

No. 03/01/2024 -1Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY's OFFICE
TRAINING DEPARTMENT

Dated Chandigarh, the 15th September, 2026

To

✓ All the IAS Officers of Haryana State.

Subject:- Regarding implementation of Mid-Career Training Programmes (MCTPs) through e-HRMS 2.0.

Sir/Madam,

I am directed to refer to the subject noted above and to enclosed herewith a copy of user manual for Mandatory Mid-Career Training Programme (MCTP) Module for Officer Eligibility Acknowledgment and Registration titled as "Role: IAS Officer" received from Sh. Ajay Kumar Sinha, Under Secretary to Government of India, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India for information & necessary action. The same is also available on the official website of Chief Secretary to Government, Haryana i.e. <http://csharyana.gov.in> (in Training Branch) for ready reference.

Yours faithfully,


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Endst. No. 07/01/2026-1Trg.

Dated Chandigarh, the 15th September, 2026

A copy of user manual for Mandatory Mid-Career Training Programme (MCTP) titled as "Role: Cadre Clearance Officer" is forwarded to the Secretary to Government Haryana, Personnel, Training and Parliamentary Affairs Department-cum- Cadre Controlling Officer of the State for MCTP is forwarded for information & necessary action.

— sd/-
Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Endst. No. 07/01/2026-1Trg.

Dated Chandigarh, the 15th September, 2026

A copy is forwarded to Sh. Ajay Kumar Sinha, Under Secretary to Government of India, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India w.r.t. his letter No. T-21021/21/2025-Acad.Desk, dated 01.09.2026, for information.

— sd/-
Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

USER MANUAL

Mandatory Mid-Career Training Programme (MCTP)

Officer Eligibility Acknowledgement and Registration

ROLE: IAS OFFICER

e-HRMS Version 2.0

Document	User Manual	Version	1.0
Issued by	Department of Personnel & Training	Date	July 2026

Contents

Select a section title to move directly to that section.

Section	Page
Section 1. About this Manual	2
Section 2. IAS Officer Role	3
Section 3. Using the MCTP Module on e-HRMS	4
Section 4. Important Points	12
Section 5. Troubleshooting and Support	13

Document use: This manual is task-focused. Eligibility determination, nomination, cadre clearance, attendance and certification are performed by the respective authorities and are outside the officer registration workflow.

Section 1. About this Manual

1.1 Purpose

This manual provides step-by-step instructions for IAS officers to review their MCTP eligibility, acknowledge the eligibility status and complete programme registration through e-HRMS.

1.2 Scope

It covers login, access for on-boarded and non-on-boarded officers, navigation to the MCTP module, review of programme details, eligibility acknowledgement, registration, submission confirmation and status tracking.

1.3 Intended Users

This manual is intended for IAS officers whose batch/chance has been included in an MCTP programme on e-HRMS.

1.4 Disclaimer

Disclaimer: Screenshots contain sample data and are for guidance only. The live portal may differ slightly in appearance. Follow the validations and deadlines displayed on the portal.

Section 2. IAS Officer Role

2.1 Role and Responsibility

The officer reviews the MCTP programme and eligibility details displayed on e-HRMS, acknowledges whether the eligibility is correct, completes registration within the prescribed timeline and monitors the application and cadre clearance status.

Process note: Officer registration and cadre clearance may be completed in parallel. Final nomination is complete only when the officer is registered and cadre clearance has been granted.

2.2 Before You Begin

- Valid e-Parichay credentials linked to the officer's registered email address or mobile number.
- Access to the registered email account for portal notifications.
- Correct name in Hindi and the exact name to be printed on the certificate.
- Current designation and equivalent rank in the Government of India.
- Awareness of the Last Date of Registration displayed for the programme.

Access: IAS officers may use the MCTP module whether or not their organisation uses the full e-HRMS employee-service suite.

Section 3. Using the MCTP Module on e-HRMS

Complete the following steps in sequence. Verify the registration confirmation and application status before leaving the module.

