

**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. KW 4/7-2022 C-1 (4), DHE-020003/59/2022 &  
DHE-020015/5/2022 C-1(4)

Dated, Panchkula, the 2/9/2023

**Subject:- Revised Schedule for online Transfer Drive of Teaching Cadre.**

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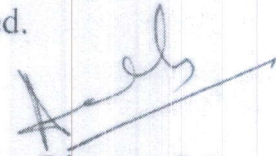
In continuation to this office Memo No. 4/7-2022 C-1 (4), DHE-020003/59/2022 & DHE-020015/5/2022 C-1(4) dated 27.06.2023, 13.07.2023, 28.07.2023, 04.08.2023, 14.08.2023 & 24.08.2023 on the subject cited above.

I have been directed to forward the revised 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 20.07.2023	During this period, all Principals/DDO of Government Colleges will update the record of all employee
2	Sent to Employee for Verification	27.07.2023	During this period, all Principals/DDO of Government Colleges will sent updated record to employee for verification
3	Verification of Record by Employee	28.07.2023	During this period, all employees check their record and verify from intra Haryana portal.
4	Score Freeze	01.08.2023	During this period, all Principals/DDO of Government Colleges will Freeze the score of all employee.
5	Voluntary participation	03.08.2023 to 07.08.2023	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
6	Forceful transfer/exempt employee	10.08.2023 to 04.09.2023	Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at directorate level.

7	Blocking of Posts and Assigning maximum sanctioned posts to Colleges)	04.09.2023 to 05.09.2023	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.
8	Filling up of choices	06.09.2023 to 09.09.2023	All eligible employees will submit their choice of Government Colleges in order of preference.
9	Provisional Allocation	11.09.2023	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	13.09.2023 to 15.09.2023	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	19.09.2023	Orders will be issued to all Govt. Colleges
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

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



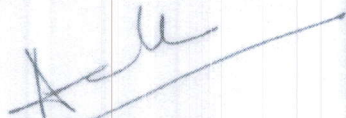
Deputy Director C-I  
for Director Higher Education  
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula, the 2-9-23

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

1. PS to APSCM, PS to OSD/CM.
2. PS/ACSHE, PS/DHE, PA/Additional Director Administration.
3. State Information Officer NIC, Haryana Civil Secretariat, Chandigarh.
4. Superintendent HRMS Branch (local)/College-7 /Admin. Branch.
5. Incharge IT Cell for uploading on web portal.

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for Director Higher Education  
Haryana, Panchkula