

To

(Through email)

The Estate Officers,
HSVP (In the State).

Memo No. CITO/HSVP/2026/6470

Dated: 06/01/25

Regarding development of system provision for holding applications & send back with deficient documents in PPM Online Services.

In reference to the above cited subject it is intimated that as discussed in the meeting held on 10.09.2024 regarding Service Process Re-engineering of HSVP services followed by various discussions, it has been decided to develop the provision to 'HOLD' & 'SEND BACK' the PPM online applications at various levels in case of deficiency in requisite documents & due formalities.


Accordingly the provision has been made LIVE in the PPM System with the following provisions-

1. The 'ON HOLD' provision for two (02) working days is provided at all the level of hierarchy; any official/officer in the hierarchy can keep the application on hold only for once in the lifecycle of that particular application.
2. In case of HOLD, the application will remain inactive under FIFO mechanism & reflected in the allottee's login under the "Allottee Corner" for rectification & intimation will be sent accordingly. **The allottee will be allowed TWO (02) days to respond to the deficiency.**

The hold application will be sent back to the same official who raised the deficiency for further processing under FIFO mechanism in the PPM once responded by the applicant or expiry of two working days which ever is earlier.

3. The word 'REJECT' is replaced with 'Send Back' in the PPM;
4. The provision of final rejection is now made available with the Designated Officers only. The subordinate officers/officials can only be authorized to send their respective proposals to the Designated Officers to take final action upon the applications.

It is also added that initially the above provisions are provided in all online PPM applications except the applications wherein Bio-Metric Attendances are required.


Yogesh Ranga,
Chief IT Officer
Haryana Shehri Vikas Pradhikaran
Panchkula, Haryana



Chief Information and Technology Officer
Haryana Shehri Vikas Pradhikaran

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Endst. No. CTO/HSVP/2020/6478

Dated: 06/11/20

A copy of above is forwarded to the following for kind information, please.

1. The Administrator, HSVP (HQs), HSVP, Panchkula.
2. The Zonal Administrators, HSVP (In the State).
3. The Chief Vigilance Officer, HSVP, Panchkula.
4. The Secretary, HSVP, Panchkula.
5. The Legal Remembrancer, HSVP, Panchkula.
6. The Chief Controller of Finance, HSVP, Panchkula.
7. The Enforcement Officer, HSVP, Panchkula.
8. The Designated Officers for HSVP RTS services.
9. PA/CA HSVP for the kind information of W/CA HSVP, please.


Yogesh Ranga,

Chief IT Officer

Haryana Shehri Vikas Pradhikaran
Panchkula, Haryana