HPGCL

HARYANA POWER GENERATION CORPORATION LIMITED

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To

All Assistant Executive Engineer/Elect., HPGCL

Memo No. Ch-63/HPG/Genl.-509/Vol-II **Dated:** -23.11.2026

Subject: Updation of HRMS Data and Supporting Documents before starting the Online Transfer Drive of HPGCL, 2026.

It is hereby informed that, prior to the **initiation** of the Online Transfer Drive for your cadre under the **HPGCL Online Transfer Policy, 2026**, a **Preliminary Updation of Employee Data** shall be undertaken through the **Intra Haryana Portal**.

The objective of this exercise is to provide every employee with an opportunity to verify and update his/her profile details in the HRMS in accordance with the provisions of the **HPGCL Online Transfer Policy, 2026**, and to facilitate the correction of any discrepancy by enabling employees to submit objections, wherever required, for appropriate verification and rectification.

Accordingly, all employees of the aforesaid cadre are hereby advised to follow the procedure outlined below.

A. Login

- **Step 1:** Login to intrahry.gov.in with your user credentials
- **Step 2:** Select "**Preliminary updation of data"** in **"Main Menu".**

B. Preliminary Updation of Data

The procedure to be followed is as under:-

- **Step 1: Checking and verification of data by Employee**
  Employees are advised to carefully verify their particulars displayed in their profile and identify any discrepancy, omission, or incorrect entry, if any. A detail of relevant tentative documents required to be submitted to checkers are attached as **Annexure-A**. A summary of information displayed is as under :-

Table	Table Name	Parameters
A	Personal Details	Name Payee Code Mobile No. Email PPP ID DOB Gender Marital Status Special Category Employee Home District
B	Family Details	Name of Member Relation Marital Status DOB PPP ID

Table	Table Name	Parameters
		Occupation Payee Code (in case of regular Government Employee) Disease of Debilitating Nature Differently abled child/children of an Employee Differently abled Employee
C1	Parent and Working Department Details	Parent Department Parent Designation Parent Group Parent Rule Date of Govt. Joining in Service Date of Joining in Current Office Date of Joining in Cadre Date of retirement Working Department Working Designation Working Group Working Rule Working Office Salary Office
C2	Service Verification	**Period:** From and To Designation Office Department Group Rule
C3	Leave(s) Availed in the Current Working Office	Earned Leave(s), Extra ordinary Leave(s) and Child Care Leave(s)
C4	Disciplinary Proceeding Details	Type of major punishment period from and to(if any)
C5	Tentative Merit Points	Tentative merit points under various major factor as on 30 June, 2026, as per data available on HRMS.

- **Step 2: Submission of Objections**
  In case any discrepancy is noticed, the employee shall submit an objection through the option available in this module and also contact the designated Checker/Competent Authority for verification and necessary updation or correction of the records by providing necessary documents (**refer Annexure - A**). Following Steps for Raising an Objection:-
    - **Step A:** Navigate to the **"Objection by employee"** section.
    - **Step B:** Select the relevant table (A, B, C, C1, C2, C3, C4, etc.) from the **Major Objection Type** drop-down menu.
    - **Step C:** Select the appropriate **Minor Objection Type** from the drop-down menu.
    - **Step D:** Enter the remarks/details of the objection and click **"Save Record"**.
    - **Step E**: Employees can save multiple objections as needed. She/He may continue to raise new objections until she/he click the **'Final Save Objection'** button.
    - **Step F:** Contact Checker and provide relevant documents, if required.
    - **Step G:** Final decision by the checker/ competent authority will be displayed on the portal itself.

- **Step H:** In case not satisfied by the decision of the Checker, the employee should contact the Nodal Officer (OTP)/ undersigned.

Further, to facilitate the above process, the system also automatically identifies certain discrepancies, inconsistencies, or missing information based on predefined validation rules. Such discrepancies are displayed under the **"Auto Objection by System"** section. Employees are advised to carefully review these auto-generated objections and take necessary action to have the concerned records verified and corrected through the designated Checker/Competent Authority, wherever required.

