale *:	5200-20	0200+2400GP 🗸	
		Basic Pay *:	25500	~	Remarks *:	ok		



Serial No.	Ealtor	Custom rempiates
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	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)
	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
	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,	grade as mentioned against their names, Subject to verification of entries made in the service book, grading of ACRs & certification of No pending enquiry/Proceedings against the official and
	grading of ACRs & certification of No pending enquiry/Proceedings against the official and on completion of their satisfactory service.	on completion of their satisfactory service.
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order by .	Joint Director(Admin)	
	Director Secondary Education (Directorate of Secondary Education, Haryana (4139)) 8814869751	
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	1. The Accountant General (A&E) Haryana, Chandigarh.	Case of above said employee. Please ensure that all facts and figures are checked up at the time of Pay fixation of the official concerned.
	District Education Officer concerned in reference of their request for ACP Case of above said employee. Please ensure that all facts and figures are	checked up at the time of Pay fixation of the official concerned. 3. Head of the Institution concerned.
	checked up at the time of Pay fixation of the official concerned. 3. Head of the Institution concerned.	4. Employee Concerned.
	4. Employee Concerned.	Treasury/Sub-Treasury concerned.
	Cesign S HTML	
Order By 2 :	SHAKUNTLA SHARMA Deputy Superintendent Director Secondary Education (Directorate of Secondary Education, Haryana (4139))	
	Director Secondary Education (Directorate of Secondary Education, Haryana (4139)) 9988601068	
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	w Design HTML	
	Save as Draft Save and Preview	Generate Order
	Save as brance Save and Preview	

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.

T ACP Generate Order	jao ar naryanan 🕑 men n	a egona e ananacoranac	unin 👖 ni box 🥥 👾 i ninje	na san seleen 🦞 nappy shalaay caan	
		Pending Cases : <mark>2</mark> (Ap	proved: <mark>1</mark> / Disapproved : <mark>1</mark>	/ Revert Case : <mark>0</mark>)	
Noting Type	: Disapproved Noting	×	Select Reference No	000247 / KAPIL KUMAR(CJ0B3R) [Agriculture Development C	Offic V Download Noting File
			Employee Details		
Unique Id		Employee Id Name Designation		Last Promotion Date last ACP Date	
		Designation CJ0B3R		Present Pay Scale	
CJ0B3R		KAPIL KUMAR		-	
File No*:		Agriculture Develo	Order Date*:	9300-34800+3600GP	
	000247			04-Feb-2022	
Sanction Date*:	23/11/2021		Place*:		
	ACP to be given				
	(Field mark with * are mandate ACP No *:		ACP Date*:		
		1		Dec-01-2020	
	Pay scale *:	ACP-L-10	V Old Pay scale *:	9300-34800+4600GP 🗸 🗸	
	Basic Pay *:	49000	✓ Remarks *:		
ps 🚯 Chrome 🚳 Puniab &	Harvana 🕄 New Tab	S @gov.in S Intimation under	rse 📕 In Box 🕥 🎡 Ha	aryana Staff Selec 🟮 Happy birthday cak	» 📙 Other bookmarks 🖽
			/ Disapproved Noting Fil		
	NotingMerged	1 / 1	- 80% + 🕃) र ु	± a :
Formula The second se					

2. Disapproved Noting:

Order 1 % Paragraph V Fort V See V Color V B / U als x' x, 2	
東東京田 汪汪徳徳名(今回)	
Cesign C HTML	
Order 2: Elementer V Sea V Color V Elementer V Sea V Color V Elementer V X 2	
Order 2: [Paragraph V] Font V] San V] Color V [] B Z 프 4al X X 2] [동 콩 콩 몰 몰 드 드 译 源 왕, 중 겔 등 [] X 2 3 원 이 연 급 []	•
Design 🔁 HTML	
Order By ⁴ : ARVIND SINGH]
Deputy Superintendent Directorate of Agriculture, Haryana (DGA)	
8264291382	
CCTo: Every sph v Font v See v Color v For a real to the for which and the for a v ∧ ∧ ∧ For a real to the for which and the for a v ∧ ∧ ∧ For a real to the for which and the for a v ∧ ∧ ∧ For a real to the for which and the for a v ∧ ∧ ∧ For a real to the formation of the f	
🕂 Apps 📀 Chrome 📀 Punjab & Haryana 🌍 New Tab 🥥 @gov.in 🥥 Intimation under se 📙 In Box 🥥 🐝 Haryana Staff Selec 🕕 Happy birthday cak 🔅	. Other bookmarks 🛛 🔠 Reading
Design 🕞 HTTML	
Order By 2 : ARVIND SINGH Deputy Superintendent	
Directorate of Agriculture, Haryana (DGA) 8264291382	
To Others: [Forgaraph ♥] Fort ♥] Sao ♥] Color ♥] B Z 世 aka X*X. 2 篇 [事 理 要 ■ 目 日 课 课 例 册 圖 目 篇 I X a 和 例 ◎ ○ 3 篇	
Cesign T HTML	
Internal [Paragraph ♥] [Font ♥] [See ♥] [Color ♥] [] B I U also x ¹ × 2]	
Distribution: 新君吉田 日日夜夜 9 会國日間 X 弘政 のの通費	
₩Z Desgn I HTmL	
AZ Vesign LOT MINL	

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.

