

From

Principal Secretary to Govt. Haryana,
Higher Education Department, Chandigarh

To

1. The Group Commanders, NCC Group Headquarters Ambala & Rohtak
2. All the Commanding Officers, NCC Battalions in the State of Haryana.
3. The Officers Commanding, Sainik School, Rewari & Kunjpura (Karnal)

Memo. No. No. DHE-220010/21/2021-NCC-DHE

Dated : Panchkula 09.12.2021

Sub : **Online Transfer Policy for NCC Cadre.**

Kindly refer to the subject cited above.

The Government has approved the following online transfer policy to regulate the transfer of Clerks and Lascars, NCC Cadre (Group-C) working in NCC Group Headquarters, NCC Battalions, Sainik Schools in the State of Haryana :-

1. **Vision:** To ensure equitable distribution of Clerks and Lascars of NCC Cadre of the Department at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to Clerks and Lascars of NCC Cadre (Group- C) working on regular basis in NCC Group Headquarters, NCC Battalions and Sainik Schools of Haryana having cadre strength of 92 and 120 respectively at present which is more than 80 sanctioned posts as per State Govt policy. At present, there are 02 NCC Group Headquarters, 20 NCC Battalions and 02 Sainik Schools in Haryana in which civilian staff is posted. Clerks have been posted in all 24 NCC Units (NCC Gr HQ, NCC Battalions & Sainik Schools) but Lascars have been posted in NCC Battalions only.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - a) **'Blocked Posts'** means the vacancies of a cadre remaining unfilled at any given point of time due to shortage of employees in the department.
 - b) **'Employees of Special Category'** means the blind employees or the differently-abled employees or their children and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
 - c) **'Prescribed Tenure'** means the tenure of appointment for a period of **five** years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone on 31st March of the calendar year of transfer shall be counted

irrespective of the fact that an employee has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum three years service in a zone;

- d) **'Qualifying date'** for the purpose of calculation of vacant post(s) shall be the 31st March of the calendar year of transfer.
- e) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
- f) **'Transfer'** means posting/appointment from one zone to another on or before completion of prescribed tenure in a Zone.
- g) **'Vacant post for transfer'** means
 - (i) a post not occupied by any employee.
 - (ii) a post presently occupied by an employee for a period of five years or more;
 - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - (iv) a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the zone where he is presently posted.

Note 1: Where there are Blocked Posts in cadre the same shall be excluded from the number of vacant posts for transfer.

Note 2: The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.

Note 3: The Department will prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders before inviting the online options for transfer. Depending upon input from stakeholders, such list may be amended if required and deemed fit in the administrative/public interest.

- h) **'Zone'** for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone to another under this policy means NCC Unit such as NCC Group Headquarters, NCC Battalions and Sainik Schools for Clerks and NCC Battalion for Lascars as post of Lascar exists in NCC Battalions only.

4. General Principles:

- i) **Time Schedule for online transfer:**
 - (a) General transfer online will be made only once in year. However, transfer/posting necessitated by promotions, direct recruitment, posts

needed to be filled up in public interest, can be made anytime by the competent authority.

(b) The online process will be completed up to 31st March and implemented w.e.f. 1st April or as per exigency/convenience of the Department.

ii) Liable to be posted anywhere:

Employees are liable to be transferred under this policy in any Zone or anywhere in the State, in public interest, on completion of prescribed tenure.

iii) Computerization of relevant service record of employees:

The Department shall ensure that all employees enter their service record in MIS or HRMS portal whichever is used for the transfer of the employee. Every employee shall be responsible for the accuracy and regular updation of data in the Management information System in respect of his/her credentials, otherwise the Department shall be at liberty to post him/her anywhere in the State.

iv) Rationalization and Blocking of posts: To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned posts and also block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per the assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. Merit Criteria for allotment of post :

- a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total 80 points.
- c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated below: -

(A) Age : The first set of merit points will be the Age of the Government employee concerned enumerated below :-

Sr. No.	Major Factor	Sub-Factor	Max Points	Criteria for calculation
1	Age (Present date i.e. (1 st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days+ 365 (Maximum four decimal points only)

(B) Special Category :

The second set of merit points will come from the Special Category enumerated hereinafter.

Sr. No.	Major Factor	Sub-Factor	Max Points	Explanation
1.	Gender	Female	10	10 Points shall be given to all female employees.
2.	Special Category female employees	Widow/Divorced/ Separated/ unmarried female employee of more than 40 years of age/wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All female employees of this category shall be given 10 marks only
3.	Special Category male employees	Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s)	05	Eligible widowers shall be given 5 points only.
4.	Differently-abled persons	Vision	20	31% to 50% disability = 10 Marks Above 50 % = 20 Marks
		Locomotors	20	
		Deaf & Dumb	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 Govt. or a Medical Board so constituted
		Spouse/ unmarried Children	10	Valid 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 Govt. or a Medical Board so constituted
6.	Differently-abled or mentally challenged children	Male/Female employee having Mentally challenged or 100% differently-abled child (ren)	10	Male/Female employees having mentally challenged or 100% differently-abled children shall be provided maximum 10 points
7.	Couple Case#	Male/Female spouse	05	Employee's spouses working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.

