

From

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

To

All the Principals of Government Colleges
in the State of Haryana

Memo. No. 4/7-2022 C-I(4)

DHE-020003/59/2022 &

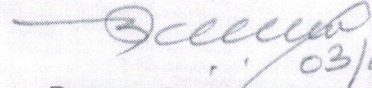
DHE-020015/5/2022 C-I(4)

Dated, Panchkula, the 03/08/2022

**Subject:- Amended Online Transfer Policy for Assistant/Associate Professors
in Government Colleges**

In continuation of this office Memo. No. DHE/020003/145/2020 CI-I dated
04.03.2022 on the subject cited above.

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


03/08/2022

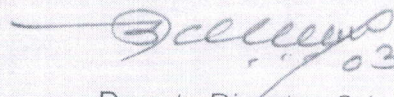
Deputy Director C-I
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Panchkula

Endst. No. Even

Dated, Panchkula

A copy of the above alongwith copy of amended Online Transfer Policy
2022 is forwarded to the following for information and necessary action please:-

1. Chief Secretary to Government of Haryana, Chandigarh
2. Additional Chief Secretary to Government Haryana, Finance and Planning
Department, Chandigarh
3. Director General Information and Public Relations, Haryana, Chandigarh
4. Director General, Health Services, Panchkula
5. Director Treasuries and Accounts Department, Haryana Chandigarh
6. State Information Office, National Informatics Centre (NIC), 9th Floor,
Haryana Civil Secretariat, Sector-1, Chandigarh with the request to develop
the software under intimation to this office.
7. PS/APSCM, OSD/CM
8. Secretary to Education Minister, Haryana
9. PS/ACSHE, PA/DHE, PA/JDA.
10. Superintendent HRMS Cell (Local)
11. Incharge IT cell for uploading on Web Portal.


03/08/2022

Deputy Director-C-I
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Panchkula

Amended Online Transfer Policy- 2022

of Assistant/Associate Professors working in Government Colleges,
Department of Higher Education, Haryana

Transfers of Assistant/Associate Professors working in the Government Colleges shall be regulated under the provisions of the following policy:

1. VISION

To ensure equitable & need-based distribution of Assistant/Associate Professors in a fair and transparent manner so as to protect academic interests of students and to maximize job-satisfaction amongst teachers.

Main features:

- (i) Assistant/Associate Professors who are members of State Cadre are liable to be transferred anywhere in the State at any point of time. For the purpose of online transfer of a teacher, there will be a single designation of Assistant Professor irrespective of his/her present designation.
- (ii) This Transfer Policy shall be applicable w.e.f the date of its Notification and same shall be applicable to Assistant/Associate Professors having the strength of 80 and above in a particular subject.
- (iii) The Transfer Policy shall be applicable to all Assistant/Associate Professors working in the Government Colleges under Higher Education Department, Haryana. Eligible Assistant/Associate Professors will submit their choices of 15 Government Colleges. While giving choices, it shall be ensured that their subjects are being taught in those colleges and the vacancy as per workload is available. However the Assistant/Associate Professors whose mandatory rural service is pending shall ensure to fill choices of rural colleges where the subject is being taught, failing which, the system will automatically reject the choice(s) of urban colleges filled by the incumbent.
- (iv) The Policy shall not be applicable to incumbent Associate NCC Officers (ANOs). However, in case an ANO wants to participate in the transfer drive through this policy, he shall ensure that the desired college has ANO's (NCC) vacancy in his teaching subject.
- (v) While affecting transfers, the academic interests of students shall be supreme.
- (vi) The Assistant/Associate Professor choosing Government Colleges in the district Nuh (Mewat) and district Panchkula (Only for Morni Hills area)/subject to the condition that District Nuh (Mewat) and district Panchkula is not his/her Home District] will be paid extra remuneration during the period of said posting as per Online Transfer Policy issued by the Chief Secretary to Government, Haryana vide No. 15/5/2017-1 GS-II dated 13.02.2020.
- (vii) If Assistant/Associate Professor opts for 'Anywhere in the State' and is thereafter posted in the District Nuh (Mewat) and Morni Hills area against a

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vacancy for which no teacher has opted, he will be paid extra remuneration during the period of said posting as per Online Transfer Policy issued by the Chief Secretary to Government, Haryana vide No. 15/5/2017-1 GS-II dated 13.02.2020 provided this incentive shall not be admissible in case of transfer in Home District of Nuh (Mewat) or Panchkula.

- (viii) After the completion of the process of online transfers, there will be an option of mutual transfers. This option can be exercised within 15 days of the completion of online transfer process. The mutual transfers shall be valid for period of five years and in case, one of the incumbents gets retired, the other incumbent shall have to participate in the next online transfer drive irrespective of the timeframe.
- (ix) The Extension lecturers, who shall get displaced on account of online transfer drive, will be re-adjusted separately after the completion of online transfer drive. The posts occupied by Extension Lecturers will be considered vacant. However, their adjustment shall be subject to availability of sufficient workload.
- (x) Assistant/Associate Professors are liable to be transferred under this policy anywhere in the State at any time, in public interest or in case of administrative exigencies.

