

# ACP USER MANUAL

*For ACP , Select 'Order Generation' → ACP → ACP Initiate*

**Q1: Who is responsible for initiate the acp case?**

**Ans: Case is initiated by checker where service book of the employee is maintained.**

**Q2: Who is responsible for upload acr?**

**Ans: ACR uploaded by the checker where acr is maintained of the employee.**

**Q3: Who is responsible for acp order generation?**

**Ans : Order Generation will be done by CCA or where acp level is maintained for the particular designation.**

## ACP Initiate

### Step 1

In Step 1, Select Group, Rule, Designation. Then click on Search button for fetch the records. By Default all pending and up to 3 months ACP cases are coming. If record is not found in the list then please enter payee code and check reason in the list.

The screenshot shows the 'Initiate New ACP' form with the following fields: Group (dropdown), Rule (dropdown), Designation (dropdown), and ACP Case Upto (text input). A dropdown menu is open under 'Order Generation', showing options like 'ACP Initiate', 'ACP Forward', and 'ACP Order Generate'. A red error message is visible: 'Please enter payee code if employee not coming in the list'. A 'Reason' button is also present.

After click on search button employees are coming according to search criteria.

| Unique Code<br>Employee Name<br>Father Name<br>Actual/Parent<br>Designation<br>Office<br>Retirement Date<br>Present PayScale | Next ACP Date<br>Last ACP Date<br>Last<br>Promotion<br>Date | Eligible<br>for ACP<br>No | Proposed ACP Detail  | Signed Service Book of the employee | Remarks | View<br>Summary<br>Sheet of the<br>employee |
|--|---|---------------------------|--|-------------------------------------|---------|---|
| Save<br>0C2VOC<br>RAM PHAL<br>SHOM PARKASH<br>C&V Teacher Hindi<br>GSSS PEGAN<br>31/12/2028<br>9300-34800+4600GP             | 01/04/2018<br>--<br>--                                      | 1                         | Proposed ACP Pay Scale<br>--Select--<br>Previous PC ACP PayScale<br>Proposed Basic Pay<br>0<br>Proposed ACP Date<br>01/04/2018 | Browse... No file selected.         |         | View  |

Information like Unique Code, Name, Father Name, Designation, Retirement Date, Present Pay Scale are shown in the First column of the grid. Next ACP is coming in RED Colour from which date your Next ACP is given. Select 'Proposed ACP Pay Scale', 'Previous PC ACP Pay scale '. If Proposed ACP Payscale is 6th pay scale then enter Basic Pay in textbox if you want and if ACP Pay Scale is 7th pay scale then select Basic Pay from Drop Down if you know Basic Pay otherwise Basic Pay is not mandatory if you want to save the record without basic pay then you can save it. By Default ACP Date is coming if you want to change the ACP Date then you can change it. After filling this information Upload 'Signed Summary Sheet of the Employee'. Click on 'VIEW' button for see the summary sheet of the employee. At last enter remarks then click on 'SAVE' button left side the grid. After click on SAVE Button record is saved and then the case is automatically goes to 'ACP Forward' tab.

## Step 2

**For ACP Forward , Select 'Order Generation' → ACP → ACP Forward**

Home User Management Historical Transactions Future Transactions Order Generation DDO Transaction General Reports Monitor

Welcome User Id: edpbeoc3011. You are logged in as a Checker.