*Diseases of Debilitating Disorders for the purpose of this policy 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 Failure (d) Brain tumours and Malignancy of different organs (e) Paraplegia/Cuadriplegia/ Hemiplegia (f) Multiple

sclerosis, Myasthenia Gravis, Parkinson's Disease (g) Thalassemia, Haemophilia, Aplastic Anaemia, Myelodysplastic Disorders (h) AIDS (i) Liver and Kidney. The certificate of cancer should not be more than six months old.

#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 of this category. This self declaration should be uploaded on the portal at the time of participating in the drive.

- d) Employees who are having more than 75% vision loss or having 75% or more locomotor disabilities shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in a transfer drive otherwise, they shall not be transferred, if they are not willing to participate in a transfer drive.

6. Procedure to be adopted :

- (i) Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. Eligible employees will submit their choice of maximum 10 stations/units. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) The Department would be at liberty to post an employee 'Anywhere in the State' if he/she fails to get one of his/her preferred options. In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their options against the remaining available posts at that point of time. Therefore, all eligible employees shall fill up as maximum options as suitable to them so that their chances of getting posted on an un-opted station may be reduced.
- (iv) An employee who is due for superannuation within one year or less service as on date of eligibility, shall not be eligible to participate in the transfer drive unless he/she so desires.
- (v) Merit criteria for allotment of station will be as per Para 5 above.
- (vi) All transfers shall be implemented within seven days of their issuance if not ordered otherwise. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with the orders.
- (vii) An employee aggrieved with the transfer process can represent within 15 days of issuance of transfer order to the Committee, after joining at the new place of posting. The Committee headed by the Deputy Commissioner and comprising of CMO and Head of Office (Gp HQ/Battalion/Sainik school) may recommend deputation/temporary transfer of an employee after the transfer drive on the basis of genuine and compelling reasons. A web portal shall be provided for taking online applications from the employees for this purpose. The Committee will scrutinize

such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the Transfer Policy

- (viii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provisions contained in Haryana Civil Services Rules, 2016.
7. **Bar against canvassing:** No employee shall canvass for his case except through a representation to the Director General Higher Education or to higher authorities, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.
8. **Appointment by promotion/ direct recruitment:** Employees taken in a cadre through direct recruitment/ promotion/ repatriation shall be posted in the zone of eligibility and availability.
9. **Opportunity of option to certain categories:** After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
10. **Posting in remote areas:** Incentive for serving on the choice of Anywhere in the State. If an employee opts for 'anywhere in the State' and is thereafter posted in a NCC Unit/Battalion in Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided that this incentive shall not be admissible in case of transfer in home district Nuh.
11. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Higher Education Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
12. **Out of Cadre transfer:** Any employee covered by the present online transfer policy, can be transferred and posted in any Department/Board/Corporation of the State of Haryana, in public interest and administrative exigencies and he/she shall be treated on deputation in that Department/Board/Corporation and shall be eligible for compulsory transfer after completion of three years of service at such station.
13. **Power to relax:** Notwithstanding anything contained in this policy, the Administrative Secretary to Govt. of Haryana, Higher Education Department with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in

relaxation of any or all of the above provisions in public interest and administrative exigencies.

Note: The above transfer policy may be brought to the notice of all concerned for compliance.

Shashi Bala

Superintendent NCC

for Principal Secretary to Govt. Haryana
Higher Education Department

Endst. No. Even

Dated, 09.12.2021

A copy of the above is forwarded to the following for information and necessary action please: -

1. The Chief Secretary to Govt. Haryana, Chandigarh.
2. The Additional Chief Secretary to Govt. Haryana, Finance & Planning Department, Chandigarh.
3. The Director General, Information & Public Relation, Haryana, Chandigarh
4. The Director General, Health Services, Panchkula.
5. The Director, Treasuries & Accounts Department, Haryana, Chandigarh
6. All Deputy Commissioners of the Haryana State.
7. OSD/CM, Haryana
8. Secretary to Education Minister, Haryana
9. PS/PSHE, PS/DGHE,
10. Superintendent HRMS Cell (Local).
11. In charge, IT Cell for uploading on Web Portal.

Shashi Bala

Superintendent NCC

for Principal Secretary to Govt. Haryana
Higher Education Department