1 Log in through e-Parichay	2 Open Employee Services > MCTP	3 Review programme and eligibility
4 Acknowledge eligibility (Optional step)	5 Register and submit details	6 Verify status and cadre clearance

3.1 Log in to e-HRMS

Objective: Access the portal using the officer's e-Parichay account.

Open <https://e-hrms.gov.in/login> and complete the following steps:

1. Select Login and then Login with Parichay.
2. Enter the registered email address or mobile number and password.
3. Provide consent, if prompted, and select Next to authenticate.

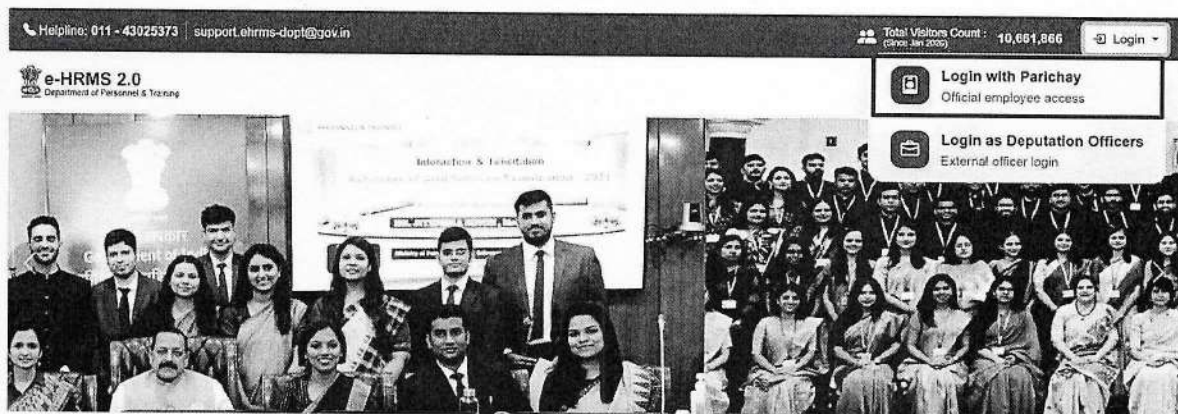


Figure 3.1: Select Login with Parichay on the e-HRMS portal

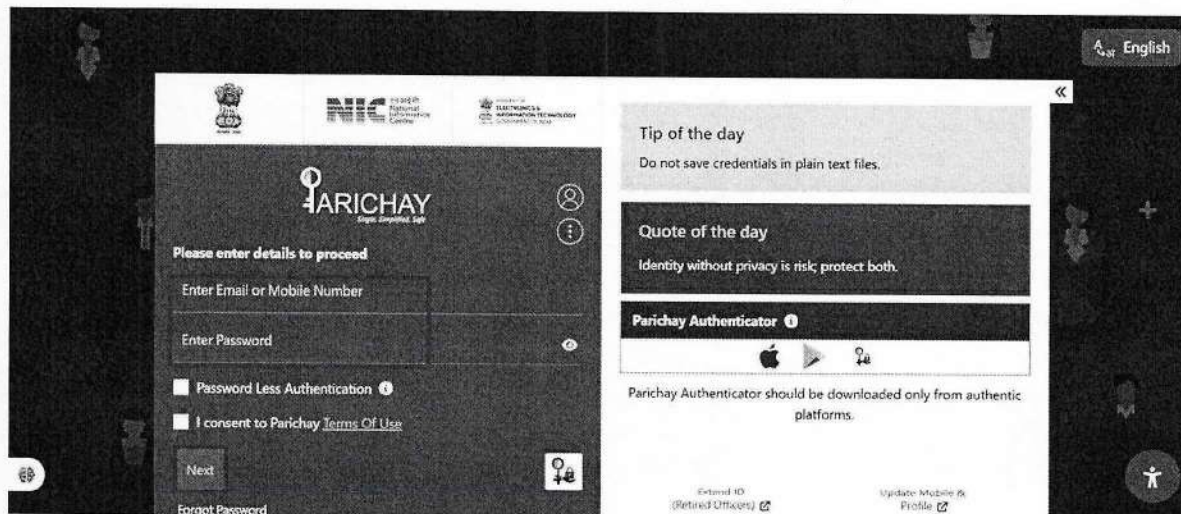


Figure 3.2: Enter e-Parichay credentials

3.2 Proceed Based on On-boarding Status

Objective: Reach the Employee Services menu whether or not the officer is on-boarded for the full e-HRMS service suite.

