

To

All the Labour Inspectors, Assistants,
Clerks and Steno-Typists working in the
Labour Department, Haryana.

No.: 19076

Date: 14/8/26

Subject: Reminder- Stage 1 – Creation and Initiation of the Online Transfer Drive.

Reference: This office letter No. 18809 dated 10.08.2026 regarding **Stage 1 – Creation and Initiation of the Online Transfer Drive** under the Model Online Transfer Policy (MOTP), 2026.

It has been observed that the two tasks namely, **Service Verification and Certification of employee data** up to the qualifying date, i.e. **10 August 2026**, are still pending.

It is again reiterated that all concerned employees are directed to:

1. **Get Service Verification completed** up to 10 August 2026 by approaching their respective Checker/DDO immediately.
2. **Check Merit Points** on the Intra Haryana Portal and report any discrepancy to the Checker immediately.
3. **Submit all applicable supporting documents** to the Checker for necessary updation of records.

The above may be treated as **urgent** to ensure timely certification of employee records under the Online Transfer Drive.

for Sanjeev
Nodal Officer – MOTP
Labour Department, Haryana

