

Special Secretary to Govt. of Haryana  
Higher Education Department, Panchkula

To

All the Principals of Government Colleges  
in the State of Haryana

Memo No.4/7-2022 C-1 (4)  
DHE-020003/59/2022 &  
DHE-020015/5/2022 C-1(4)


Dated, Panchkula, the 20-9-23

**Subject: Amended Online Transfer Policy of Assistant/Associate Professors in Govt. Colleges.**

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Kindly refer of this office Memo No. 4/7-2022 C-1 (4), DHE-020003/59/2022 & DHE-020015/5/2022 C-1(4) dated 20.06.2023 & 22.06.2023 on the subject cited above.

Please find enclosed herewith a copy of amended Online Transfer Policy 2023 for information and necessary action.


  
Superintendent College-1  
for Special Secretary to Govt. Haryana  
Higher Education Department, Panchkula

Endst. No. Even

Dated, Panchkula 20-9-23

A copy of the above alongwith copy of amended Online Transfer Policy 2023 is forwarded to the following for information and necessary action please:-

1. Chief Secretary to Government of Haryana, Chandigarh
2. Additional Chief Secretary to Govt. Haryana, Finance and Planning Department, Chandigarh.
3. Director General Information and Public Relations, Haryana, Chandigarh.
4. Director General, Health Services, Panchkula.
5. Director Treasuries and Accounts Department, Haryana Chandigarh.
6. State Information Officer, National Informatics Centre (NIC), 9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to develop the software under intimation to this office.
7. PS/APSCM/OSD/CM.
8. Secretary to Higher Education Minister, Haryana.
9. PS/ACSHE, PS/DHE, PA/Additional Director Administration.
10. Superintendent HRMS Cell (Local)/ College-5/ME/Admin. Branch.
11. Incharge IT cell for uploading on web portal.

  
Superintendent College-1  
for Special Secretary to Govt. Haryana  
Higher Education Department, Panchkula

**Amended Online Transfer Policy**  
**Of College Teachers working in Government Colleges,**  
**Directorate of Higher Education, Haryana.**

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Transfers of College Teachers working in the Government Colleges shall be regulated under the provisions of the following policy:

**1. VISION**

*To ensure equitable & need-based distribution of College Teachers in a fair and transparent manner so as to protect academic interests of students and to maximize job-satisfaction amongst teachers.*

**Main features:**

- (i) College Teachers who are members of State Cadre are liable to be transferred anywhere in the State at any point of time. For the purpose of online transfer of a teacher, there will be a single designation of College Teacher irrespective of his/her present designation.
- (ii) This Transfer Policy will come into force w.e.f. the date of its Notification and will be applicable on College Teachers posted in subjects having sanctioned cadre strength of 80 and above, as on the date of notification of schedule of *online transfer drive* in a given year, in a particular subject.
- (iii) The Transfer Policy will be applicable to all College Teachers working in the Government Colleges under Directorate of Higher Education, Haryana. Eligible College Teachers will submit their choices (as many as deemed fit by the College Teacher concerned) of Government Colleges, out of available choices, in the given subject, in order of their respective preferences.
- (iv) The Policy will not ordinarily be applicable to incumbent Associate NCC Officers (ANOs) working in Govt. College after commissioning in NCC). However, in case an ANO wants to participate in the transfer drive through this policy, he/she will ensure while filling the choices that the desired college has ANO's (NCC) vacancy in his/her teaching subject/gender/wing (Army/Navy/Airforce wings).
- (v) While effecting transfers, the academic interests of students will be supreme.
- (vi) The Department would be at liberty to post a college teacher anywhere in the State if he/she fails to get one of his/her preferred choices and further one more chance will be given to those employees who are posted in 'anywhere in the State' so that they are not posted to far off places.
- (vii) If any college teacher opts for 'anywhere in the State' or opts the choices only of District Nuh and Morni Hills area (Panchkula) with no other choices and is thereafter posted in Morni Hills Area or Nuh district against vacancy/workload for which no college teacher has opted, he/she will be paid remuneration @ 10% of the Basic Pay plus D.A. or as amended by the Govt. from time to time during the period of said posting. However, this incentive will not be admissible to a college teacher whose home district is Nuh or Panchkula.
- (viii) Extension Lecturers and Guest Lecturers, who get displaced on account of online transfer drive, will be re-adjusted separately after the completion of online transfer

