

From

Principal Secretary to Govt. Haryana,  
Higher Education Department, Chandigarh.

To

All the Principals of Government Colleges  
in the State of Haryana.

Memo No. DHE-100004/26/2021 ME(1) DHE

Dated: Panchkula : 7/2/2022

**Subject:- Online Transfer Policy for Non-Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant) College Cadre Group-C working in Govt. Colleges of Haryana.**

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Kindly refer to the subject cited above.

The Government has approved the following policy to regulate the transfers of Non-Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant) College Cadre Group- C working in Government Colleges in the State of Haryana:-

1. **Vision:** To ensure equitable distribution of Deputy Superintendent, Assistant, Clerk, Steno-Typist, Laboratory Attendant and Junior Lecture Assistant 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 College Cadre Group-C/ Ministerial Staff working on regular basis in the Government Colleges, where Cadre strength of a post is 80 sanctioned posts or above.
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 child(ren) and spouse, women employees, women headed households, widows, divorced/ separated women, 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 college 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 one college to another 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 adjudged 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 where he is presently posted.
  - (v) A post which will become vacant when employee participating in online transfer drive after completing 3 years of service in Govt. College.

**Note 1.** Where there are Blocked Posts in a 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 litigational 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. Depending upon input from stakeholders, such list may be amended if required.

- h) **'Zone'** for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer under this policy mean one Govt. College to another Govt. College. The Zone for the purpose of online transfer policy for Deputy Supdt., Assistants, Clerks, Steno Typist, Laboratory Attendants and Junior Lecture Assistant is a Govt. College.

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

**i) Time Schedule for online transfer:**

- a) General transfer online will be made only once in a 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.
- b) The online process will be completed upto 31<sup>st</sup> March and implemented after 31<sup>st</sup> March or as per exigency/ convenience of the Department.

- ii) Liable to be posted anywhere:** Employees are liable to be transferred under this policy in any Govt. College 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 HRMS/MIS portal. 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 posts 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

their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

**5. 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 weightage 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. (1st 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 Above 50% = 20 marks
		Locomotors	20	
		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” *	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.
* “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, Mysthenia Gravis, Parkinson’s Disease g) Thalassemia, Haemophilia, Aplastic Anaemis, Myelodisplastic Disorders h) AIDS i) Liver and Kidney transplant.				
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.

**Note:-** If husband and wife both are working in any department/board/corporation under any State Govt. or Govt. of India, 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 the 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.

**6. Procedure to be adopted :**

- (i) Head of Department shall seek preferences for choice of station from the eligible employees for transfer. Eligible Deputy Superintendent, Assistants, Clerks, Steno-Typists, Laboratory Attendants and Junior Lecture Assistant will submit their choice of 15 Government Colleges. 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. 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 comprising of CMO and District Higher Education Officer of the Higher Education 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 cases 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 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.

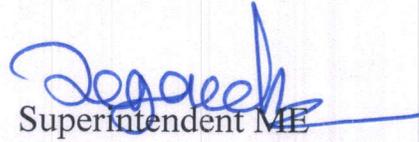
(viii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

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 college of eligibility and availability.
9. **Opportunity of option to certain categories:** 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 as a one time measure 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 Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in a Government College 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. **Out of Cadre Transfer:** Any employee covered by the present online transfer policy, can be transferred and posted in any Department/ Board/ Corporation of the State of Haryana in public interest and

administrative exigencies and he/ she shall be treated on deputation in that Department/ Board/ Corporation and shall be eligible for compulsory transfer after completion of three years of service at such stations.

**13. Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana, Higher Education Department 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 in public interest and administrative exigencies.

**Note:** The above transfer policy may be brought to the notice of all concerned for compliance.

  
Superintendent ME

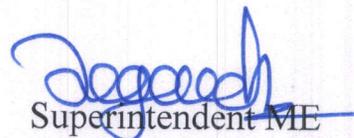
for Principal Secretary to Govt. Haryana,  
Higher Education Department

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Dated, Panchkula : 7/2/2022

A copy of the above is forwarded to the following for information and necessary action please:-

1. The Chief Secretary to Government Haryana, Chandigarh.
2. The Additional Chief Secretary to Government Haryana, Finance and Planning Department, Chandigarh.
3. The Director General Information and Public Relations, Haryana, Chandigarh.
4. The Director General, Health Services, Panchkula.
5. The Director Treasuries and Accounts Department, Haryana Chandigarh.
6. All the Deputy Commissioners of the State of Haryana.
7. The State Information Office, National Informatics Centre (NIC), 9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to develop the software for Online Transfers for Non-Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant) College Cadre Group-C working in Govt. Colleges of Haryana and further necessary action under intimation to this department.
7. OSD/CM.
8. Secretary to Education Minister, Haryana.
9. PS/PSHE, PS/DGHE.
10. Superintendent HRMS Cell (Local).
11. Incharge IT Cell for uploading on Web Portal.

  
Superintendent ME

for Principal Secretary to Govt. Haryana,  
Higher Education Department