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 (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 made on 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 time schedule can be changed by the Government at any time in view of the administrative exigencies or requirements.

- a) Qualifying date for actual vacancies, deemed vacancies and notional vacancies as per workload, calculation of weightage /points, count of stay shall be the 31st March every year.
- b) Notification of 'Actual Vacancies', 'Deemed Vacancies' and 'notional vacancies' will be done upto 30th April every year.
- c) Eligible Assistant/Associate Professors will submit their choices of 15 Government Colleges online, from 1st May to 15th May every year. While giving choices, it shall be ensured that their subjects are being

taught in those colleges and the vacancy in the concerned subject is available.

- d) Transfer orders will be issued by 1st June.
- e) Objections, if any, will be submitted by 7th June and the same will be Decided within fortnight.

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 beyond this Policy 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 Assistant/Associate Professor completing five 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. However, any Assistant/Associate Professor may also participate in the online Transfer Policy by giving such choices in the transfer drive after completion of three years of service at a particular Government College.
- (v) The fixation of actual vacancies will be done in two stages. In the first stage, Assistant/Associate Professor(s) who have completed three years of service at a particular place of posting may give their option for participation in the online transfer drive. These notional vacancies will be added to the actual and deemed vacancies as per schedule. Such incumbent who apply for transfer after three years shall have to join at new place of posting for a full period of 5 years.

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 an Assistant/Associate Professor out of 100 points as prescribed hereinafter. The Assistant/Associate Professor 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 Assistant/Associate Professors 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 Assistant/Associate Professor who is senior in age.
- (iii) Second parameter is 'Special Category' which covers females including

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widows/divorced/legally separated/unmarried females, widowers, differently abled persons, Diseases of Debilitating Disorders, parent(s) of differently abled or mentally challenged child/children and couple cases. Under this category, privilege of maximum 20 points can be availed by the Assistant/Associate Professors.

- (iv) Third parameter is '**Performance Category**' which covers length of experience on regular basis, good results and Research publications. It shall have Weightage of maximum 23 points.
- (v) **Persons who are above 75 % blind or above 75 % locomotors disabilities involving both the legs shall be given posting at stations of their choices and the condition of five years' stay will not be applicable to them. In case of equal points, preference shall be given to the Assistant/Associate Professor 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 Assistant/Associate Professors
2.	Special Category Female Assistant/Associate Professors	Widow/divorced/legally separated/unmarried female Assistant/Associate Professor/ Wife of serving military personnel/Paramilitary personnel working outside the State	10	All females Assistant/Associate Professors of this category shall be given 10 points only.
3.	Special Category Male Assistant/Associate Professors	Widower who has not remarried and has one or more minor children and/or unmarried daughter(s)	05	Eligible male Assistant/Associate Professor shall be given 5 points only.
4.	Differently abled persons	Vision Disability	20	31% to 50% disability = 10 Marks Above 50 % and upto 75% = 20 Marks Above 75 % = as per 4.(b).(i) below
		Locomotors Disability	20	
		Deaf & Dumb Disability	20	

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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 shall be required for obtaining benefit under this category.
		Spouse/ Unmarried Child/Children	10	
*Diseases of Debilitating Disorders are 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, Myelodysplastic Disorders h) AIDS i) Liver and Kidney transplant				
6.	Parent(s) of Differently abled or mentally challenged child/children	Assistant/Associate Professors having Mentally challenged or 100% differently abled child/children	10	Assistant/Associate Professors having mentally challenged or 100% differently abled child/children shall be provided 10 points.
7.	Couple Case#	Applicable to all Assistant/Associate Professors	05	Employee's spouse must be working in any Department/Board/Corporation under any State Government or Government of India

*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 under this category. This self declaration should be uploaded on the portal at the time of participating in the drive.

(i) **Employees who are having more than 75% vision loss or having more than 75% locomotors disabilities shall be assigned 77 points (57 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) 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	Teaching Experience of Govt. Colleges and HQ experience shall be considered	10	Experience in number of days $\div 730$ (maximum three decimal points only)
2.	Performance of Faculty	Faculty giving good results (declared and available) in last three University Examinations	09	3 Marks for each year's result with regards to results, following shall be the criteria for entitlements of points on the basis of pass percentage: 70 % to 80 % =1 81 % to 90 % =2 91 % to 100 % = 3

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3.	Research Publications	Research papers published in UGC approved journals in the last five years	04	International Journal =2 points each National Journal =1 point each Peer reviewed Journal = 2 points each
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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 Assistant/Associate Professor, a post which will become vacant due to retirement, promotion, voluntary retirement or otherwise against the available workload 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 Assistant/Associate Professor for a period of Five years' or more [as mentioned in para 3(iv) on the qualifying date at a Government College or under special dispensation given in para 6 but has not completed tenure of three years' in a particular Government College as per the existing vacancy in a given academic session after assessment of workload.
- c) **Notional Vacancy:-** A post which will become vacant in case of Assistant/Associate Professor, after completing 3 years of service, voluntarily applying for online transfer.

