

Urgent/Time Bound

From

Director Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To

All the Principals of Govt. Colleges situated 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 27.06.2023

Subject:- Schedule for online Transfer Policy (OTP) of Teaching Cadre.

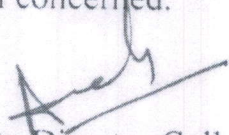
Kindly refer to the subject cited above.

I have been directed to forward the schedule of transfer drive of 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 and same is as under:-

| Sr. No. | Activity | Dates | Remarks |
|---------|---|--------------------------------|---|
| 1 | Record Updation | 27.06.2023 to 08.07.2023 | During this period, all Principals/DDO of Government Colleges will update the record of all employee |
| 2 | Sent to Employee for Verification | 10.07.2023 | During this period, all Principals/DDO of Government Colleges will sent updated record to employee for verification |
| 3 | Verification of Record by Employee | 11.07.2023 to 12.07.2023 | During this period, all employees check their record and verify from intra Haryana portal. |
| 4 | Score Freeze | 13.07.2023 | During this period, all Principals/DDO of Government Colleges will Freeze the score of all employee. |
| | Voluntary participation | 14.07.2023 to 18.07.2023 | 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) | 19.07.2023 | 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. |
| 5 | Forceful transfer/exempt employee | 20.07.2023 | Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level. |

| | | | |
|----|---|--------------------------------|---|
| 6 | Filling up of choices | 21.07.2023 to 27.07.2023 | All eligible employees will submit their choice of Government Colleges in order of preference. |
| 7 | Provisional Allocation | 28.07.2023 | During this period, provisional allocation will be prepared of those employee who not get their choice of preferences and transfer Anywhere in the state |
| 8 | Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any | 29.07.2023 to 02.08.2023 | 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. |
| 9 | Issuance of posting orders | 07.08.2023 | 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 |

Your are also directed to brought to the notice of all concerned.

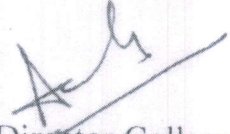

Deputy Director College-I
for Director Higher Education
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula, the 27.06.2023

A copy of the above is forwarded to the followings for information & necessary action:-

1. PS to APSCM, PS to OSD/CM.
2. PS/ACSSHE, PS/DHE, PA/Additional Director Administration.
3. State Information Officer NIC, Haryana Civil Secretariat, Chandigarh.
4. Superintendent HRMS Branch (local)/College-5 /Admin. Branch.
- ✓ 5. Incharge IT Cell for uploading on web portal.


Deputy Director College-I
for Director Higher Education
Haryana, Panchkula