

Urgent/Time Bound

From

Director General Higher Education
Haryana, Panchkula

To

1. All DHEO Haryana.
2. All Principals, Haryana Govt. Colleges

Memo No.DHE-180001/15-2021 HRMS
Dated, Panchkula, the 31.08.2022

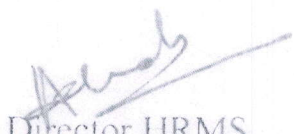
विषय:- **Schedule for Online Transfer Policy (OTP) of Teaching Cadre.**

Kindly refer to the office letter no. DHE-180001/15-2021 HRMS dated 12.08.2022 on the subject cited above.

I have been directed to forward the scheduled to be applicable on Online Transfer Policy (OTP) of Teaching Cadre i.e. Assistant/Associate Professor Botany, Chemistry, Commerce, Computer Science, Economics, English, Geography, Hindi, History, Maths, Physical Education, Physics, Political Science, Psychology, Sanskrit, Zoology :-

Sr. No.	Activity	Dates	Remarks
1	Record Updation	12.08.2022 to 06.09.2022	During this period, all Principals/DDO of Government Colleges will update the record of all employee
2	Sent to Employee for Verification	08-09-2022	During this period, all Principals/DDO of Government Colleges will sent updated record to employee for verification
3	Verification of Record by Employee	09.09.2022	During this period, all employees check their record and verify from intra Haryana portal.
4	Score Freeze	13.09.2022	During this period, all Principals/DDO of Government Colleges will Freeze the score of all employee.
3	Voluntary participation	14-09-2022 to 15-09-2022	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
4	Blocking of Posts and Assigning maximum sanctioned posts to Colleges)	16-09-2022 to 18-09-2022	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.

5	Forceful transfer/exempt employee	19-09-2022 to 20-09-2022	Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level.
6	Filling up of choices	21-09-2022 to 27-09-2022	All eligible Assistant/Associate Professor will submit their choice of Government Colleges in order of preference.
7	Provisional Allocation	29-09-2022 to 01-10-2022	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	03-10-2022 to 06-10-2022	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	12-10-2022	Orders will be issued to all Govt. Colleges
10	Relieving and Joining	As per policy	All transferees will be relieved from their previous place of posting and join on their new Government Colleges.

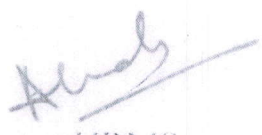

 Deputy Director HRMS
 for Director General Higher Education
 Haryana, Panchkula

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Dated: Panchkula the

A copy forward to following for information and necessary action:

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


 Deputy Director HRMS
 for Director General Higher Education
 Haryana, Panchkula