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drive. The posts occupied by Extension Lecturers and Guest Lecturers will be considered vacant for the purpose of calculation and rationalization of vacancies for the online transfer drive. However, their re-adjustment will be strictly subject to availability of sufficient workload in the Government College(s).

## 2. TIME SCHEDULE FOR ONLINE TRANSFERS

### i) **Periodicity of the Transfers:**

Generally, the Online Transfers will be made only once in a year, as per schedule notified by the Department for a given year. However, transfers can be made at any time in public interest or on Administrative/Disciplinary Grounds or in case of administrative exigencies and in cases of sudden death of spouse, chronic disease/permanent disability of spouse, couple cases and on compassionate grounds for the special categories like women, widows, widowers, differently abled persons, serious ailment etc. The reasons for transfers made on these grounds will be recorded on file.

A College Teacher transferred on disciplinary grounds will not be transferred back to the same Government College from where he/she was transferred on such grounds for a period of at least five years.

### ii) **Time-Schedule of Transfer Drive:** The Department will issue dates/periods for online transfer drive every year. The following steps will be followed, as per schedule/time table notified by the department, for various activities for implementation of the Online Transfer Drive:

- a) Qualifying date for calculations of actual vacancies, deemed vacancies and notional vacancies as per workload, calculation of weightage/points, count of stay etc. shall be notified by the department every year.
- b) The schedule for the Online Transfer Drive will be issued after the qualifying date mentioned at point a) above is notified.

## 3. DEFINING VACANT POSTS

There shall be **three** types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy (iii) Notional Vacancy.

- a) **Actual Vacancy:** A post not occupied by any College Teacher, a post which will become vacant due to retirement, promotion, voluntary retirement or otherwise against the available workload as on the date of publication of vacancies as per schedule given in para 2 (ii) above.
- b) **Deemed Vacancy:-** A post occupied by an College Teacher for a period of Five years including the period served on temporary transfer and/or deputation or as mentioned in para 5(iv) on the qualifying date at a Government College.
- c) **Notional Vacancy:-** A post which will become vacant in case of College Teacher voluntarily opts for participation in the online transfer drive as per this policy.

## 4. PROCEDURE TO BE ADOPTED

- **Rationalization and Blocking of Posts:** Keeping in view the best interest of students and



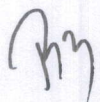
higher education Ecosystem, maintenance of student-teacher ratio and overall workload distribution in the state and to avoid disproportionate concentration of College Teachers at a particular Government College, the Department may rationalize the vacancies during implementation of online transfer drive and also block the posts to be kept vacant in a college/subject concerned.

**Note:** 'Blocked Posts' means the vacancies in a subject /college that will not be available as choice for being opted by any College Teacher during a particular online transfer drive.

- All eligible College Teachers will be required to select Government Colleges in order of their respective preferences. The options once filled and confirmed by the College Teacher shall be final and cannot be changed thereafter. The merit criteria for allotment of stations will be as per Para 6 below.
- College Teacher having one year or less in superannuation will not be transferred unless he/she desires to participate in the transfer drive or on account of administrative exigency. However, clause no. 5(iv) of this policy will be applied to such college teacher also.
- College Teachers joining the department on repatriation from U.T. Administration or other States or other departments of the State Government, where they were on deputation, will in the first instance be posted by the Government in any Government College as per workload/vacancy position. However, such repatriated College Teachers will compulsorily participate in the next transfer drive irrespective of the length of their tenure in the college where they have been posted upon repatriation from deputation.
- The posts at the HQ are included in the transfer drive.
- Online general transfer due to completion of prescribed tenure of five years is to be treated as 'Transfer in public interest' and in such case the joining time and composite transfer grant (TA/DA etc.) will be admissible as per relevant rules and instructions. However, if a College Teacher opts to participate in the transfer Drive prior to completion of five years, then such transfer will not be treated as 'Transfer in public interest' and in such case the joining time and composite transfer grant (TA/DA etc.) will not be admissible.

