Office Order

In view of the guidelines issued by the Addl. Chief Secretary, Govt. of Haryana vide communication dated 15.5.2020, Sh. Ravi Aggarwal, Sr. Manager (HR) has been nominated as Nodal Welfare Officer for registering IPGCL / PPCL with Haryana Government and upload the applications of those employees who reside in Haryana and wish to commute to NCT of Delhi as per duty requirement.

Following is the step-wise process involved for generation of e-passes by Haryana Government:

a) Registration of Departments of Delhi Government / PSUs on Haryana Web portal http://saralharyana.gov.in.

b) Approval of Delhi Govt. departments’ credentials by Haryana State Nodal Officer.

c) Uploading of applications of employees residing in Haryana by Delhi Govt. department.

d) Generation of e-Passes by Haryana Government.

Detailed procedure has been enclosed as Annexure.

The contact number of Sh. Ravi Aggarwal, Sr. Manager (HR) : Mobile – 9818706633, and email ID is rka1206@rediffmail.com.

This is issued with the approval of competent authority.

Encl: As above

(Anil Taneja)
Dy. Manager (HR)
Policy
**Issuance of e-Passes for Delhi Government Employees**

Reference Delhi High Court order dated 14.5.2020 in W.P.(C) 3068/2020 Shri OP Gupta vs Union of India & others.

**Annexure**

(E-pass issuance process for employees of Delhi Government residing in State of Haryana.)

The following details of an employee are required:

1. Service Details of official.
2. Haryana address of the official.
3. Details of vehicle.
4. Confirmation of Arogya Setu application installed on phone of employee.
5. Health parameters of the official.
6. Details of family members of the official.
7. Details of Covid test of official or family member (if any).

After scrutiny, Haryana shall generate the e-pass for the said employee within 30 minutes.

**Process involves four stages:**

a) Registration of Departments of Delhi govt. on Haryana web portal https://saralharyana.gov.in.
b) Approval of Delhi govt. department credentials by Haryana State Nodal Officer.
c) Uploading of applications of employees residing in Haryana by Delhi department.
d) Generation of e-Passes by Haryana State.

**Detailed process:**

a) Registration of Department: Department has to enter the following:
   i. Department’s Name
   ii. Department’s Address
   iii. Nodal Officer’s Name
   iv. Nodal Officer’s Designation
   v. Nodal Officer Mobile No.
   vi. Nodal Officer email id

b) Approval by Haryana State Nodal Officer (Principal Secretary GAD, Haryana)

Once the registration information is submitted by Delhi Government Department, this information would move to State Nodal Officer i.e. PS GAD, Shri Vijayendra Kumar, IAS (9779749080; email-secretarygadharyana@gmail.com) for approval.
Upon approval, the credentials (username & password) & URL (web link) would be sent to Delhi Government Department on their mobile (as mentioned in the application) through SMS.

c) Uploading of applications of employees residing in Haryana by Delhi department:-

It involve following steps.

i. Registration of employee by employer

As soon as the Delhi Govt. Department logs into the system using the credentials provided by Haryana Govt., they can begin to enter their employee details. Basic information of employee will have to be provided. It is necessary that the employee should have installed Arogya Setu app on his/her mobile set.

ii. Employee Details:
- Employee Name
- Employee Designation
- Employee Department (Auto filled)
- Age
- Gender
- Address in Haryana
- District in Haryana/
- Identity Type
- Identity No
- Vehicle Type (2-wheeler, 3-wheeler, 4-wheeler)
- RC No
- Arogya Setu app or Arogya Setu IVRS confirmation at 1921
- Has the employee or his/her family members been tested for Covid 19? (Yes/No)
- If Yes then Details

iii. Family Members Details:
- Name
- Age
- Gender
- Relation with employee

d) Generation of e-Passes by Haryana State

Delhi Department would go to the option "Generate e-Pass", where the list of employees would be displayed. User will select the employees whose passes are to be generated, enter the 'from and to' date and click a button to generate the e-passes. Once the passes are generated, an SMS would be sent to the selected employees within 30 minutes with a download link to download e-pass. A softcopy of passes would also be downloaded at the user end which he can print physically and give to the employees.