On-boarded officer

After login, proceed directly to the left navigation panel and open Employee Services.

Officer not on-boarded for full e-HRMS services

1. A profile-completion alert may appear after login.
2. Select View Profile & Update to proceed to the portal page.
3. Navigate to the left menu. Completing the full employee profile is not required solely for MCTP registration.

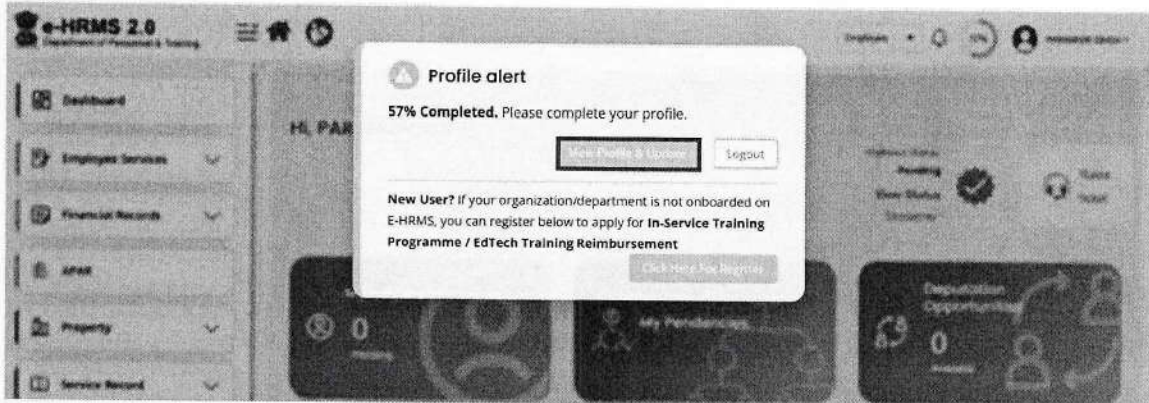


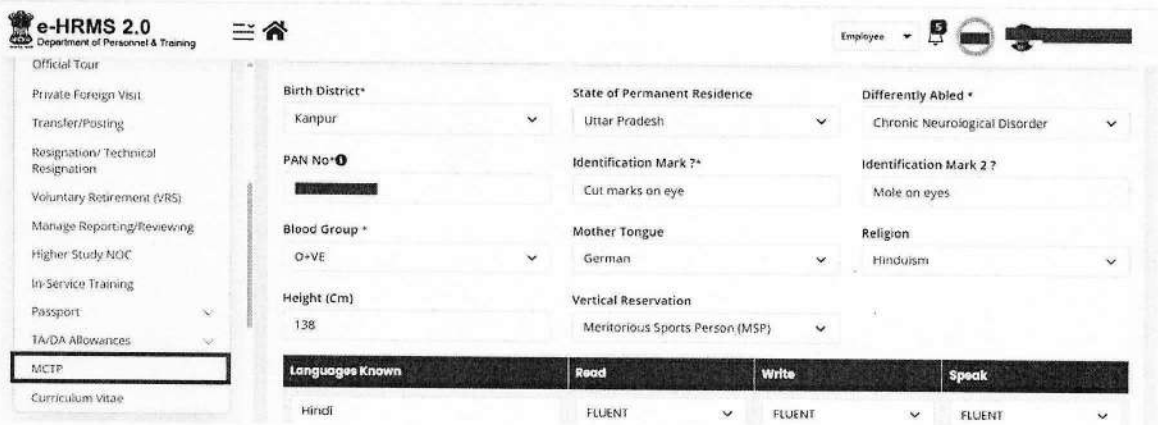
Figure 3.3: Profile alert that may appear after login

Note: The alert may not appear for officers already on-boarded on e-HRMS. In that case, continue directly to Employee Services.

