

To

All Checkers of the Labour Department, Haryana.

No.: 19074
Date: 14/8/26

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

Reference: This office letter No. 18808 dated 10.8.2026 regarding **Stage 1 – Creation and Initiation of the Online Transfer Drive** under the Model Online Transfer Policy (MOTP), 2026.

On initiation of Stage - 1, all Checkers have been directed to verify and certify the HRMS records of respective employees on or before **17 August 2026**.

However, 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

You are, therefore, directed to ensure the following:

1. **Service Verification** of all pending employees is completed up to the qualifying date, i.e. **10 August 2026**, in line with Government instructions.
2. **Certify the HRMS record** of each employee after due verification.
3. **Ensure that the records of all employees under your charge are verified and certified at the earliest.**

Any record remaining unverified or uncertified may adversely affect the concerned employee's tenure, category and merit points, and the responsibility for such pendency shall rest with the Checker concerned.

for: *Sanjeev*
Nodal Officer – MOTP
Labour Department, Haryana

