

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 in a web application. The top navigation bar includes links for Home, User Management, Leave Admin Module, Historical Transactions, Future Transactions, Order Generation, and DDO Transaction. The 'Order Generation' menu is expanded, showing options like Transfer Transaction, Promotion Transactions, TimeScale Initiate, ACP, ACP Initiate, ACP Forward, and ACP Order Generate. The 'ACP' option is circled in red. The main form has fields for Group (dropdown), Rule (dropdown), Designation (dropdown), and ACP Case Upto (text input with a calendar icon). A red message states: 'Please enter payee code if employee not coming in the list'. Below the form are 'Search' and 'Clear' buttons. A 'Reason' button is also visible.

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

Unique Code Employee Name Father Name Actual/Parent Designation Office Retirement Date Present PayScale	Next ACP Date Last ACP Date Last Promotion Date	Eligible for ACP No	Proposed ACP Detail	Signed Service Book of the employee	Remarks	View Summary Sheet of the employee
Save 0C2VOC RAM PHAL SHLOM PARKASH CBV Teacher Hindi GSSS PEGAN 31/12/2028 9300-34800+4600GP	01/04/2018 -- --	1	Proposed ACP Pay Scale --Select-- Previous PC ACP PayScale Proposed Basic Pay 0 Proposed ACP Date 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
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Welcome User Id: edpbeoc3011. You are logged in as a Checker.

Unique Code Employee Name Father Name Working Designation Office	Proposed ACP No Proposed ACP Date PayScale Basic Pay ACP %age	Last ACP Date Last Promotion Date Retirement Date	Reason not able to forward the case	Type of action	Action	Attachment	Signed ACP Summary Sheet of the employee			History	Summary Sheet	Summary Sheet ACP
0C2VOC RAM PHAL SHLOH PARKASH C&V Teacher Hindi GSSS PEGANI	1 01/04/2018 ACP-L-3 (5200-20200+2000GP) 0 100	-- 31/12/2028		<input type="radio"/> Forward/Backward		<div>Browse... No file selected.</div> <div>Summary sheet(Not Mandatory)</div> <div>Browse... No file selected.</div>		Save	Delete	Movement History	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 ‘ACP/ACR’ 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 RAM PHAL SHLOH PARKASH C&V Teacher Hindi GSSS PEGANI	1 01/04/2018 ACP-L-3 (5200-20200+2000GP) 0 100	-- 31/12/2028	<input checked="" type="radio"/> Forward/Backward	<div>--Select--</div> <div></div>	<div>Browse... No file selected.</div> <div>Browse... No file selected.</div>
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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 Employee Name Father Name Working Designation Office	Proposed ACP No Proposed ACP Date PayScale Basic Pay ACR %age	Last ACP Date Last Promotion Date Retirement Date	Reason not able to forward the case	Type of action	Action	Attachment	Signed ACR Summary Sheet of the employee			History	Summary Sheet	Summary Sheet ACR
0E31GK JANGIR SINGH Maha Singh -- C&V Teacher PTI GHS SHEELA KHERI	1 05/05/2018 44900 100	-- 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 USHA RANI Balak Ram - J.B.T Teacher GPS IKKAS	1 30/03/2018 44900 100	-- 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 Summary 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 Hisar	
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	View Attachment

