

## Urgent/Time Bound

From

Director Higher Education  
Haryana, Panchkula

To

1. All DHEO Haryana.
2. All Principals/DDO, Haryana Govt. Colleges/ Libraries

Memo No. 180001/15-2021 HRMS

Dated, Panchkula, the 26.03.2025

Subject:- **Revised schedule for Online Transfer Policy (OTP) of Non-Teaching and Library Cadre.**

Kindly refer on the subject cited above.

I have been directed to forward the revised scheduled to be applicable on Online Transfer Policy (OTP) of Non Teaching and Library Cadre-

Sr. No.	Activity	Dates	Remarks
1	Record Updation	11.12.2024 to 31.12.2024	During this period, all Govt. Colleges Unit will update the record of all employee
2	Sent to Employee for Verification	18.12.2024 to 23.12.2024	During this period, all Govt. Colleges Unit will sent updated record to employee for verification
3	Verification of Record by Employee	18.12.2024 to 26.12.2024	During this period, all employees check their record and verify from intra Haryana portal.
4	Score Freeze	31.12.2024	During this period, all Govt. Colleges/Libraries will Freeze the score of all employee.
5	Voluntary participation	07.01.2025 to 09.01.2025	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	25.03.2025 to 27.03.2025	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	28.03.2025 to 02.04.2025	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	03.04.2025 to 07.04.2025	All eligible employees will submit their choice of Govt. Colleges/Libraries in order of preference.
9	Provisional Allocation	09.04.2025	During this period, provisional allocation will be prepared of those employee who not get their choice of preferences and transfer Anywhere in the state

*Accept*  
27/03/2025

10	Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any	11.04.2025 to 12.04.2025	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	17.04.2025	Orders will be issued to all Govt. Colleges/Libraries
12	Relieving and Joining	As per policy	All transferees will be relieved from their previous place of posting and join on their new Govt. Colleges/Libraries.

*Deep*  
27/03/2025

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Nodal Officer OTP  
for Director Higher Education  
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the 26.03.2025

A copy forward to following for information and necessary action:

1. The State Information Officer NIC, Haryana Civil Secretariat, Chandigarh.
2. Deputy Director ME/Library.
- ✓ 3. In-charge IT Cell for uploading on Web-portal.

*Deep*

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for Director Higher Education  
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