Pending ACP Cases

| Unique Code<br>Employee<br>Name<br>Father<br>Name<br>Working<br>Designation<br>Office | Proposed ACP No<br>Proposed ACP Date<br>Proposed ACP<br>PayScale<br>Basic Pay<br>ACR %age | Last ACP<br>Date<br>Last<br>Promotion<br>Date<br>Retirement<br>Date | Reason<br>not<br>able to<br>forward<br>the<br>case | Type of action        | Action           | Attachment   | Signed<br>ACR<br>Summary<br>Sheet of<br>the<br>employee |                                     |                                       | History   | Summary<br>Sheet   | Summary<br>Sheet<br>ACR |
|---|---|---|--|-----------------------|------------------|--|---|-------------------------------------|---------------------------------------|---|--|-------------------------|
| 0C2VOC<br>RAM PHAL<br>SHLOH<br>PARKASH<br>C&V Teacher<br>Hindi<br>GSSS PEGANI         | 1<br>01/04/2018<br>ACP-L-3<br>(5200-20200+2000GP)<br>0<br>100                             | --<br>31/12/2028  |  | <input type="radio"/> | Forward/Backward | <input type="button" value="Browse..."/> No file selected.<br>Summary sheet(Not Mandatory)<br><input type="button" value="Browse..."/> No file selected. |   | <input type="button" value="Save"/> | <input type="button" value="Delete"/> | <input type="button" value="Movement History"/> | <input type="button" value="View Signed Summary Sheet"/> |                         |

In Step 2, You have to check 'Type of action'. After Selecting 'Forward/Backward' a dropdown list is visible in 'ACTION' tab. Select 'ACR/ACP' type user id and enter Remarks. In this dropdown list there are all types of user who is responsible for upload service book, ACR and process ACP case. If you want to forward the case for ACR then select ACR User and forward the case. If there is any discrepancy in service book then you can backward to the user who entered service book of the employee.

In Attachment option there are two uploader . One is responsible for Attachment if user wants to upload any attachment for further use then upload it . Second uploader is for uploading Summary Sheet if user has uploaded wrong summary sheet in first step .

When the ACR User logged in who is responsible for uploading ACR then a file upload control automatically visible in 'Signed ACR Summary Sheet of the employee'.

|  |   |                  |  |                                  |                  |  |  |                                     |                                       |   |  |  |
|--|---|------------------|--|----------------------------------|------------------|--|--|-------------------------------------|---------------------------------------|---|--|--|
| 0C2VOC<br>RAM PHAL<br>SHLOH<br>PARKASH<br>C&V<br>Teacher<br>Hindi<br>GSSS PEGANI | 1<br>01/04/2018<br>ACP-L-3<br>(5200-20200+2000GP)<br>0<br>100 | --<br>31/12/2028 |  | <input checked="" type="radio"/> | Forward/Backward | <input type="button" value="Browse..."/> No file selected.<br><input type="button" value="Browse..."/> No file selected. |  | <input type="button" value="Save"/> | <input type="button" value="Delete"/> | <input type="button" value="Movement History"/> | <input type="button" value="View Signed Summary Sheet"/> |  |
|--|---|------------------|--|----------------------------------|------------------|--|--|-------------------------------------|---------------------------------------|---|--|--|

There is link on the Right Hand side of the Grid 'View ACR Summary Sheet' click on it and take the printout and sign it and upload in 'Signed ACR Summary Sheet of the employee' file upload. After filling all desired information click on 'SAVE' button for save the record.

| Unique Code<br>Employee Name<br>Father Name<br>Working Designation<br>Office | Proposed ACP No<br>Proposed ACP Date<br>Proposed ACP PayScale<br>Basic Pay<br>ACR %age | Last ACP Date<br>Last Promotion Date<br>Retirement Date | Reason not able to forward the case | Type of action                         | Action | Attachment   | Signed ACR Summary Sheet of the employee |   |   | History  | Summary Sheet  | Summa Sheet ACR |
|--|--|---|-------------------------------------|--|--------|--|--|---|---|--|--|-----------------|
| 0E31GK<br>JANGIR SINGH<br>Haha Singh<br>C&V Teacher PTI<br>GHS SHEELA KHERI  | 1<br>05/05/2018<br>44900<br>100  | --<br>31/10/2032  |                                     | <input type="radio"/> Forward/Backward |        | <input type="button" value="Browse..."/> No file selected. |  | <input type="button" value="Save"/> <input type="button" value="Delete"/> | <input type="button" value="Movement History"/> | <input type="button" value="View Signed Summary Sheet"/> |  |                 |
| SH2VH9<br>USHA RANI<br>Balak Ram -<br>J.B.T Teacher<br>GPS IKKAS             | 1<br>30/03/2018<br>44900<br>100  | --<br>31/05/2032  |                                     | <input type="radio"/> Forward/Backward |        | <input type="button" value="Browse..."/> No file selected. | ACR Already Uploaded                     | <input type="button" value="Save"/> <input type="button" value="Delete"/> | <input type="button" value="Movement History"/> | <input type="button" value="View Signed Summary Sheet"/> | <input type="button" value="View Signed Summr Sheet ACR"/> |                 |