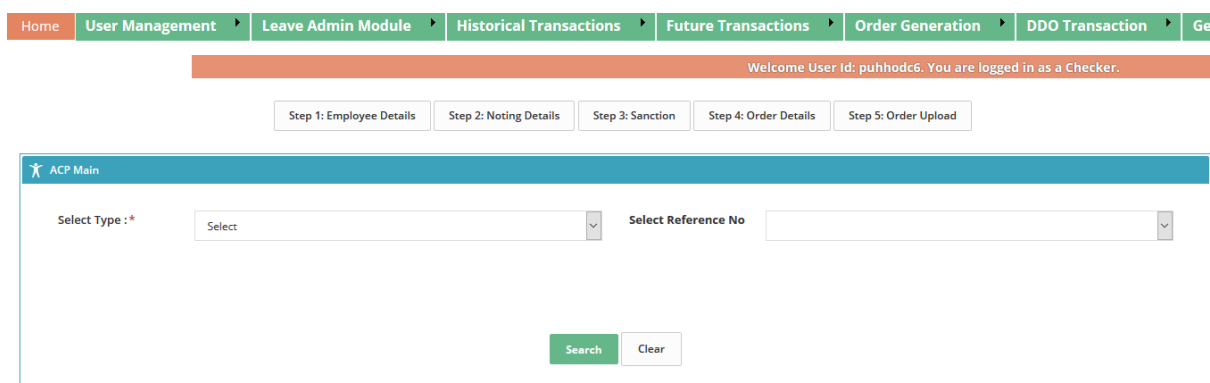
View Attachment: If user want to view uploaded attachment then click on View Attachment Button. When the user upload ACR then it will be gone for ACP Order Generation.

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 bar with links: Home, User Management, Leave Admin Module, Historical Transactions, Future Transactions, Order Generation, DDO Transaction, and Ge. Below the navigation bar, 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 form 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 fields 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 in: X ACP X Movement History X +

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

Select Type: * Previous Record Select Reference No 000011

Field mark with * are mandatory.

Previous Next

Noting 1*:

Paragraph Font Size Color B I U abc X² X³ X⁴ X⁵ X⁶ X⁷ X⁸ X⁹ X¹⁰ X¹¹ X¹² X¹³ X¹⁴ X¹⁵ X¹⁶ X¹⁷ X¹⁸ X¹⁹ X²⁰ X²¹ X²² X²³ X²⁴ X²⁵ X²⁶ X²⁷ X²⁸ X²⁹ X³⁰ X³¹ X³² X³³ X³⁴ X³⁵ X³⁶ X³⁷ X³⁸ X³⁹ X⁴⁰ X⁴¹ X⁴² X⁴³ X⁴⁴ X⁴⁵ X⁴⁶ X⁴⁷ X⁴⁸ X⁴⁹ X⁵⁰ X⁵¹ X⁵² X⁵³ X⁵⁴ X⁵⁵ X⁵⁶ X⁵⁷ X⁵⁸ X⁵⁹ X⁶⁰ X⁶¹ X⁶² X⁶³ X⁶⁴ X⁶⁵ X⁶⁶ X⁶⁷ X⁶⁸ X⁶⁹ X⁷⁰ X⁷¹ X⁷² X⁷³ X⁷⁴ X⁷⁵ X⁷⁶ X⁷⁷ X⁷⁸ X⁷⁹ X⁸⁰ X⁸¹ X⁸² X⁸³ X⁸⁴ X⁸⁵ X⁸⁶ X⁸⁷ X⁸⁸ X⁸⁹ X⁹⁰ X⁹¹ X⁹² X⁹³ X⁹⁴ X⁹⁵ X⁹⁶ X⁹⁷ X⁹⁸ X⁹⁹ X¹⁰⁰ X¹⁰¹ X¹⁰² X¹⁰³ X¹⁰⁴ X¹⁰⁵ X¹⁰⁶ X¹⁰⁷ X¹⁰⁸ X¹⁰⁹ X¹¹⁰ X¹¹¹ X¹¹² X¹¹³ X¹¹⁴ X¹¹⁵ X¹¹⁶ X¹¹⁷ X¹¹⁸ X¹¹⁹ X¹²⁰ X¹²¹ X¹²² X¹²³ X¹²⁴ X¹²⁵ X¹²⁶ X¹²⁷ X¹²⁸ X¹²⁹ X¹³⁰ X¹³¹ X¹³² X¹³³ X¹³⁴ X¹³⁵ X¹³⁶ X¹³⁷ X¹³⁸ X¹³⁹ X¹⁴⁰ X¹⁴¹ X¹⁴² X¹⁴³ X¹⁴⁴ X¹⁴⁵ X¹⁴⁶ X¹⁴⁷ X¹⁴⁸ X¹⁴⁹ X¹⁵⁰ X¹⁵¹ X¹⁵² X¹⁵³ X¹⁵⁴ X¹⁵⁵ X¹⁵⁶ X¹⁵⁷ X¹⁵⁸ X¹⁵⁹ X¹⁶⁰ X¹⁶¹ X¹⁶² X¹⁶³ X¹⁶⁴ X¹⁶⁵ X¹⁶⁶ X¹⁶⁷ X¹⁶⁸ X¹⁶⁹ X¹⁷⁰ X¹⁷¹ X¹⁷² X¹⁷³ X¹⁷⁴ X¹⁷⁵ X¹⁷⁶ X¹⁷⁷ X¹⁷⁸ X¹⁷⁹ X¹⁸⁰ X¹⁸¹ X¹⁸² X¹⁸³ X¹⁸⁴ X¹⁸⁵ X¹⁸⁶ X¹⁸⁷ X¹⁸⁸ X¹⁸⁹ X¹⁹⁰ X¹⁹¹ X¹⁹² X¹⁹³ X¹⁹⁴ X¹⁹⁵ X¹⁹⁶ X¹⁹⁷ X¹⁹⁸ X¹⁹⁹ X²⁰⁰ X²⁰¹ X²⁰² X²⁰³ X²⁰⁴ X²⁰⁵ X²⁰⁶ X²⁰⁷ X²⁰⁸ X²⁰⁹ X²¹⁰ X²¹¹ X²¹² X²¹³ X²¹⁴ X²¹⁵ 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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.

