

E-mail

From

Excise and Taxation Commissioner,
Haryana, Panchkula.

To

1. All Jt. Excise & Taxation Commissioners (Range/Appeal)
2. All Dy. Excise & Taxation Commissioners (Sales Tax and Excise) in the State of Haryana.

Memo No. 17018/E-VI,
Panchkula dated the 13/12/2024

Subject: Regarding updating Data of Clerks (Field Cadre), Assistants (Field Cadre) and Taxation Inspectors in HRMS for implementation of Online Transfer Policy 2025.

Ref: This Office Letter No. 16934/E-VI dated 10.12.2024

Memo

In reference to the above referenced letter, it is informed that an Online Transfer Policy for online transfers of Clerks (Field Cadre), Assistants (Field Cadre) and Taxation Inspectors is to be implemented for the year 2025 as per the directions of the Government and its process is to be started in December 2024. Accordingly, online process for the same is to be initiated immediately. The policy provides priority in choice of stations based on score achieved by an employee. The points are to be allotted to the employee on the basis of age, gender, couple case, physical condition and differently abled children etc. Therefore, correctness of data is of vital importance in the interest of employees. The following details needs to be updated in this regard:-

1. Year-wise Service Verification upto **30.11.2024**.
2. Marital status and Family details (Spouse and children).
3. Personal details (Gender, Age, Physical disability etc).

It is therefore, requested that the Data of Clerks, Assistants and Taxation Inspectors posted in your office needs to be updated in HRMS for proper implementation of Online Transfer Policy. Data/score verification of the Clerks, Assistants and Taxation Inspectors is to be done in a date bound manner. It is therefore, requested that the following steps needs to be completed in HRMS by the following mentioned dates positively.

1. The data/score to be updated by the DDO. **(by 18.12.2024)**
2. After updation the updated data will be sent to the concerned employee for verification by the DDO. **(by 20.12.2024)**
3. Employee will verify his data/score and send back the data to the DDO, in the case the employees has some objection to the data, he will send back the data with objection to the DDO. **(by 25.12.2024)**
4. Objection of the employee will be examined by the DDO and after making corrections, the data will again be sent to the employee for verification. **(by 27.12.2024)**
5. DDO will freeze the verified data/score sent by employee. **(by 30.12.2024)**

The process of updation of data must be completed by the dates mentioned above and no further extension will be given. Ms. Ashmeet Kaur, Programmer (9416932853) at Head Office may be contacted in case of any query.

KINDLY TREAT IT AS MOST URGENT.


Jt. Excise & Taxation Commissioner (Admn.),
Haryana, Panchkula.

Endst. No. 17019/E-VI, Panchkula dated the 13/12/2024
A copy s forwarded to the following for information please

- 1) PS to PSET for information of Worthy PSET
- 2) PA to ETC for information of Ld. ETC


Jt. Excise & Taxation Commissioner (Admn.),
Haryana, Panchkula.