## 5. BASIC PRINCIPLES

- (i) Transfer/posting to the opted Government Colleges will not be claimed or treated as a matter of right.
- (ii) No requests for temporary transfer from one Government College to another beyond this Policy will be considered except in cases of administrative exigencies. The salary in case of temporary transfer or deputation will be drawn from the parent college.
- (iii) Unless protected under the provisions of this Policy, every College Teacher completing five years' continuous stay in any Government College will be transferred compulsorily and his/her post will be deemed as vacant in that college. This period of five years in a college in which the teacher is originally posted will also include the period of stay/service rendered on temporary transfer and deputation basis in any college other than the college in which the teacher is originally posted and is drawing his/her salary from.
- (iv) A teacher who is posted in a college where workload in his/her subject is not



available, then he/she will have to participate in the online transfer drive compulsorily regardless of length of his/her stay in that college.

- (v) However, any College Teacher, even if his/her stay in his/her present college of posting is less than 5 years, subjects to the condition that the concerned Assistant/Associate professor should have completed at least one year stay at a particular place of posting, he/she may also participate in the Online Transfer Drive by exercising his/her choice if he/she wants to participate. The newly appointed Assistant Professor may also participate in the Online Transfer Drive after completion of one year at initial place of posting.

#### 6. MERIT CRITERIA FOR ALLOTMENT OF STATION (COLLEGE)

- (i) Merit for allotment of a station (college) will be based on the total composite score/points earned by a College Teacher out of 100 points as prescribed hereinafter. The College Teacher earning higher points out of the composite score will be entitled to be transferred against the station(s) of his choice as per preference and merit. In case of equal points, preference will be given to the College Teacher who is senior in age.
- (ii) **'Age'** will be the first parameter and prime factor for deciding the claim of a College Teacher against a vacancy and it will have Weightage of a maximum of 57 points, out of total 100 points.
- (iii) Second parameter is **'Special Category'** as explained in point 6(b) below. Under this category, privilege of maximum 20 points can be availed by a College Teacher.
- (iv) Third parameter is **'Performance Category'** which covers length of service on regular basis, good results and Research publications of a college teacher. It will have Weightage of maximum 23 points.
- (v) Persons who are above 75% visual disability or above 75% locomotors disability will be assigned a score of 100 points if they are willing to participate in Transfer Drive. The condition of five years' stay will not be applicable to them. In case of equal points, preference will be given to the College Teacher who is senior in age.

The division of merit points shall be as given below in (a), (b) and (c):-

#### (a) Age (Maximum 57 points in total):

The first set of merit points will come from the Age of the Government employee as enumerated below:-

| Sr. No | Major Factor                           | Sub-Factor                                | Maximum Points | Criteria for Calculation   |
|--------|--|---|----------------|--|
| 1      | Age (Present Date minus Date of Birth) | Eldest person will get the maximum points | 57             | Age in number of days+365 (maximum first three decimal points only without rounding off) |

#### (b) Special Category (Maximum 20 points in total):

The second set of merit points will come from the Special Category as enumerated below:-

| Sr. No | Major Factor | Sub-factor | Maximum points | Criteria for Calculation                               |
|--------|--------------|------------|----------------|--|
| 1.     | Gender       | Female     | 10             | 10 points will be given to all Female College Teachers |