Public Health Engineering Department				
Government of Haryana				
No : 000006			30/06/2017 01:13 PM	
Subject : Proposal for ACP Noting				
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.				
Employee Id Name Designation	Status Desc	Last Promotion Date Last ACP Date Present Payscale	ACP No PayScale ACP Date	Remarks
1H4BLR MADAN LAL SHARMA Assistant	Proposed	30/01/2009 19/04/2001 9300-34800+3200GP	2 ACP-L-9 30/01/2017	
If approved, to the above officials may be sanction please.				
Dy Supdt.				

Step 3 : Sanction

Step 1: Employee Data
Step 5: Order Upload

ACP Main

10.88.235.138:8080 says:
×

Sanction Saved Successfully

OK

Select Type : *

Previous Record

Select Reference No

000006

Previous

Next

Last ACP Date Last Promotion Date Present Pay Scale	Status	ACP Detail	ACP Remarks	Employee Id Name Designation	Unique Id
19/04/2001 30/01/2009 9300-34800+3200GP	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Proposed ▼</div>	ACP No 2 ACP Pay Scale <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">ACP-L-9 ▼</div> Old PayScale <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">9300-34800+4200GP ▼</div> Basic Pay <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">49000 ▼</div> ACP Date <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">30/01/2017</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Noting Remarks</div>	1H4BLR MADAN LAL SHARMA Assistant	1H4BLR

Sanction Remarks*:

Sanction ACP

Sanction No*:

000006

Sanction Date*:

06/06/2017

Sanction By*:

Admn

Upload Sanction File* :

Choose File

 95393-004-B557150A.jpg

Save

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.

In this screen all the order details are filling.

In this screen all the order details are filling.

Welcome User Id: puhhdm7. 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 *

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

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

Order 2 :

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

Order By* :

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

Order 1 Template

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

Order 2 Template

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

Officer Name / Designation

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

CC Template

☐ Superintendent Establishment-I for Chief Secretary to Government Haryana.

Order By 2 Template

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

To Others:

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:

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).

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 ACP Date ACP Pay Scale	Last Promotion Date Last ACP Date Present PayScale	Remarks
1	MADAN LAL SHARMA Assistant	2 30/01/2017 ACP-L-9	30/01/2009 19/04/2001 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.

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.

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	Deputy Supt. Establishment-I for Chief Secretary to Government Haryana. Dated 30 June, 2017
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. 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.	
INTERNAL DISTRIBUTION 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&P./II/Libn./R.A./S.K./C.T. 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.

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.