

Urgent/Time Bound

From

Director Higher Education
Haryana, Panchkula

To

The Principals of All Govt. Colleges
in Haryana State

Memo No. 21/48-2021 ME (1)

Dated, Panchkula, the 14/12/2023

Subject :- Schedule for Online Transfer of Non-Teaching Cadre working in Govt. Colleges.

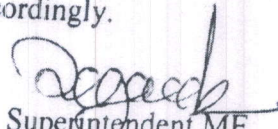
Kindly refer to the subject cited above.

I have been directed to forward the schedule to be applicable on Online Transfer of Non Teaching Cadre i.e. Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant working in Govt. Colleges. The Schedule is as under :-

Sr. No	Activity	Dates	Remarks
1	Record Updation	08.12.2023 to 20.12.2023	During this period, Principal Govt. Colleges will update the record of the employee
2	Sent to Employee for Verification	21.12.2023 to 23.12.2023	During this period, all Govt. Colleges will sent updated record to employee for verification
3	Verification of Record by Employee	24.12.2023 to 26.12.2023	During this period, all employees check their record and verify from intra Haryana portal.
4	Score Freeze	27.12.2023	During this period, all Govt. Colleges will Freeze the score of all employees.
3	Voluntary participation	02.01.2024 to 05.01.2024	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
4	Forceful transfer/exempt employee	08.01.2024 to 09.01.2024	Decision w.r.t. forceful of an employee and exempting an employee from participation will be taken at Directorate level.
5	Blocking of Posts and Assigning maximum sanctioned posts to Colleges	11.01.2024 to 12.01.2024	This exercise will be carried out with the help of IT Cell of the Directorate.
6	Filling up of choices	15.01.2024 to 18.01.2024	All eligible employees will submit their choice of Govt. Colleges in order of preference.
7	Provisional Allocation	22.01.2024	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	24.01.2024 to 25.01.2024	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	30.01.2024	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 place of posting.

So you are requested to take further necessary action accordingly.

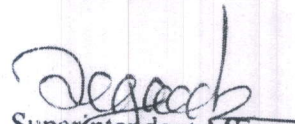

 Superintendent ME
 for Director Higher Education
 Haryana, Panchkula

Dated: Panchkula the 14/12/2023

Endst: No Even

A copy forward to following for information and necessary action :-

1. The State Information Officer NIC, Haryana Civil Secretariate, Chandigarh.
2. Nodal Officer OTP/Superintendent HRMS.
3. In-charge IT Cell for uploading on Web-portal.


 Superintendent ME
 for Director Higher Education
 Haryana, Panchkula