

# Online Transfer Policy- 2021

## Principals in Government Colleges

### Department of Higher Education, Haryana

\*\*\*\*\*

Transfers of Principals working in the Government Colleges will be regulated under the provisions of the following policy:

#### 1. VISION

*To ensure equitable & need-based adjustment of Principals in Govt. Colleges in a fair and transparent manner so as to protect academic interest of students in public interest.*

#### Main features:

- (i) Principals who are members of State Cadre are liable to be transferred anywhere in the State at any point of time.
- (ii) This Transfer Policy shall be applicable w.e.f the date of its Notification.
- (iii) The Transfer Policy shall be applicable to all Principals working in the Government Colleges under Higher Education Department, Haryana. Eligible\* Principals shall submit their choice of 05 Government Colleges. While giving choices, it shall be ensured that vacancy is available.
- (iv) After the completion of the process of online transfers, there will be no option of mutual transfers.
- (v) Principals are liable to be transferred under this policy anywhere in the State, in public interest or in case of administrative exigencies.

**Note: \* Eligible means who have completed 03 years' service shall be eligible to participate in On-line transfer policy.**

#### 2. TIME SCHEDULE FOR ONLINE TRANSFERS

##### i) Periodicity of the Transfers

General Online Transfers shall be made only once a year, as per time schedule given in para 2(ii) below or as notified by the Government for a given year. However, transfers can be made at any time in cases of administrative exigency, sudden death of spouse, chronic disease/permanent disability of spouse, couple cases and on compassionate grounds for the special categories like women, widows, widowers, differently abled persons, serious ailment etc. The reasons for transfers under these grounds will be recorded on file.

ii) **Time Table:** The following time schedule shall be followed for various activities every year except the first year in which the online Transfer Policy is being implemented. However, the following time schedule can be changed by the Government any time in view of the administrative exigencies or requirements.

- a) Qualifying date for actual vacancies and deemed vacancies, calculation of weightage/points, count of stay shall be done by 31st March every year.
- b) Notification of 'Actual Vacancies' and 'Deemed Vacancies' will be done on 30th April every year.
- c) Eligible Principals will submit their choice of 05 Government Colleges online, from 1st May to 15th May every year. While giving choices, it shall be ensured that vacancy is available.
- d) Transfer orders will be issued by 1st June.
- e) Objections, if any, will be received by 7<sup>th</sup> June and the same will be decided within fortnight.

**f) Time Schedule for Online Transfers for the First Year i.e. 2021 shall be as under**

- Notification of Online Transfer Policy by 30<sup>th</sup> Nov. 2021
- Notification of draft vacancy positions as per 2(ii)(b) above by 7<sup>th</sup> Dec. 2021
- Notification of final vacancy positions as per 2(ii)(b) above by 15<sup>th</sup> Dec. 2021
- Filling up of choices for the stations as per 2(ii)(c) by 21<sup>st</sup> Dec. 2021
- Issuance of transfer orders as per 2(ii)(d) by 31<sup>st</sup> Dec. 2021

**3. BASIC PRINCIPLES**

- (i) Transfer/posting to the opted Government Colleges will not be claimed or treated as a matter of right.
- (ii) No requests for temporary transfer from one Government College to another will be considered except in cases of administrative exigencies and the salary will be drawn from the parent college.
- (iii) Vacancies in the Government Colleges will be notified each year as mentioned in para 2(ii).
- (iv) Unless protected under the provisions of this Policy, every Principal completing three years' continuous stay in any Government College in the same town if there are more than one government colleges in that town shall be transferred compulsorily and his/her post will be treated as vacant. Such incumbent shall not give any option for transfer in other college in the same town.
- (v) In case of fraction in numerical calculations, the figure nearest to whole number shall be considered for all purposes.
- (vi) Hon'ble Court's orders in the matter, if any, shall be implemented in letter and spirit by the Government.

