

## Urgent/Time Bound

From

Director Higher Education  
Haryana, Panchkula

To

1. All Principals, Haryana Govt. Colleges
2. All DDO of Public Libraries in the Haryana State

Memo No.DHE-090003/40-2021 Lib (2)

Dated, Panchkula, the 16-03-2023

**Sub: Schedule for online transfer policy Library cadre for Senior Librarian, Junior Librarian and Restorer of Haryana Colleges and Public Libraries of Group-C.**

Kindly refer to the subject cited above.

I have been directed to forward the scheduled to be applicable on Online-transfer Policy of Library cadre for Senior Librarian, Junior Librarian and Restorer of Haryana Colleges and Public Libraries of Group-C.

Sr. No.	Activity	Dates	Remarks
1	Record Updation	15.03.2023 to 24.03.2023	During this period, all Principals/DDO of Government Colleges/library will update the record of all employee
2	Sent to Employee for Verification	27.03.2023	During this period, all Principals/DDO of Government Colleges/library will sent updated record to employee for verification
3	Verification of Record by Employee	28.03.2023 to 29.03.2023	During this period, all employees check their record and verify from intra Haryana portal.
4	Score Freeze	31.03.2023	During this period, all Principals/DDO of Government Colleges/library will Freeze the score of all employee.
5	Voluntary participation	03-04-2023 to 08-04-2023	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
6	Blocking of Posts and Assigning maximum sanctioned posts to Colleges)	10-04-2023 to 12-04-2023	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.
7	Forceful transfer/exempt employee	13-04-2023 to 15-04-2023	Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level.

8	Filling up of choices	17-04-2023 to 24-04-2023	All eligible employee will submit their choice of Government Colleges/library in order of preference.
9	Provisional Allocation	25-04-2023 to 27-04-2023	During this period, provisional allocation will be prepared of those employee who not get their choice of preferences and transfer Anywhere in the state
10	Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any	28-04-2023 to 01-05-2023	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.
11	Issuance of posting orders	05-05-2023	Orders will be issued to all Govt. Colleges/library
12	Relieving and Joining	As per policy	All transferees will be relieved from their previous place of posting and join on their new Government Colleges/library.

*scd*  
Superintendent Library  
for Director Higher Education  
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the *16-05-2023*

A copy forward to following for information and necessary action:

1. The State Information Officer NIC, Haryana Civil Secretariat, Chandigarh.
2. Superintendent HRMS
- ✓ 3. Incharge IT Cell for uploading on Web-portal.

*N. Dangi*  
*16/5/23*  
Superintendent Library  
for Director Higher Education  
Haryana, Panchkula  
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