

Urgent/Time Bound

From

Director General Higher Education
Haryana, Panchkula

To

1. All Principals, Haryana Govt. Colleges
2. All NCC Battalion situated in Haryana State

Memo No.DHE-180001/15-2021 HRMS

Dated, Panchkula, the 08.04.2022

विषय:- **Revised schedule for online transfer policy of NCC cadre(Lascar and clerk) and Non-teaching staff of college cadre (Deputy Supdt., Assistant, Steno-typist, Laboratory Attendent, Clerk and J.L.A.).**

Kindly refer to the subject cited above.

I have been directed to forward the revised schedule to be applicable on Online-transfer Policy of NCC cadre (Lascar and clerk) and Non-teaching staff of college cadre (Deputy Supdt., Assistant, Steno-typist, Laboratory Attendent, Clerk and J.L.A.).

Sr. No.	Activity	Dates	Remarks
1	Score Verification	21-3-2022 to 30-03-2022	During this period, all Principals/DDO of Government Colleges/NCC Unit will verify the score filled by employees of their Colleges.
2	Freezing of Score	01-04-2022	College/Unit will freeze the score. After it, score cannot be changed.
3	Voluntary participation	02-04-2022 to 07-04-2022	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
4	Data processing and Rationalization/Blocking of posts	08-04-2022	This exercise will be carried out with the help of IT Cell. Rationalization and Blocking of posts will be made by the Department on the basis of shortage of employees.
5	Filling up of choices	12-04-2022 to 18-04-2022	All eligible employees will submit their choice of Government Colleges/NCC Unit in order of preference.
6	Provisional Allocation	19-04-2022 to 24-04-2022	During this period, provisional allocation will be made on the basis of choices filled by employees.
7	Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any	25-04-2022 to 28-04-2022	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.
8	Issuance of posting orders	29-04-2022	Orders will be generated and will be available in the login of employees and Government

			Colleges/NCC Unit.
9	Relieving and Joining	30-04-2022 to 07-05-2022	All transferees will be relieved from their previous place of posting and join on their new Government Colleges/NCC Unit.

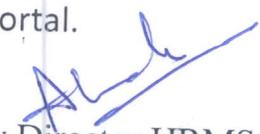
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Deputy Director HRMS
for Director General Higher Education
Haryana, Panchkula

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Dated: Panchkula the

A copy forward to following for information and necessary action:

1. ✓ The State Information Officer NIC, Haryana Civil Secretariate, Chandigarh.
2. Superintendent ME, NCC
3. Incharge IT Cell for uploading on Web-portal.


Deputy Director HRMS
for Director General Higher Education
Haryana, Panchkula