**4. MERIT CRITERIA FOR ALLOTMENT OF POST/VACANCY**

- (i) Merit for allotment of vacant post to an employee shall be based on the total composite score/points earned by a Principal out of 100 points as prescribed hereinafter. The Principals earning higher points out of the composite score shall be entitled to be transferred against the station(s) of his choice as per preference.
- (ii) 'Age' shall be the first parameter and prime factor for deciding the claim of the Principals against a vacancy and it shall have Weightage of maximum 57 points, out of total 100 points. In case of equal points, preference shall be given to the Principals who are senior in age.
- (iii) Second parameter is 'Special Category' which covers females including widow/divorced/legally separated/unmarried females, widowers, differently abled persons, Diseases of Debilitating Disorders, parent(s) of differently abled or mentally challenged children and couple cases. Under this category, privilege of maximum 20 points can be availed by the Principals.
- (iv) Third parameter is 'Performance Category' which covers length of experience on regular basis as Principal, ACR grade and college performance. It shall have Weightage of maximum 23 points.
- (v) Persons who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given posting at stations of their choices and the condition of three years' stay will not be applicable on them. In case of equal points, preference shall be given to the Principal who is senior in age.

The division of merit points shall be as given below in (a), (b) and (c) :-

**(a) Age (Maximum 57 points in total):**

The first set of merit points will come from the Age of the Government employee as enumerated below:-

Sr. No	Major Factor	Sub-Factor	Maximum Points	Criteria for Calculation
1	Age (Present Date minus Date of Birth)	Eldest person shall get the maximum points	57	Age in number of days÷365 (maximum three decimal points only)

**(b) Special Category (Maximum 20 points in total):**

The second set of merit points will come from the Special Category as enumerated below:-

Sr. No	Major Factor	Sub-factor	Maximum points	Criteria for Calculation
1.	Gender	Female	10	10 points shall be given to all Female Principals/Deputy Director and Joint Director Colleges
2.	Special Category Female Principal	Widow/divorced/legally separated/unmarried female Principals Wife of serving military personnel/ Paramilitary personnel working outside the State	10	All female Principals of this category shall be given 10 points only.
3.	Special Category Male Principal	Widower who has not remarried and has one or more minor children and/or unmarried daughter(s).	05	Eligible male Principal shall be given 5 points only.
4.	Differently abled persons	Vision Disability	20	40% to 60% disability = 10 Points Above 60% to 80% = 15 Points Above 80% = 20 Points
		Locomotors Disability	20	
		Deaf & Dumb Disability	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 Government or a Medical Board so constituted.
		Spouse/ Unmarried Children	10	
*Diseases of Debilitating Disorders 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 Anaemias, Myelodisplastic Disorders h) AIDS i) Liver and Kidney transplant				
6.	Parent(s) of Differently abled or mentally challenged children	Principal having Mentally challenged or 100% differently abled child/children	10	Principal having mentally challenged or 100% differently abled child/children shall be provided 10 points.
7.	Couple Case	Applicable to Principal	05	Employee's spouse working in any Department/Board/Corporation under any State Government or Government of India

**(c) Performance Category (Maximum 23 points in total):**

The third set of merit points will come from the Performance Category as enumerated below:-

Sr. No	Major Factor	Sub-factor	Maximum points	Criteria for Calculation
1.	Length of Experience on Regular Basis as Principal	Experience at Govt. Colleges and HQ experience shall be considered	10	Experience in number of days ÷ 730 (maximum three decimal points only)

*Handwritten signature*

2.	ACR Grade	Incumbent having Outstanding/Very Good grade in ACR	09	Three available ACR's in last five years' shall be considered as under:- Outstanding=3 points each Very Good=2 point each
3.	College performance	College Result of last semester.	06	College Result 95 to 100 Percent = 06 90 Percent to 95 Percent = 05 85 Percent to 90 Percent = 04 80 Percent to 85 Percent = 03 75 Percent to 80 Percent = 02 Below 75 = 00

#### 5. DEFINING VACANT POSTS

- i) There shall be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy.
- a) **Actual Vacancy:** A post not occupied by any Principal, a post which will become vacant due to retirement, promotion, voluntary retirement and death as on the date of publication of vacancies as per schedule given in para 2 (ii) above.
- b) **Deemed Vacancy:-** A post occupied by an Principal for a period of three years' [as mentioned in para 3(4)] on the qualifying date at a Government College.