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|--|---|---|----|--|
| 2.   | Special Category Female Assistant/ Associate Professors                   | Widow/divorced/legally separated/unmarried female/Wife of serving military personnel/ Paramilitary personnel working outside the State. | 10 | All females College Teachers of this category will be given 10 points only.  |
| 3.   | Special Category Male Assistant/ Associate Professors                     | Widower who has not remarried and has one or more minor children and/or unmarried daughter(s)   | 10 | All male College Teachers of this category will be given 10 points only.   |
| 4.   | Differently abled persons   | Vision Disability   | 20 | 31% to 50% disability = 10 Marks<br>Above 50 % and upto 75% = 20 Marks<br>Above 75 % = as per 6(v) above   |
|  |   | Locomotors Disability   | 20 |  |
|  |   | Deaf & Dumb Disability  | 20 |  |
| 5.   | Diseases of Debilitating Disorders*                                       | Self  | 10 | Valid Medical Certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Government or a Medical Board so constituted will be required for obtaining benefit under this category.   |
|  |   | Spouse/ Unmarried Child(ren)  | 10 |  |
| *Diseases of Debilitating Disorders are namely a) Currently suffering from cancer or having undergone by-pass surgery or currently undergoing dialysis; b) Chronic Heart Diseases and Chronic Artery Diseases c) Chronic Renal Failed) Brain tumours and Malignancy of different organs e) Paraplegia/ Cuadriplegia/ Hemiplegia f) Multiple Sclerosis, Myasthenia Gravis, Parkinson's Disease g) Thalassemia, Haemophilia, Aplastic Anaemias, Myelodysplastic Disorders h) AIDS i) Liver and Kidney transplant |   |   |    |  |
| 6.   | Parent(s) of Differently abled or mentally challenged child(ren)/ spouse. | College Teachers having Mentally challenged or 100% differently abled child/children/spouse   | 10 | College Teachers having mentally challenged or 100% differently abled child/children/spouse will be provided 10 points. [Valid Medical Certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Government or a Medical Board so constituted will be required for obtaining benefit under this category.] |
| 7.   | Couple Case#  | Applicable to all College Teachers  | 05 | Employee's spouse must be working in any Department/ Board/ Corporation under any State Government or Government of India  |

#If husband and wife, both are working in any Department/Board/Corporation under any State Govt. or Govt. of India, the benefit of 5 points under category of couple case above can be claimed by only one of them for which he/she has to submit a declaration in this regard that the spouse has not taken the benefit under this category. This self-declaration should be uploaded on the portal at the time of participating in the drive.

**(c) Performance Category (Maximum 23 points in total):**

The third set of merit points will come from the Performance Category as enumerated below: -

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| Sr. No | Major Factor                   | Sub-factor  | Maximum Points | Criteria for Calculation  |
|--------|--------------------------------|---|----------------|---|
| 1.     | Length of service in the cadre | Service in Govt. Colleges including HQ will be considered           | 10             | Length of service in number of days ÷1095 (maximum first three decimal points only without rounding off)  |
| 2.     | Performance of Faculty         | Declared Results in University Exams in previous 03 academic years. | 09             | 03 Marks for each year's result (average result of all classes taught in each academic year) as per the following criteria:<br>In Urban Colleges:<br>More than 5 % and upto 10 % above University result=1<br>More than 10 % and upto 15% above University result=2<br>Above 15 % of University result=3<br>In Rural Colleges:<br>More than 2.5% and upto 5% above University result=1<br>More than 5% and upto 7.5% above University result=2<br>Above 7.5% of University result=3 |
|        |                                | Research papers published during the last five years                | 04             | Published in Peer reviewed or UGC Listed Journals = 2 points each research paper  |

## 7. MECHANISM

- (i) The Department will ensure that all DDOs/Principals concerned enter the service record of all college teachers under his/her jurisdiction in HRMS. Every College Teacher must diligently follow all instructions issued by the directorate and he/she will personally be responsible for the accuracy and regular updation of data in the HRMS/MIS in respect of his/her credentials, otherwise the Department will be at liberty to post him/her Anywhere in the State. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidence before the competent authority. No such transfer will be called under question which has taken place due to inaccuracy, attributable to the College Teacher, of HRMS/MIS data or credentials.
- (ii) All the choices once exercised will be available for 'VIEW' to all concerned College Teachers in their login. The transfer exercise will be carried out through Transfer Application Software.