3.3 Open the MCTP Module

Objective: Open the officer enrolment list for the MCTP programme.

1. From the left navigation panel, expand Employee Services.
2. Select MCTP.
3. The Officer Enrolment page displays the MCTP programme(s) associated with the officer's batch/chance.



e-HRMS 2.0
Department of Personnel & Training

Employee

Official Tour

Private Foreign Visit

Transfer/Posting

Resignation/ Technical Resignation

Voluntary Retirement (VRS)

Manage Reporting/Reviewing

Higher Study NOC

In-Service Training

Passport

TA/DA Allowances

MCTP

Curriculum Vitae

Birth District*
Kanpur

State of Permanent Residence
Uttar Pradesh

Differently Abled *
Chronic Neurological Disorder

PAN No.*
[REDACTED]

Identification Mark 1*
Cut marks on eye

Identification Mark 2 ?
Mole on eyes

Blood Group *
O+VE

Mother Tongue
German

Religion
Hinduism

Height (Cm)
138

Vertical Reservation
Meritorious Sports Person (MSP)

Languages Known	Read	Write	Speak
Hindi	FLUENT	FLUENT	FLUENT

Figure 3.4: Navigate to Employee Services > MCTP

3.4 Review Programme and Eligibility Details

Objective: Verify the programme, deadlines, eligibility and current application status before acknowledging eligibility.

The Officer Enrolment page contains the following key information. Use the horizontal scroll bar to view all columns.

Field	Purpose
MCTP Name / Phase	Programme name and MCTP phase.
Chance	Chance allotted for the phase.
Mode of Recruitment	Recruitment mode to service (Direct/ Promoted)
Location / Programme Dates	Venue and start/end dates.
Cadre Clearance Officer Details	Name and contact details of the concerned CCO.
Last Date of Cadre Clearance	Deadline for the cadre authority to record its decision.
Last Date of Registration	Deadline for the officer to complete registration.
Eligibility Status	Eligible or Not Eligible; the system displays the reason where applicable.
Eligibility Acknowledgement	Officer's confirmation that the displayed eligibility is correct.
Application Status	Current workflow stage.
Action	Available registration action.

e-HRMS 2.0

Department of Personnel & Training

Employee

100%

Test User Nine

Dashboard

Employee Services

Leave

Reimbursements

Loan/Advance

LTC

Official Tour

Private Foreign Visit

Transfer/Posting

Resignation/ Technical Resignation

Important Note : If your eligibility status is found to be incorrect for the scheduled MCTP, kindly report the issue to the DoPT Training Wing by writing to dopttraining@gov.in

Officer Enrollment

Show 10 entries

Sr. No.	MCTP Name	Phase	Chance	Mode of Recruitment	Location	Start Date / End Date	Cadre Clearance Officer Detail
1	25th Round of Mid Career Training Phase III	Phase-III	3rd & Last		Lbsnaa Mussoorie	01-08-2026 / 15-08-2026	Test User / testuser10@gov.in / 6283781397

Showing 1 to 1 of 1 entries

Previous1Next

Figure 3.5: Programme, phase, chance and Cadre Clearance Officer details

e-HRMS 2.0

Department of Personnel & Training

Employee

100%

Test User Nine

Dashboard

Employee Services

Leave

Reimbursements

Loan/Advance

LTC

Official Tour

Private Foreign Visit

Transfer/Posting

Resignation/ Technical Resignation

Important Note : If your eligibility status is found to be incorrect for the scheduled MCTP, kindly report the issue to the DoPT Training Wing by writing to dopttraining@gov.in

Officer Enrollment

Location	Start Date / End Date	Cadre Clearance Officer Detail	Last Date of Cadre Clearance	Last Date of Registration	Application Status	Eligibility St
Lbsnaa Mussoorie	01-08-2026 / 15-08-2026	Test User / testuser10@gov.in / 6283781397	16-07-2026	30-07-2026	Officer Registered – Pending for Cadre Clearance	

Previous1Next

Figure 3.6: Deadlines, application status and eligibility status

Department of Personnel & Training

Page 7 of 13

Eligibility query: If the displayed eligibility is incorrect, do not register on the basis of incorrect data. Report the issue to the DoPT Training Wing at dopttraining@gov.in, as indicated on the portal.