If you want to delete record then it is only deleted by the user id which user id initiate the ACP Case. If the record is forward then it is unable to delete. If user wants to see the Summary Sheet then click on 'View Signed Summary Sheet'. If user wants to see the movement of the case then click on 'Movement History' a new window is opened as below.

| Movement of ACP Case |                     |                                    |             |  |
|----------------------|---------------------|------------------------------------|-------------|--|
| Unique ID :          | 0C25AK              | Employee Name :                    | ANAND KUMAR |  |
| Designation :        | Steno Typist        | Office :                           | SE Year     |  |
| Retirement Date :    | 30/11/2030          |                                    |             |  |
| Date                 | From Office         | To Office                          | Remarks     | Attachment                                     |
| 06/12/2017           | SE PHE Circle Hisar | Engineer-in-Chief, PHED, Panchkula | Forward     | <input type="button" value="View Attachment"/> |

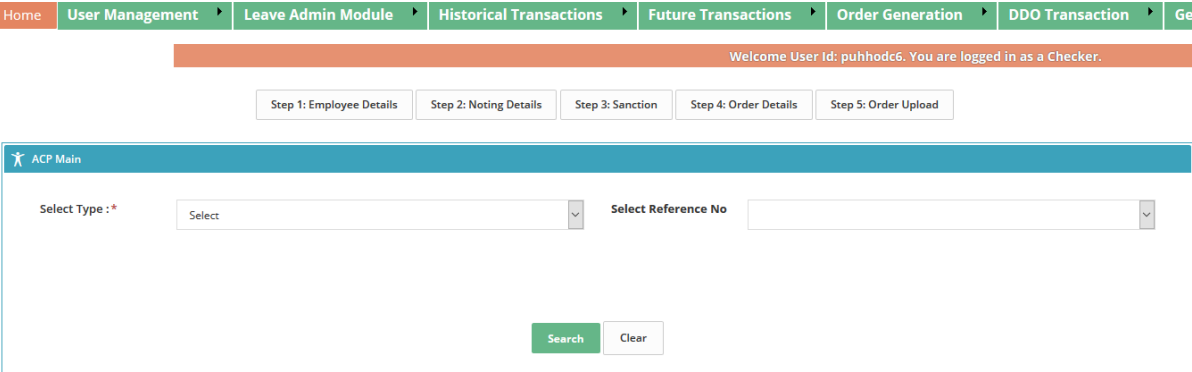
**View Attachment:** If user want to view uploaded attachment then click on View Attachment Button. When the user upload ACR then it will be gone for ACP Order Generation.

### Step 3

**For ACP Order Generation, Select 'ACP → Order Generation' → ACP Order Generate**

In Step 1, First we select Type of Record whether it is Previous Record / New Record. If we select Previous record then Select Reference No which is Generated automatically. If we select New Record then Reference No id disabled and that cases that are not initiated yet are coming in New record.

**Search Button** : After select fields click on Search button for fetch the records.



The screenshot displays the ACP Main interface. At the top, there is a navigation menu with items: Home, User Management, Leave Admin Module, Historical Transactions, Future Transactions, Order Generation, DDO Transaction, and Ge. Below the menu, a welcome message reads: "Welcome User Id: puhhodc6. You are logged in as a Checker." A progress bar shows five steps: Step 1: Employee Details, Step 2: Noting Details, Step 3: Sanction, Step 4: Order Details, and Step 5: Order Upload. The main content area is titled "ACP Main" and contains two dropdown menus: "Select Type :\*" with a "Select" option, and "Select Reference No" with a blank field. Below these are "Search" and "Clear" buttons.

