

TIMESCALE USER MANUAL

For Timescale , Select 'Order Generation' →Timescale Initiate

Please check the list from 'Order Generation →Timescale →Timescale Mapping Report' and check your designation in report. If there is discrepancy in data or designation not shown, then please contact us.

Q1: Who is responsible for initiate the timescale 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/timescale order generation?

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

Timescale Initiate

Step 1

In Step 1, Select Designation. After select designation select Timescale which is given to the employee. After selecting timescale no the total sanction strength, working sanction strength and vacant strength shown. If you want to see all the employee list according to seniority, then please click on the link on the right side 'View Total Employee List Seniority View.' Now click on Search button for fetch the records.

The screenshot shows a web application interface for initiating a new timescale. 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 Gen. Below the menu, a user notification bar reads: "Welcome User Id: anhhodc1. You are logged in as a Checker." The main content area is titled "Initiate New TimeScale" and contains the following elements:

- Department:** A dropdown menu with "Animal Husbandry" selected.
- Designation:** A dropdown menu with "Assistant Director, Assistant Poultry Development Officer, Credit Planni" selected.
- TimeScale:** A dropdown menu with "1" selected.
- Search:** A green button labeled "Search".
- Summary Statistics:**
 - Total Sanction Strength: 1246
 - Working Sanction Strength: 141
 - Vacant Strength: 1105 (100% of the total cadre post)
- View Total Employee List Seniority Wise:** A blue link.

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

	Seniority No	Unique Code Employee Name Father Name Actual/Parent Designation Office Retirement Date Present PayScale	Date Of Eligibility Last Promotion Date	Proposed TimeScale Detail	Signed Service Book of the employee	Remarks
Save	13	11365C RAJBIR VATS JAGE RAM VATS Gaushala Development Officer DG AHD HQ PKL 29/02/2020 15600-39100+6000GP	19/04/1991	Proposed TimeScale Pay Scale --Select-- Corresponding 6th PayScale Proposed Basic Pay Proposed TimeScale Date 19/04/1991	Browse... No file selected. View Service Book of the employee	

Information like Unique Code, Name, Father Name, Designation, Retirement Date, Present Pay Scale are shown in the First column of the grid. Date of eligibility is coming in RED Colour from which date your Next Timescale is given. Select 'Proposed Timescale Pay Scale', 'Corresponding PC Timescale Pay scale'. If Proposed Timescale PayScale is 6th pay scale, then enter Basic Pay in textbox if you want and if Timescale 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, Timescale Date is coming if you want to change the Timescale 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. You must upload summary sheet which is coming from the system. Download it and signed and scan then please upload it. 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 TimeScale 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 Employee Name Father Name Working Designation Office	Proposed ACP No Proposed ACP Date Proposed ACP 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
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	<input type="button" value="Browse..."/> No file selected. Summary sheet(Not Mandatory) <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 uploaders. 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	<input type="button" value="Browse..."/> No file selected. <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 Employee Name Father Name Working Designation Office	Proposed ACP No Proposed ACP Date Proposed ACP 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	Summa 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 Summa 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"/>

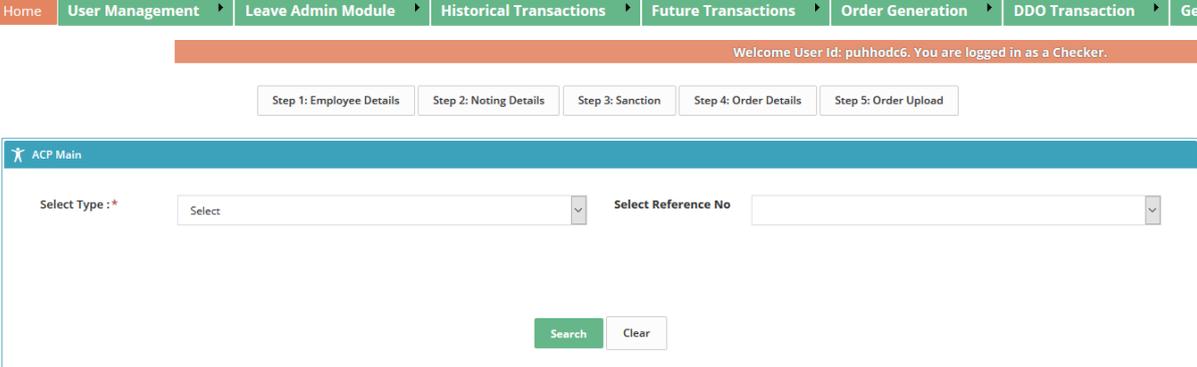
View Attachment: If user want to view uploaded attachment then click on View Attachment Button. When the user upload ACR then it will be gone for ACP Order Generation.

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

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

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

Unable to make the session state

ACP Movement History

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

Search

Noting 2*:

Noting 2 Details

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

Noting By*:

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.

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
IH4BLR 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 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 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	Proposed	ACP No: 2 ACP Pay Scale: ACP-L-9 Old PayScale: 9300-34800+4200GP Basic Pay: 49000 ACP Date: 30/01/2017	Noting Remarks	1H4BLR MADAN LAL SHARMA Assistant	1H4BLR

Sanction Remarks*:

Sanction No*:

Sanction Date*:

Sanction By*:

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

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:* Select Reference No

Field mark with * are mandatory.

File No*: Order Date*:

Sanction Date*: Place*:

Order 1 *:

Order 1 Template

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	MADAN LAL SHARMA Assistant	19/04/2001 30/01/2009 9300-34800+3200GP	2 ACP-1-9 30/01/2017	Noting Remarks

Order 2 :

Order 2 Template

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.

CC To:

CC Template

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.

To Others:

Paragraph Font Size Color B I U abe x' x. 2

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. 2

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 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.

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. 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./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.

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 five steps: Step 1: Employee Details, Step 2: Noting Details, Step 3: Sanction, Step 4: Order Details, and Step 5: Order Upload (highlighted in blue). The main form area is titled 'ACP Main' and contains the following fields and buttons:

- Select Type: * (Dropdown menu with 'Previous Record' selected)
- Select Reference No (Dropdown menu with '000006' selected)
- Field mark with * are mandatory.
- Transfer Order (Text label)
- Click here to view Transfer Order (Text link)
- Upload Signed Order File (Text label)
- Choose File (Text button)
- No file chosen (Text label)
- Previous (Text button)
- Save (Text button)

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.