3.5 Acknowledge Eligibility

Objective: Confirm whether the eligibility information displayed by the system is correct.

- 1. Review the Eligibility Status and the reason/ criteria displayed by the system.
- 2. Select Yes under Eligibility Acknowledgement when the eligibility details are correct.
- 3. Select No when the details are incorrect and report the discrepancy to the DoPT Training Wing.
- 4. For an Eligible officer, the Register option becomes available after acknowledgement as Yes.

Note: This step is not mandatory but acknowledging the eligibility helps in maintaining correct database for future references

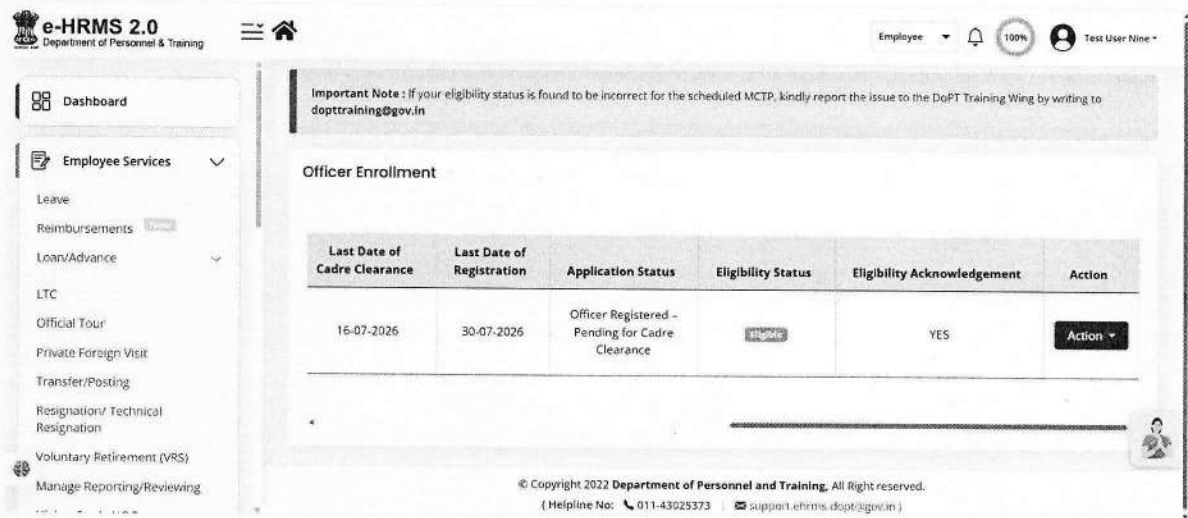


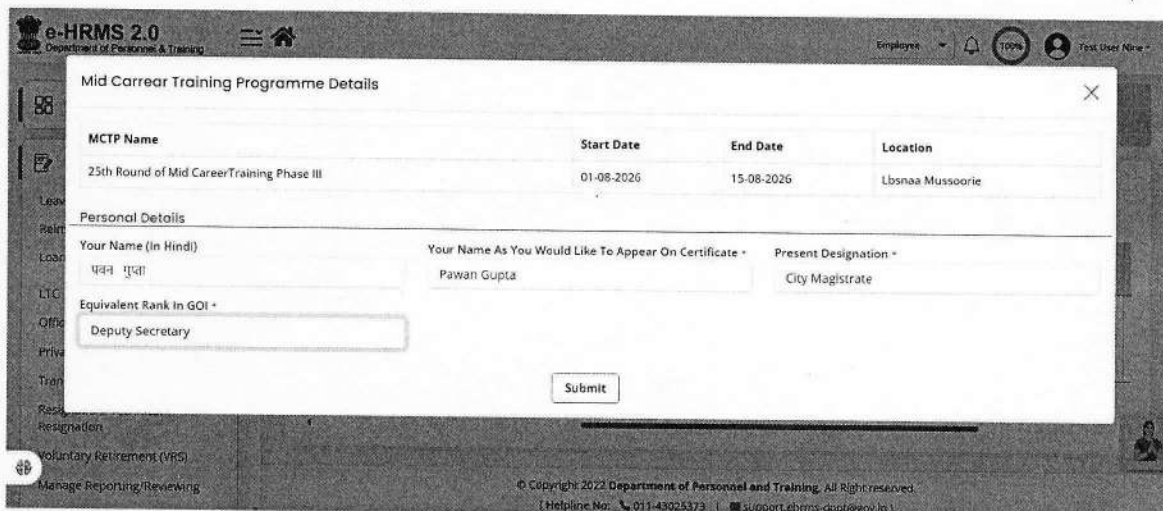
Figure 3.7: Eligibility acknowledgement and Action controls