After click on Search Button grid is opened. In this grid the employees are coming according to Search criteria. Then check the checkbox for select the employee. If you want to see Detail for Movement of ACP Case then click on “Movement History” button. If you want to see summary sheet then click on “View Summary Sheet” button. If checkbox is disabled then please update ACP permission from Login with your level admin and go to user permission and give permission of acp to designation for which you want to give permission .

**Save & Next** : After select record click on save button for save the record. After saving process it goes automatically to next step.

## STEP 2 Noting Details

Unable to make the session state... ACP Movement History

localhost:1643/Pislat Main/government/frmACPMMain.aspx

Select Type: \* Previous Record Select Reference No 000011

Field mark with \* are mandatory.

Previous Next

**Noting 1\*:**

It is intimated that officials has submitted applications for grant of. The applications have been checked and found in order and recommended for grant of. Necessary entry has been made in the register. FD has delegated the powers for sanctioning vide its letter No. 38/110/99-WM(S) dated 02.05.2012. Hence, EIC is competent to sanction. The advances for sanction are proposed as per detail given.

**Noting 1 Details**

It is intimated that officials has submitted applications for grant of. The applications have been checked and found in order and recommended for grant of. Necessary entry has been made in the register. FD has delegated the powers for sanctioning vide its letter No. 38/110/99-WM(S) dated 02.05.2012. Hence, EIC is competent to sanction. The advances for sanction are proposed as per detail given.

| Employee Id<br>Name<br>Designation    | Unique Id | Status     | Last ACP Date<br>Last Promotion Date | Present Pay Scale | ACP Detail  | ACP Remarks |
|---------------------------------------|-----------|------------|--------------------------------------|-------------------|---|-------------|
| OC21AK<br>ANAND KUMAR<br>Steno Typist | OC21AK    | --Select-- | 20/05/2014                           | 5200-20200+1900GP | ACP No 3<br>ACP Pay Scale ACP-L-1<br>Old PayScale 5200-20200+1800GP<br>Basic Pay 19700<br>ACP Date 20/05/2024 |             |

Unable to make the session state... ACP Movement History

localhost:1643/Pislat Main/government/frmACPMMain.aspx

**Noting 2\*:**

**Noting 2 Details**

If approved, to the above officials may be sanction please.

**Noting By Details**

Dy Supdt.

Save as Draft Print Noting Generate Noting

In the above screen all the noting detail is entered. The employees are coming in the grid. Noting is generated for all employees which are coming in the Grid.

**STATUS** : Select the Status(Proposed, Denied, Deferred) from Status in Grid view. After select status enter ACP Detail.

**ACP DETAIL** : It is selected by default.

**ACP REMARKS** : After select Pay scale enter remarks. Remarks are mandatory in Denied or Deferred Status.

Please select the details from Noting 1 Detail. If you want to edit then edit it according to your condition.

Please select the details from Noting 2 Detail. If you want to edit then edit it according to your condition.

Please select the details from Noting By Detail. If you want to edit then edit it according to your condition.

There are three buttons (Save as Draft, Print Noting, Generate Noting)

**Save as Draft** : When click on this button then record is inserted.

**Print Noting** : After clicking this button record is inserted and a report is generated. The format of report is mentioned below.

**Generate Noting** : When click on generate noting button then previous tab are disabled. Once Noting generated you will not edit the data. Further steps enabled only after Generate Noting.

