

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 12.08.2022

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

Kindly refer. to 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 24.08.2022 | During this period, all Principals/DDO of Government Colleges will update the record of all employee |
| 2 | Sent to Employee for Verification | 25-08-2022 | During this period, all Principals/DDO of Government Colleges will sent updated record to employee for verification |
| 3 | Verification of Record by Employee | 26.08.2022 to 27.08.2022 | During this period, all employees check their record and verify from intra Haryana portal. |
| 4 | Score Freeze | 30.08.2022 | During this period, all Principals/DDO of Government Colleges will Freeze the score of all employee. |
| 3 | Voluntary participation | 31-08-2022 to 01-09-2022 | 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) | 02-09-2022 to 05-09- 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 | 06-09-2022 to 08-09- 2022 | Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level. |

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| 6 | Filling up of choices | 09-09-2022 to 14-09-2022 | All eligible Assistant/Associate Professor will submit their choice of Government Colleges in order of preference. |
| 7 | Provisional Allocation | 15-09-2022 to 17-09-2022 | 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 | 19-09-2022 to 20-09-2022 | 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 | 27-09-2022 | 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. |

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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.


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for Director General Higher Education
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