Important: Selecting No records a disagreement with the eligibility information; it does not complete registration. Registration should proceed only after the eligibility information is correct.

3.6 Register for the MCTP Programme

Objective: Submit the officer details required for programme enrolment and certification.

1. Against the relevant programme, select Action > Register.
2. Verify the MCTP name, programme dates and location displayed in the registration window.
3. Enter the Name in Hindi.
4. Enter the name exactly as it should appear on the certificate.
5. Enter the Present Designation and Equivalent Rank in Government of India.
6. Review all entries and select Submit.

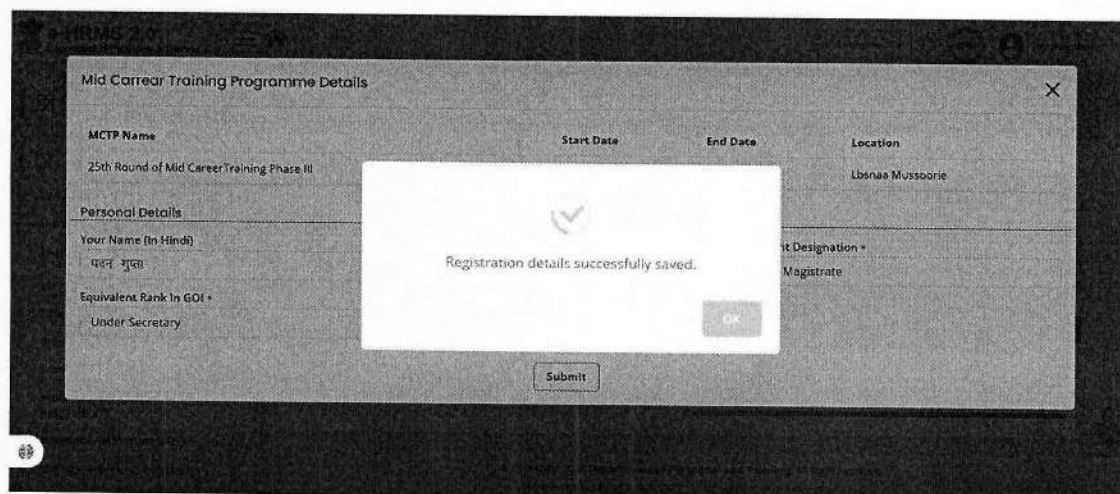


MCTP Name	Start Date	End Date	Location
25th Round of Mid Career Training Phase III	01-08-2026	15-08-2026	Lbsnaa Mussoorie

Personal Details		
Your Name (In Hindi)	Your Name As You Would Like To Appear On Certificate	Present Designation
पवन गुप्ता	Pawan Gupta	City Magistrate
Equivalent Rank In GOI		
Deputy Secretary		

Submit

Figure 3.8: Complete the MCTP registration details



MCTP Name	Start Date	End Date	Location
25th Round of Mid Career Training Phase III			Lbsnaa Mussoorie

Personal Details		
Your Name (In Hindi)	Your Name As You Would Like To Appear On Certificate	Present Designation
पवन गुप्ता	Pawan Gupta	City Magistrate
Equivalent Rank In GOI		
Under Secretary		

Registration details successfully saved.