| <b>Public Health Engineering Department</b>  |                    |   |   |                |
|--|--------------------|---|---|----------------|
| <b>Government of Haryana</b>   |                    |   |   |                |
| <b>No : 000006</b>   |                    |   | <b>30/06/2017 01:13 PM</b>              |                |
| <b>Subject : Proposal for ACP Noting</b>   |                    |   |   |                |
| It is intimated that officials has submitted applications for grant of .The applications have been checked and found in order and recommended for grant of .Necessary entry has been made in the register. FD has delegated the powers for sanctioning vide its letter No. 38/110/99-WM(5) dated 02.05.2012. Hence, EIC is competent to sanction . The advances for sanction are proposed as per detail given. |                    |   |   |                |
| <b>Employee Id<br/>Name<br/>Designation</b>  | <b>Status Desc</b> | <b>Last Promotion Date<br/>Last ACP Date<br/>Present Payscale</b> | <b>ACP No<br/>PayScale<br/>ACP Date</b> | <b>Remarks</b> |
| 1H4BLR<br>MADAN LAL<br>SHARMA<br>Assistant   | Proposed           | 30/01/2009<br>19/04/2001<br>9300-34800+3200GP                     | 2<br>ACP-L-9<br>30/01/2017              |                |
| If approved, to the above officials may be sanction please.  |                    |   |   |                |
| Dy Supdt.  |                    |   |   |                |

### Step 3 : Sanction

Step 1: Employee Deta
10.88.235.138:8080 says:  
Sanction Saved Successfully
Step 5: Order Upload

ACP Main
OK

Select Type: \*  
Previous Record
Select Reference No  
000006

Field mark with \* are mandatory.

Previous
Next

| Last ACP Date<br>Last Promotion Date<br>Present Pay Scale | Status   | ACP Detail   | ACP Remarks    | Employee Id<br>Name<br>Designation      | Unique Id |
|---|----------|--|----------------|---|-----------|
| 19/04/2001<br>30/01/2009<br>9300-34800+3200GP             | Proposed | ACP No: 2<br>ACP Pay Scale: ACP-L-9<br>Old PayScale: 9300-34800+4200GP<br>Basic Pay: 49000<br>ACP Date: 30/01/2017 | Noting Remarks | 1H4BLR<br>MADAN LAL SHARMA<br>Assistant | 1H4BLR    |

Sanction Remarks\*:

Sanction Date\*:

Upload Sanction File \*:  95393-004-B557150A.jpg

Sanction No\*:

Sanction By\*:

In this screen if you want to edit Status, ACP pay scale, ACP Date, ACP Remarks then you can change it from here.

The employee are sanctioned after filling the sanction remarks, sanction no, sanction date, sanction by. Upload Sanction File from upload control. After upload file you can download the attachment.

**Save** : After filling all mandatory details click on save button for save the records.



## Step 4 : Order Details

In this screen all the order details are filling.

Welcome User Id: puhodm7. You are logged in as a Maker.

Step 1: Employee Details   Step 2: Noting Details   Step 3: Sanction   **Step 4: Order Details**   Step 5: Order Upload

ACP Main

Select Type:\* Previous Record   Select Reference No 000006

Field mark with \* are mandatory.   Previous   Next

File No\*: 000006   Order Date\*: 30/06/2017

Sanction Date\*: 06/06/2017   Place\*:

Order 1 \*:

**Order 1 Template**

The Promotion has been proposed for the following officials with immediate effect.

The Promotion has been proposed for the following officials with immediate effect.

| Unique Id | Employee Id<br>Name<br>Designation      | Last Promotion Date<br>last ACP Date<br>Present Pay Scale | ACPNO<br>ACP Payscale<br>ACP Date | Remarks        |
|-----------|---|---|-----------------------------------|----------------|
| 1H4BLR    | 1H4BLR<br>MADAN LAL SHARMA<br>Assistant | 19/04/2001<br>30/01/2009<br>9300-34800+3200GP             | 2<br>ACP-1-9<br>30/01/2017        | Noting Remarks |

Order 2 :

**Order 2 Template**

The Promotion has been proposed for the following officials with immediate effect.

The Promotion has been proposed for the following officials with immediate effect.

Order By\*:

**Officer Name / Designation**

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

CC To:

**CC Template**

Superintendent Establishment-I for Chief Secretary to Government Haryana.

Superintendent Establishment-I for Chief Secretary to Government Haryana.

Order By 2 :

**Order By 2 Template**

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

To Others:

Paragraph Font Size Color B I U abe X X X

A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/ Speakers.