6. PROCEDURE TO BE ADOPTED

- i) **Rationalization and Blocking of Posts:** To avoid disproportionate concentration of Assistant/Associate Professors at a particular Government College, the Department may rationalize the vacancies as per workload before the online general transfers and also block the posts as per the vacancy percentage against workload to be kept vacant in subject concerned even in the transfer drive.
- Note:-** Blocked Posts mean the vacancies of a cadre remain unfilled at any given point of time due to shortage of Assistant/Associate Professors in the Department.
- ii) All eligible Assistant/Associate Professors shall be asked to select 15 Government Colleges in order of their preferences. The option once availed and confirmed by the employee shall be final and cannot be changed thereafter. The merit criteria for allotment of stations will be as per para 4 above.
- iii) **In case of Assistant/Associate Professors 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 far away from their places of posting. Therefore, all Assistant/Associate Professors shall fill up as maximum options**

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as suitable to them as advised at 2.(ii).c).

- iv) Assistant/Associate Professor 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.
- v) Unmarried female Assistant/Associate Professor upon marriage, married female Assistant/Associate Professor upon death of husband or legally divorced from husband, male Assistant/Associate Professor upon death of his wife may be given the opportunity to change options, on request, to participate in the next transfer drive after the event.
- vi) Those Assistant/Associate Professors who are found 'without requisite workload' on the basis of assessment of workload, shall compulsorily be shifted from their place of posting even if they have not completed their tenure of five years' in that Government College.
- vii) **Assistant/Associate Professors joining the department on repatriation from U.T. Administration or other States or other departments of the State Government, where they were on deputation, shall also be asked to give their choices of Government Colleges as per policy as per available vacancy position. Also, if such Assistant/Associate Professors repatriated after the transfer drive, then they shall be transferred on Administrative ground. The posts at the HQ shall not be included in the transfer drive.**
- viii) For the purpose of couple case transfers under para 4(b)(7), the spouse will be treated as a couple case as defined.
- ix) In case of administrative exigency, the Department shall have the power to post any Assistant/Associate Professor at any Government College irrespective of the preferences given. However, the cause for that administrative exigency shall be recorded in writing.
- x) 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 (TA/DA etc.) shall be admissible as per provisions in Haryana Civil Service Rules, 2016.
- xi) The Assistant/Associate Professors transferred on administrative grounds of misconduct will not be transferred back to the same Government College from where they were transferred on such grounds.

7. MECHANISM

- (i) The Department shall ensure that all Assistant/Associate Professors enter their service record in HRMS .Every Assistant/Associate Professor 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/her 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.

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- (ii) All the choices once exercised will be available for 'VIEW' to all concerned Assistant/Associate Professors 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 salary of such transferred Assistant/Associate Professor from the institution he/she has been transferred.
- (ii) Aggrieved Assistant/Associate Professor, in case of any discrepancy, can represent to the competent authority within seven days of the issuance of transfer orders. His/her 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

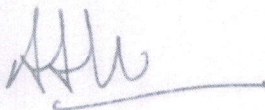
The Administrative Secretary to Government, Higher Education Department, Haryana in consultation with General Administration Department shall be the competent authority to interpret the provisions of this policy and pass such order(s) as deemed appropriate and essential to facilitate the implementation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

10. SAFEGUARD AGAINST UNDUE INFLUENCE

Assistant/Associate Professors shall not bring in any outside influence. If such an influence from whichever source supporting the cause of Assistant/Associate Professor is received, it shall be presumed that the same has been brought in by the Assistant/Associate Professor. The request of such Assistant/Associate Professor shall not be considered. Action may also be initiated against such Assistant/Associate Professor 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 Assistant/Associate Professor to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.



12. CODE OF CONDUCT

All Assistant/Associate Professors 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.

13. CLARIFICATION & IMPLEMENTATION

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the Department of Higher Education, Haryana shall be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

Note:

1. In reference to policy point No. 1(iv), NIC shall make the provision in online portal for ANO in those colleges where NCC is allotted. Similarly they will also provide the interface to update those employee who are designated as ANO. Also, online transfer portal should be made in such manner that no male ANO can be transferred in Girls College.
2. In reference to policy point No. 6 (xi), NIC shall make a form/interface in which department will add the list of colleges against the employees who were transferred on administrative ground of misconduct so that they shall not be transferred back to same college from where they were transferred on such ground.
3. In reference to policy point No. 4.C, NIC shall make a form/interface for filling "Research Publications and good results" which is to be filled by the respective DDO's.



ANAND MOHAN SHARAN
Additional Chief Secretary to Govt. Haryana,
Higher Education Department Chandigarh

No. DHE/020003/59/2022 &
DHE-020015/5/2022 C-1(4)
Dated: 03.08.2022

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