## 8. POST-TRANSFER EXERCISE

- (i) All Transfers will be implemented as per time schedule notified by the Department, as explained in Para 2 above. The copy of transfer orders will be sent to the Treasury Officer concerned with a request not to draw the salary of such transferred College Teacher from the institution he/she has been transferred.
- (ii) Aggrieved College Teacher, in case of any discrepancy, can represent to the Administrative Secretary, Department of Higher Education, Government of

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Haryana, only after joining at his/her newly allocated station/college within fourteen days of the issuance of said transfer orders. His/her representation will be considered in accordance with the Policy and appropriate decision will be conveyed to him/her.

- (iii) If a College Teacher makes a request on a medical ground of self or his/her immediate family member (husband/wife/children/parents) or on a ground of death in family then he/she can make a request for deputation/temporary transfer/shifting of headquarter by applying through proper channel of the department. In these case the DGHE, shall first forward the case to a committee headed by the Deputy Commissioner (of district where the College Teacher is presently posted or of the district where he/she intends to get deputation/temporary transfer/shifting of headquarter) and comprising of Chief Medical Officer and District Higher Education Officer. In case a DHEO makes such a request on mentioned grounds then a committee comprising of Deputy Commissioner(of district where the DHEO is presently posted or of the district where he/she intends to get deputation/temporary transfer/shifting of headquarter), Additional Deputy Commissioner and Chief Medical Officer shall undertake the process. The relevant committee will scrutinize the case and send its recommendation to the DGHE. The directorate will further examine the case and, if it deems fit, may recommend to the Government to consider the case only for deputation/temporary transfer/shifting of headquarter under the relaxation clause of this online transfer policy.

#### **9. INTERPRETATION OF GUIDELINES**

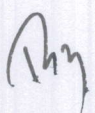
The Administrative Secretary to Government, Higher Education Department, is the competent authority to interpret the provisions of this policy and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the Policy, for the purpose of serving the best interest of students and higher education Ecosystem, maintenance of student-teacher ratio and overall workload distribution in the state, serving of larger public interest and administration of the Department as a whole.

#### **10. SAFEGUARD AGAINST UNDUE INFLUENCE**

College Teachers will not bring in any outside influence. If such an influence from whichever source supporting the cause of College Teacher is received, it will be presumed that the same has been brought in by the College Teacher . The request of such College Teacher will not be considered. Disciplinary Action may also be initiated against such College Teacher under relevant Service Rules/Conduct Rules and an entry to this effect will be made in his/her service record.

#### **11. POWER OF RELAXATION**

Notwithstanding anything contained in the Policy, the Administrative Secretary to Government, Higher Education Department, Haryana with the prior approval of the Chief Minister, Haryana, will be competent to transfer a College Teacher





to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

## 12. CODE OF CONDUCT

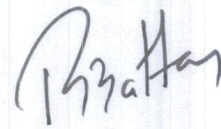
All College Teachers are expected to observe the Haryana Civil Services (Government Employee Conduct) Rules, 2016. Any deviation in this regard will be viewed seriously and disciplinary action as warranted under rules shall be taken.

## 13. CLARIFICATION & IMPLEMENTATION

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the Department of Higher Education, Haryana is the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

### Note:

1. In reference to policy point No. 1(iv), NIC shall make the provision in online portal for ANO in those colleges where NCC is allotted. Similarly, they will also provide the interface to update those employees who are designated as ANO. Also, online transfer portal should be made in such manner that no male ANO can be transferred in Girls College.
2. In reference to policy point No. 2 (i), NIC will make a form/interface in which department will add the list of colleges against the employees who were transferred on administrative ground of misconduct so that they will not be transferred back to same college from where they were transferred on such ground.
3. In reference to policy point No. 6.C, NIC will make a form/interface for filling "Research Publications and good results" which is to be filled by the respective DDO's.



**RAJIV RATTAN**

Special Secretary to Govt. of Haryana  
Higher Education Department, Panchkula

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