Design HTML

Internal Distribution:

Paragraph Font Size Color B I U abe X X X

1. Secy. To P.S.C.M./P.S to C.S/P.A. to J.S.S.E.  
 2. Supdts. Accounts/A.&P./Cash/Estt.II Brs.  
 3. Ad.O-I&II/Libn./R.A./S.K./C.T.  
 4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

Design HTML


Other Template

A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/ Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/ Speakers.

Internal Distribution Template

1. Secy. To P.S.C.M./P.S to C.S/P.A. to J.S.S.E.  
 2. Supdts. Accounts/A.&P./Cash/Estt.II Brs.  
 3. Ad.O-I&II/Libn./R.A./S.K./C.T.  
 4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).

Save as Draft Save and Preview Generate Order



Enter OrderNo , Order Date, Sanction Date, Place for Further processing.

Select Order1, Order 2, Order By, CC To, Order By 2, To Others, Internal Distribution from right side Grid. If you want to edit the details then you can edit.

**Save as Draft** : After filling mandatory detail click this button for save the record

**Save and Preview** : It is used for saving the record and report is generated .

**Generate Order Button** : After clicking this button order is generated and the next screen is enabled after generating order.

**Government Of Haryana**  
**ACP Order**

**Subject : ACP Order**

The Promotion has been proposed for the following officials with immediate effect.

| Sr.No. | Name & Designation            | ACPNo<br>ACP Date<br>ACP Pay Scale | Last Promotion Date<br>Last ACP Date<br>Present PayScale | Remarks        |
|--------|-------------------------------|------------------------------------|--|----------------|
| 1      | MADAN LAL SHARMA<br>Assistant | 2<br>30/01/2017<br>ACP-L-9         | 30/01/2009<br>19/04/2001<br>9300-34800+3200GP            | Noting Remarks |

The Promotion has been proposed for the following officials with immediate effect.

Dated 06 June, 2017

No.: 000006

A copy is forwarded to officer concerned for information and action.

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.  
Dated 30 June, 2017

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.  
Dated 30 June, 2017

No.: 000006

A copy, each, is forwarded for information and action, where necessary to the following:--  
Superintendent Establishment-I for Chief Secretary to Government Haryana.

|  |  |
|--|--|
| No.: 000006  | Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.<br>Dated 30 June, 2017 |
| A copy, each, is forwarded for information and action, where necessary to the following:--<br>Superintendent Establishment-I for Chief Secretary to Government Haryana.  |  |
| No.: 000006  | Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.<br>Dated 30 June, 2017 |
| A copy, each, is forwarded to Principal Secretary/ Principal Secretary(KKK)/Additional Principal Secretary/Deputy Principal Secretary/ OSD/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to chief Minister/ Minister/Speakers. |  |
| Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.  |  |
| <b>INTERNAL DISTRIBUTION</b>   |  |
| 1. Secy. To P.S.C./M/P.S to C.S/P.A. to J.S.S.E.<br>2. Supdts. Accounts/A.&P./P./Cash/Estt.II Brs.<br>3. Ad.O-I&P./II/Libn./R.A./S.K./C.T.<br>4. 1E/2E/3E/4E/5E/6E/7E/8E (in Estt.I Branch).   |  |

## Step 5 : Order upload

After filling order Details. Order upload is only for uploading order file.

The screenshot shows the 'Human Resource Management System' interface for the Government of Haryana. The navigation bar includes: Home, Historical Transactions, Future Transactions, Transactions, DDO Transaction, General Reports, Change Password, and LogOut. A welcome message reads: 'Welcome User Id: puhhdm7. You are logged in as a Maker.' The progress bar shows 'Step 5: Order Upload' as the active step. The main form area is titled 'ACP Main' and contains the following fields and buttons:

- Select Type: \* (Dropdown menu showing 'Previous Record')
- Select Reference No (Dropdown menu showing '000006')
- Field mark with \* are mandatory.
- Transfer Order (Link: [Click here to view Transfer Order](#))
- Upload Signed Order File (Choose File) No file chosen
- Buttons: Previous, Save

**Save** : After uploading click on save button for save the record. You can download attachment from 'Download attachment' Button.

After upload order you have to done Pay Fixation through DDO Transaction → Pay Fixation.