

**TO BE SUBSTITUTED LETTER BEARING SAME NUMBER AND DATE.**

From

Additional Chief Secretary to Govt. of Haryana,  
Higher Education Department, Chandigarh.

To

1. All the Principals of Govt. Colleges in the State of Haryana.
2. All DDO, District Libraries and State Central Library and Sub-Divisional Libraries in the State of Haryana.

Memo No. DHE 090003/40/2021 Lib. (2)  
Dated, Panchkula the 18-05-2022

**Subject: Online transfer policy for Senior Librarian, Junior Librarian  
and Restorer (college & Public Libraries, Group-C) of Haryana.**  
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Please refer to the Subject cited above.

Please find enclosed herewith a copy of Online Transfer Policy 2022 for  
information and necessary action.

*sel*  
Dy. Director Library  
for Additional Chief Secretary to Govt. Haryana  
Higher Education Department, Chandigarh.

Dated Panchkula 18-05-2022

Endst. No. Even

A copy of the above alongwith copy of online Transfer Policy, 2022 is also  
forwarded to the following for information and necessary action please.

1. Chief Secretary to Government of Haryana, Chandigarh.
2. Additional Chief Secretary to Government of Haryana Finance and  
planning Department, Chandigarh.
3. Director General information and Public relation Haryana, Chandigarh.
4. Director General Health Services Panchkula.
5. Director Treasury and account Department, Haryana Chandigarh.
6. State information, National informatics Centre (NIC), 9<sup>th</sup> floor,  
Haryana Civil Secretariat Sector -1, Chandigarh with the request to  
develop the software under information to this office.
7. APSCM, OSD/CM.
8. Secretary to Education Minister, Haryana.
9. PS/ACSHE, PA/DGHE, PA/JDA.
10. Superintendent HRMS Cell (Local)
11. Incharge IT Cell for uploading on web Portal.

*Bawagh*  
17.05.22

*B*  
Dy. Director Library  
for Additional Chief Secretary to Govt. Haryana  
Higher Education Department, Chandigarh.

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**Draft Online Transfer Policy for Senior Librarian, Junior Librarian and Restorer (College & Public Libraries, Group-C) of Haryana.**

**1. Vision:** To ensure equitable distribution of Senior Librarian, Junior Librarian and Restorer 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 all Colleges & Public Libraries, Group C staff working on regular basis, where Cadre strength of sanctioned post is 80 or above. Eligible Senior Librarian, Junior Librarian and Restorer will submit their choice of 10 Government Colleges/ Public Libraries.

**3. Definitions:** In this policy, unless there be anything repugnant in the subject or context;

a) 'Blocked Posts' means the vacancies of a cadre remain 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 Govt. College Library/Public Library on 31<sup>st</sup> March of the calendar year of transfer shall be counted irrespective of the fact he 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 college.

d) '**Qualifying date**' for the purpose of calculation of vacant post(s) shall be the 31<sup>st</sup> 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 College/Public Libraries to another college/Public Libraries on or before completion of prescribed tenure in a college;

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 adjusted eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the college/Public Libraries where he is presently posted.
- (v) A post which will become vacant when employee participating the Online Transfer Drive after completing three years of service in College Library/Public Library.

**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 litigation 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'** means one institute Govt. College/Library an area for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one Govt. College/Library to another Govt. College/Library under this policy. The Zones for the purpose of online transfer policy for Senior Librarian, Junior Librarian and Restorer in a Govt. College/Public Library.

#### **4. General Principles:**

##### **i. Time Schedule for online transfer:**

(b) 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.

(c) The online process will be completed upto 31<sup>st</sup> March and implemented after 31<sup>st</sup> March or as per time table/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 five years.

**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 credentials, otherwise the Department shall be at liberty to post him 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.

**v. Procedure to be adopted:**

The definition of zones prescribed for Senior Librarian, Junior Librarian and Restorer online transfer policy would be applicable for the purpose of this policy also.

In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the state' option, they department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.

Therefore, all eligible employees shall fill up as maximum options as suitable to them so that their chances of getting posted on an up-opted station may be reduced.

**iii) 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 weight age 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 <sup>st</sup> 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 more than 40 years of age/wife of serving Military personnel/ Paramilitary personnel working outside the state	10	All female 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)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	31% to 50% disability = 10 Marks
		Locomotors	20	51% to 75% = 15 Marks Above 75% = 20 Marks

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		Deaf & Dumb	20	40% to 60% disability = 10 Marks above 60% to 80% = 15 Marks above 80% = 20 Marks
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.
6.	Diseases of "Debilitating Disorders" * i.e (a) currently suffering from cancer or (b) having undergone by-pass heart surgery : (c) Kidney transport or (d) currently undergoing dialysis	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.
7.	Differently abled or mentally challenged children	Male/Female employee having Mentally challenged or 100% differently abled child	10	Male/Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

8.	Couple Case #	Male/Female Spouse	5	Employee's spouses working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.
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# If husband and wife, both are working in any department/ Board /Corporation under any State Govt. or Govt. of Indi, 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 in 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 locomotors 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.

**(C) Procedure to be adopted :**

- i. Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. 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. 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 so desires
- iv. Merit criteria for allotment of station will be as per Para 5 above.
- v. 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.
- vi. A Committee headed by the Deputy Commissioner and Higher Education comprising of CMO and District Higher Education Officer of the Department, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such

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

- vii. In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their option against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting. Therefore, all eligible employees shall fill up as maximum options as suitable to them.
- viii. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- ix. 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 provision 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:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive:-

- a) Employees having 12 months or less in retirement on the date of transfer drive;
- b) 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

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Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in a Government College/ Libraries of Haryana in Morni Hills Area or 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 this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.

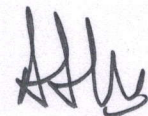
**11. Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**12. Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana 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 after recording reasons justifying such relaxation.

The Draft of Online Transfer Policy for Senior Librarian, Junior Librarian and Restorer has been approved by Hon'ble Chief Minister, Haryana.

No. DHE-090003/40/2021/Library-DHE

Dated:



(ANAND MOHAN SHARAN)  
Additional Chief Secretary to Govt. Haryana  
Higher Education Department