#### 6. PROCEDURE TO BE ADOPTED

- i) All eligible Principals shall be asked to select 05 Government Colleges in order of their preference. The option once availed and confirmed shall be final and cannot be changed. The merit criteria for allotment of stations will be as per para 4 above.
- ii) In case of Principals who cannot be posted at his/her preferred choices on account of less merit, he/she shall be given posting at any other Government College 'Anywhere in the State' on random basis by the software.
- iii) Principals having one year or less in retirement shall not be transferred unless he/she desires to participate in the transfer drive or on account of Administrative exigency.
- iv) Unmarried female Principals upon marriage, married female Principals upon death of husband or legal divorce from husband, Male Principal upon death of his wife can be given an opportunity to change options, on request, to participate in the next transfer drive after the event.
- v) For the purpose of couple case transfers under para 4(b)(7), the spouse will be treated as a couple case as defined.
- vi) In case of administrative exigency, the Department shall have liberty to post any Principal at any Government College irrespective of the preferences given. However, the cause for that administrative exigency shall be mentioned on record.
- vii) Online general transfer due to completion of prescribed tenure of three years' shall be treated as 'Transfer in public interest' and in such case the joining time and composite transfer grant (TA/DA etc.) shall be admissible as per provisions in Haryana Civil Service Rules, 2016.

#### 7. MECHANISM

- (i) The Department shall ensure that all Principals enter their service record in HRMS. Every Principal shall be responsible for the accuracy and regular updation of data in the HRMS/MIS in respect of his/her credentials, otherwise the Department shall be at liberty to post him anywhere in the State. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the competent authority.
- (ii) All the choices once exercised will be available for 'VIEW' to all concerned Principals in their login. The transfer exercise shall be carried out through Transfer Application Software.

#### 8. POST-TRANSFER EXERCISE

- (i) All Transfers shall be implemented as per time schedule mentioned in para 2. The copy of transfer orders shall be sent to the Treasury Officer concerned with a request not to draw the

*Handwritten signature*

salary of such transferred Principals from the institution he/she has been transferred.

- (ii) The Principals transferred on administrative grounds of misconduct will not be transferred back to the same Government College where from they were transferred on such grounds.
- (iii) Aggrieved Principals, in case of any discrepancy, can represent to the competent authority within seven days of the issuance of transfer orders. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her as per time schedule mentioned in para 2.

#### 9. INTERPRETATION OF GUIDELINES

The Administrative Secretary to Government, Higher Education Department, Haryana in consultation with General Administration Department shall be the competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the Policy for the purpose of effect, control and administration of the Department as a whole.

#### 10. SAFEGUARD AGAINST UNDUE INFLUENCE

Principals shall not bring in any outside influence. If such an influence from whichever source supporting the cause of Principals is received, it shall be presumed that the same has been brought in by the Principals. The request of such Principals shall not be considered. Action may also be initiated against such Principals under relevant Service Rules/Conduct Rules and an entry to this effect shall be made in his/her service record.

#### 11. POWER OF RELAXATION

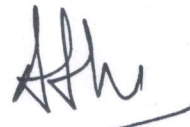
Notwithstanding anything contained in the Policy, the Administrative Secretary to Government, Higher Education Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an Principals to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

#### 12. CODE OF CONDUCT

All Principals are expected to observe the Haryana Civil Services (Government Employee Conduct) Rules, 2016. Any deviation in this regard will be viewed seriously and disciplinary action as warranted under rules shall be taken.

No. DHE/56/2021 Admn.

Dated : 28/12/21



ANAND MOHAN SHARAN  
Principal Secretary to Govt. Haryana  
Higher Education Department Chandigarh