

Urgent/Time Bound

From

Director General Higher Education
Haryana, Panchkula

To

1. All DHEO Haryana.
2. All Principals, Haryana Govt. Colleges/Libraries/NCC Unit

Memo No. 180001/15-2021 HRMS

Dated, Panchkula, the 07/02/2024

विषय:-

**Schedule for Online Transfer Policy (OTP) of Non-Teaching Cadre,
NCC Cadre and Library Cadre.**

Kindly refer on the subject cited above.

I have been directed to forward the revised scheduled to be applicable on Online Transfer Policy (OTP) of Non Teaching, NCC and Library Cadre :-

| Sr. No. | Activity | Dates | Remarks |
|---------|--|--------------------------|---|
| 1 | Record Updation | 08.12.2023 to 20.12.2023 | During this period, all Govt. Colleges/Libraries/NCC Unit will update the record of all employee |
| 2 | Sent to Employee for Verification | 21.12.2023 to 23.12.2023 | During this period, all Govt. Colleges/Libraries/NCC Unit will sent updated record to employee for verification |
| 3 | Verification of Record by Employee | 24.12.2023 to 26.12.2023 | During this period, all employees check their record and verify from intra Haryana portal. |
| 4 | Score Freeze | 02.01.2024 | During this period, all Govt. Colleges/Libraries/NCC Unit will Freeze the score of all employee. |
| 3 | Voluntary participation | 03.01.2024 to 05.01.2024 | During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer. |
| 4 | Forceful transfer/exempt employee | 15.01.2024 to 18.01.2024 | Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level. |
| 5 | Blocking of Posts and Assigning maximum sanctioned posts to Colleges | 02.02.2024 to 07.02.2024 | This exercise will be carried out with the help of IT Cell. Rationalization and assign maximum sanction post will be updated by the Department so that equal distribution of regular employee will be made. |
| 6 | Filling up of choices | 08.02.2024 to 10.02.2024 | All eligible employees will submit their choice of Govt. Colleges/Libraries/NCC Unit in order of preference. |

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| 7 | Provisional Allocation | 12.02.2024 | During this period, provisional allocation will be prepared of those employee who not get their choice of preferences and transfer Anywhere in the state |
| 8 | Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any | 13.02.2024 | If any employee fails to get one of his/her preferred options, before posting them anywhere in the State, such unsuccessful employees can submit their fresh choices against remaining vacancies. |
| 9 | Issuance of posting orders | 15.02.2024 | Orders will be issued to all Govt. Colleges/Libraries/NCC Unit |
| 10 | Relieving and Joining | As per policy | All transferees will be relieved from their previous place of posting and join on their new NCC Unit |

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Deputy Director HRMS
for Director General Higher Education
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the 07/02/2024

A copy forward to following for information and necessary action:

1. The State Information Officer NIC, Haryana Civil Secretariate, Chandigarh.
2. Deputy Director/Supdt. NCC/Library/ME.
3. Incharge IT Cell for uploading on Web-portal.



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for Director General Higher Education
Haryana, Panchkula