

Urgent/Time Bound

From

Director General Higher Education
Haryana, Panchkula

To

1. All Principals, Haryana Govt. Colleges
2. All NCC Battalion situated in Haryana State

Memo No.DHE-180001/15-2021 HRMS

Dated, Panchkula, the 09.05.2022

विषय:- **Revised schedule for online transfer policy of NCC cadre(Lascar and clerk) and Non-teaching staff of college cadre (Deputy Supdt., Assistant, Steno-typist, Laboratory Attendent, Clerk and J.L.A.).**

Kindly refer to the subject cited above.

I have been directed to forward the revised schedule to be applicable on Online-transfer Policy of NCC cadre (Lascar and clerk) and Non-teaching staff of college cadre (Deputy Supdt., Assistant, Steno-typist, Laboratory Attendent, Clerk and J.L.A.).

| Sr. No. | Activity | Dates | Remarks |
|---------|--|--------------------------------|---|
| 1 | Score Verification | 21-3-2022 to 30-03-2022 | During this period, all Principals/DDO of Government Colleges /NCC Unit will verify the record of employee and send the employee for finalized their record. |
| 2 | Employee finalized | 30.03.2022 | During this period employee will finalized/make objection on their score. |
| 3 | Freezing of Score | 01-04-2022 | College/Unit will freeze the score. After it, score cannot be changed. |
| 4 | Voluntary participation | 02-04-2022 to 07-04-2022 | During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer. |
| 5 | Force full transfer/exempt employee | 28.04.2022 | Exempted/forcefull transfer Data of employee enter in HRMS software of NCC/Non-teaching cadre at H.Q. level |
| 6 | Data processing and Rationalization/ Assign maximum sanctioned posts | 30-04-2022 | This exercise will be carried out with the help of IT Cell. Rationalization and Assign Maximum sanctioned posts will be made by the Department on the basis of shortage/requirement of employees. |
| 7 | Filling up of choices | 30-04-2022 to 10-05-2022 | All eligible employees will submit their choice of Government Colleges/NCC Unit in order of preference. |
| 8 | Provisional Allocation | 11-05-2022 to 13-05-2022 | During this period, provisional allocation will be made on the basis of choices filled by employees. |
| 9 | Filling up of choices by those who miss | 16-05-2022 to | If any employee fails to get one of his/her preferred options, before posting them |

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|----|---|--------------------------------|---|
| | the Government Colleges of choice during the above mentioned allocation, if any | 19-05-2022 | anywhere in the State, such unsuccessful employees can submit their fresh choices against remaining vacancies. |
| 10 | Issuance of posting orders | 30-05-2022 | Orders will be generated and will be available in the login of employees and Government Colleges/NCC Unit. |
| 11 | Relieving and Joining | 31-05-2022 to 06-06-2022 | All transferees will be relieved from their previous place of posting and join on their new Government Colleges/NCC Unit. |

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Deputy Superintendent HRMS
for Director General Higher Education
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the 9/5/2022

A copy forward to following for information and necessary action:

1. The State Information Officer NIC, Haryana Civil Secretariate, Chandigarh.
2. Superintendent ME, NCC
- ✓ 3. Incharge IT Cell for uploading on Web-portal.

Ashob Kumar

Deputy Superintendent HRMS
for Director General Higher Education
Haryana, Panchkula