OK

Submit

Figure 3.9: Registration confirmation

Certificate name: Check spelling, initials and order carefully before submission. Any correction after submission may require assistance from the DoPT Training Wing.

3.7 Verify Submission and track Cadre Clearance

Objective: Confirm that registration has been recorded and track the remaining nomination step.

- Return to the Officer Enrolment list and confirm that Eligibility Acknowledgement shows Yes.
- Confirm that the Application Status reflects officer registration.
- Monitor the application until cadre clearance is granted or otherwise decided by the concerned cadre authority.
- Use the Cadre Clearance Officer details displayed on the programme row for cadre-related coordination, where required.
- Check the registered email account for system notifications and programme communications.

Completion: Successful registration alone does not complete the nomination. The completed registration status is Officer Registered - Cadre Clearance Given.

3.8 Understand the Statuses

The exact label displayed depends on the progress of eligibility, registration and cadre clearance.

Eligibility Status and Acknowledgement

Status	Meaning / Action
Eligible	Officer may acknowledge Yes and register before the deadline.
Not Eligible	System displays the reason. Report the issue if the determination appears incorrect.
Acknowledgement - Yes	Officer confirms that the displayed eligibility information is correct.
Acknowledgement - No	Officer disputes the displayed eligibility; registration is not required / completed.

Application Status

Status	Meaning
Eligible	Officer identified as eligible; registration may not yet have been completed.
Nominated - Pending for Cadre Clearance or Officer Registration	Cadre clearance and/or officer registration is pending.
Cadre Clearance Given - Pending for Officer Registration	Cadre clearance granted; officer registration is pending.
Officer Registered - Pending for Cadre Clearance	Officer registration completed; cadre clearance decision is pending.
Cadre Clearance Not Given - Pending for Officer Registration	Cadre clearance not granted; officer registration is pending.
Cadre Clearance Not Given - Officer Registered	Officer registered, but cadre clearance has not been granted.
Officer Registered - Cadre Clearance Given	Officer registration and cadre clearance both are complete.

Section 4. Important Points

Keep the following points in mind while completing MCTP registration.

Officer Checklist

- Complete registration before the Last Date of Registration displayed on the portal.
- Acknowledge Yes only after verifying that the eligibility information is correct.
- Report an incorrect eligibility status to dopttraining@gov.in and avoid registration on the basis of incorrect data.
- Enter the certificate name exactly as it should be printed.
- Review designation and equivalent rank before selecting Submit.
- Registration and cadre clearance are separate actions; both are required for final nomination.
- Check the application status and registered email account after submission.
- The live portal's validations, deadlines and displayed instructions take precedence over screenshots in this manual.

Section 5. Troubleshooting and Support

5.1 Common Issues

Issue	Suggested Action
Unable to log in	Verify e-Parichay credentials and use the official password recovery option, if required.
Profile alert appears	Proceed through View Profile & Update and navigate to Employee Services; full profile completion is not required solely for MCTP registration.
MCTP menu is not visible	Refresh after login and check Employee Services. Contact the e-HRMS Helpdesk if access remains unavailable.
Programme is not visible	Confirm that the officer's batch/ chance has been included and that the programme is active. Check the OM issued by DoPT.
Eligibility appears incorrect	Select No where applicable and report the discrepancy to doptraining@gov.in with the relevant details.
Register option is unavailable	Confirm that the officer is Eligible, acknowledgement is Yes and the registration window is open.
Registration does not save	Complete all mandatory fields, retry once and avoid duplicate submission. Contact the helpdesk if the issue persists.
Cadre clearance remains pending or is not granted	Use the CCO details displayed on the programme row and follow the concerned cadre's instructions.

5.2 Support Contacts

Support	Use For	Phone	Email / Channel
e-HRMS Helpdesk	Login, access and technical portal issues	011-43025373	support.ehrms-dopt@gov.in
DoPT Training Wing	Eligibility, registration and programme queries	-	dopttraining@gov.in
Cadre Clearance Officer	Cadre clearance status and cadre-side action	As displayed	Details shown on the programme row

Contact details: Use the latest contact details displayed on the live portal or in the official MCTP communication if they differ from this manual.