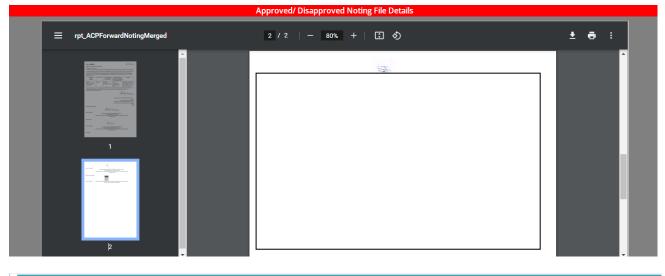
Save as draft: After clicking this button Record is saved. Order can be generated later on.

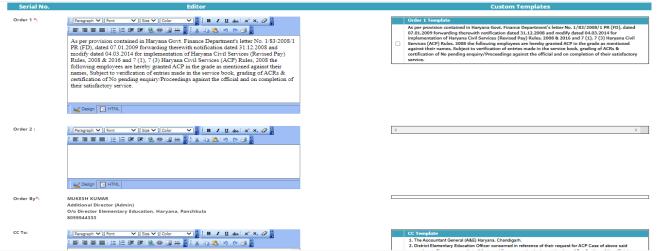
Save and Preview Button allows you to save and Preview is used for saving and for viewing order.

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.

X ACP Generate Order									
Pend				ses : <mark>5</mark> (Appr	oved: <mark>3</mark> / Disapproved :	<mark>)</mark> / Revert C	Case : <mark>2</mark>	2)	
	Noting Type : Revert Case			~	Select Reference No 003876		1876 / TRIPTA KUMARI(0F02FV) – [S.St Mistress/ Master]		Download Noting File
	Employee Details								
	Unique Id Na		Employee Id Name Designation		las Pre	st Promot st ACP Dat esent Pay			
	0F02FV			-02FV RIPTA KUMARI			/10/2013		
			Ele	ementary School Hea	ad Master	930	00-34800+	+4800GP	
File No*:		003876			Order Date*:			08-Feb-2022	
Sanction Date*:		07/07/2021			Place*:			Panchkula	
	A	P to be given							
	(F	eld mark with * are mandato	ry.)						
		ACP No *:	2		ACP Date*:	Oct-0	01-2019		
		Pay scale *:	ACP-L-12	~	Old Pay scale *:	9300	0-34800+5	5400GP 🗸	
		Basic Pay *:	77900	~	Remarks *:				





Apps 🕥 Chron	ne 🔇 Punjab & Haryana 🄇 New Tab 🔇 @gov.in 🔇 Intimation under se	In Box 🔇	🔹 Haryana Staff Selec 🟮 Happy birthday cak 🛛 👋 📙 Other bookmarks 🛛 🖽 Reading I
	1. The Accountant General (ASE) Haryna, Chandigarh. 2. Distroit Elementary Education Officer concerned in reference of their request for ACP Case of above said employee. Please ensure that all facts and figures are checked up at the time of Pay fixation of the official concerned. 3. Head of the institution concerned. 4. Employee Concerned. 4. Employee Concerned. 4. Concerned. 4. Concerned.		winpuryser: Freeder without of this are facts and inguines are cinecked up at sine time of Pay Hazdoon of the Unitodal concerned. S. Treasury/Sub-Treasury concerned.
Order By 2 :	ASHOK KUMAR		
	Superintendent Director Secondary Education (Directorate of Secondary Education, Haryana (4139))		
	9530670572		
To Others:	[Pangaph V] Font V] Saa V] Color V] [B / 프 44 X X 2] [동 골 종 몰 [任 译 译 영 양 데 동] [X 12 12] 이 안 경 [
	Cesign S HTML		
Internal Distribution:	Paragraph ♥ Fent ♥ See ♥ Color ♥ ●		
	Cesign HTML		
	Save as Draft	Save and Preview	Generate Order

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 \rightarrow ACP View Download Orders as shown in the following figure:

ò	Human Resource Management System							
Home User Management	Employee Information Updation	Transactions	Modules / Generate Order	Reports	Other Task	LogOut		
	SHAKUNTLA SHARMA (Deputy Superintendent) r	s login as Checker (edshodcz3), at Directorate of Si	Leave Module Transfer Order Generation	• _{(Y})				
X ACP Generate Order			ACP	Search ACP Case				
ACP Generate Order			TimeScale	ACP - Case Initiation	n			
	Pending Cases	: <mark>3</mark> (Approved: <mark>3</mark> / Disapprove	Annual Confidential Report (ACR) Module	ACP - Case Forward	t			
Noting Type :	Revert Case	✓ Select Reference	Validate Employee Service Book	ACP - Generate Not	ting			
			Disciplinary Cases Module	ACP - Forward Not	ing			
				ACP - Generate Ord				

Figure No. 29

Human Resource Management System										
me	User Managem	nent Employee Information Updation Tran	saction	is Module	s / Generate Order		• Repo	rts) Oth	er Task 🛛 🖡 Lo
		- SHAKUNTEA SHARMA (Deputy Superintendent) is login as Elecker (edshe	dc23), at i	Directorate of Secondary Edu	cation, Haryana (4139), Edua	ation (Cecond	••y)			
	View/ Download Orde									
lote		nnot be reverted back by you in following conditions:-								
	1. ACP case is d									
2. Pay fixation is done.										
		itiated ACP case, but order is not generated by you.			1					
ir. Io.	3. If you have in		ACP No	ACP Order Date	Order Status	Service book File	ACP Performa File	Noting File	ACP Order File	Revert Action/ Status
ir. Io.	3. If you have in Unique Code Employee Name Father Name Working	nitiated ACP case, but order is not generated by you.	No	ACP Order Date 30-Jun-2021	Order Status Approved		Performa		Order	Revert Action/ Status
	3. If you have in Unique Code Employee Name Father Name Working Designation 9CS6X7 DEEPENDER KUMAR BAL KISHAN	nitiated ACP case, but order is not generated by you. Office DIET Husssainpur Revari, DIET Husssainpur revari, (Block - REWARL, Village - Hussinpur (134), Panchay	No			book File	Performa File	File	Order File	
1	3. If you have in Unique Code Employee Name Father Name Working Designation 9C56X7 DEEPENDER KUMAR BAL KISHAN CLENK OBSUSP BRDIESH KUMAR DHARAM PAL	hitiated ACP case, but order is not generated by you. Office DIET Husssainpur Revari, DIET Hussainpur revari, (Block - REWARI, Village - Husainpur (134), Panchaya - HUSAINPURJ, DIET Hussainpur (Revari) (Revari) (4308] Principal, GSSS, Dhottar, GSSS, Dhottar, Rania, Sirsa 125076, (Block - RANIA Village - Dhottar(211),	No It 1	30-Jun-2021	Approved	book File	Performa File	File	Order File	Pay fixation done

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" \rightarrow ACP \rightarrow Search ACP Case as shown in the following figure:

@ Email: Inbox (2)	× S ACP × E Group sh	apes, pictures, or other 🗙 🕂	made the g	
← → C △ ▲ Not secu	re hrmshry.nic.in/government/frm_ACPGenrateOrder	DC.aspx		Q 🖻 🛧 🌲 😩 :
👖 Apps 🔇 Chrome 🔇 Punjab	& Haryana 🔇 New Tab 🔇 @gov.in 🔇 Intimation un	nder se 📙 In Box 🔇 🏶 Ha	ryana Staff Selec 🟮 Happy birthday ca	k » 🦲 Other bookmarks 🖽 Reading list
Ó		ource Manage vernment Of Ha	ryana 🥵	1000082
Home User Management	Employee Information Updation	Transactions	Modules / Generate Order	Reports Other Task JogOut
	SMARCON LA SMARCHA (vepury Superincendent) is login	r as Checker (edshodc23), at Directorate of Se	Leave Module Transfer Order Generation)
No. 25			ACP	Search ACP Case
X ACP Generate Order			TimeScale	ACP - Case Initiation
	Pending Cases : <mark>3</mark>	(Approved: <mark>3</mark> / Disapprove	Annual Confidential Report (ACR) Module	ACP - Case Forward
Noting Type :	Revert Case 🗸	Select Reference I	Validate Employee Service Book	ACP - Generate Noting
2			Disciplinary Cases Module	ACP - Forward Noting
				ACP - Generate Order
				ACP - View/ Download Orders

Figure No. 31

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

Hun	Human Resource Management System						
Home User Management Employee Information U	pdation Transactions	Modules / Generate Order	Reports Other Task LogOu				
SHARONTLA SHARAA (De	pury Superintendent) is login as Checker (edshodc.25), at Direct	wate of Secondary Education, Haryans (4139), Education (Se	condary)*				
E Search ACP Case							
	Employee Id 3Q56E9 Search						
	ACP Case Deta	ls					
Name (Employee i	id): V Q56E9)						
Father Nan	ne: T urrent and a						
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Pending Si							
On tab m Case with Checker/D	Ś	secondaly Education, Haryana (4139))					

Figure No. 32

--End of Manual --