Lastly, it is again reiterated that Updation and correctness of employee data is the responsibility of the employee. Ensuring accurate and updated data at this stage is essential for smooth and error-free processing of the upcoming Transfer Drive. Few relevant clause 6.(vi) & 6(xi) HPGCL Online Transfer Policy, 2026 are reproduced for ready reference:-

Clause 6 (vi) - *"The Head of Department will ensure that data of all the employees is updated in HRMS. Every employee will be responsible for the accuracy and regular updation of data in respect of her/his credentials and data in HRMS shall be presumed to be true for all intents and purposes, otherwise the Department will be at liberty to post her/him anywhere in the State."*

Clause 6 (xi) - *"In case it comes to the notice of the competent authority/ Head of Department, during or after the transfer drive, that some wrong, incorrect or false data has been indicated by the employee, she/he will be taken out of the transfer drive and will be posted anywhere in the State by the competent authority."*

The above exercise is to be completed by 30th November, 2026. Accordingly, all employees are hereby advised to carefully go through the provisions of the **HPGCL Online Transfer Policy, 2026** and ensure that their data in HRMS is complete, accurate and up to date. Employees shall also obtain and keep ready the requisite valid documents, wherever applicable, including those relating to **Diseases of Debilitating Nature**, **Unique Disability ID (UDID) Card**, court decrees/orders, or any other documentary evidence prescribed for the relevant parameter specified in **Annexure-A**.

In case any discrepancy is noticed, the employee shall immediately approach the concerned Checker/Nodal Officer for necessary verification and updation of the records within the stipulated timeline, i.e., **on or before 30th November, 2026**.

These instructions shall be treated as Most Urgent and complied with.

Enclosures: Annexure-A&B

(Anil Kumar Sabharwal)
Dy. Secy./Estt. (G) Cum Nodal Officer
HPGCL, Panchkula

Endst. No. Ch-63/HPG/Genl.-509/Vol-II Dated:- 23 .11.2026

A copy is forwarded to following for kind information and necessary action, please:

1. All Chief Engineers, HPGCL.
2. XEN/IT, HPGCL, Panchkula. It is requested to upload the same on the HPGCL website.

(Anil Kumar Sabharwal)
Dy. Secy./Estt. (G) Cum Nodal Officer
HPGCL, Panchkula

Cc:-

1. OSD(Tech) to Managing Director, HPGCL, Panchkula.
2. PS to All Directors, HPGCL, Panchkula.
3. Chief Engineer/Admin, HPGCL, Panchkula.

Annexure -A

Supporting Documents Required under various Factors

Sr. No.	Major Factor	Sub-Factor	Remarks
1	Age	-	As per Official record based on date of birth
2	Gender	Female	As per Official record
3	Special Category employees	• Divorced • Judicially separated • Widower/ widow • Single Parent	• A valid decree from court as on qualifying date • A valid decree from court as on qualifying date • Death certificate of Spouse • A valid proof as on qualifying date
5	Couple Case	Applicable to all regular employees	Do obtain a valid document as per sample format in a time bound manner
6	Spouses of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	To attach ID Card of spouse
7	Diseases of Debilitating Nature (Refer Annexure-1 of policy)	Self/ Spouse/ unmarried son/ un married daughter	Medical Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI- Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
8	Differently abled child/ children of an employee	All kind of disabilities as defined under RPwD Act 2016	UDID as issued by competent authority.
9	Differently abled Employee	All kind of disabilities as defined under RPwD Act 2016	UDID as issued by competent authority
10	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	As per official record and provision of the policy

Annexure - B

Undertaking by Employee for Claiming Couple Case Merit Points

I, **Sh./Smt.** _____, Payee Code _____, presently working as _____ **(Designation)** in _____ **(Department/Organisation)**, do hereby solemnly affirm and undertake as under:

1. That I am applying for consideration under the **Couple Case** provisions of the **HPGCL Online Transfer Policy, 2026.**

2. That my spouse, **Sh./Smt.** _____, is a **regular employee** of the _____ **(State/Central/ Organisation) Government/ Organisation** and is presently serving in _____ **(Name of Organisation)** at _____ **(Place of Posting) (Haryana/ Delhi/ Chandigarh)**.

3. That I **wish / do not wish** to avail the benefit of **Couple Case merit points** under the HPGCL Online Transfer Policy, 2026.

4. That the information furnished above and the documents submitted by me are true, correct and complete to the best of my knowledge and belief. I understand that furnishing any false, incorrect or misleading information, or suppressing any material fact, shall render me liable for action under the applicable Government rules and the provisions of the **HPGCL Online Transfer Policy, 2026,** including denial or withdrawal of the benefit of Couple Case merit points, without prejudice to any other disciplinary or administrative action that may be warranted.

Place: _____

Date: _____

Signature of Employee

Name: _____

Payee Code: _____