

From

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

To

All Principal of Govt. Colleges Haryana State.

Memo No.: DHE 56/2021 Admn(1)

Dated:

Subject: - Tentative Schedule of Online transfer Drive for the Principal (Govt. Colleges) November-2025 cadre under Model Online transfer Policy for the year 2025-2026.

Kindly refer to this office Memo No. **DHE 56/2021 Admn(1)** dated 12.11.25 and the subject cited above.

It is informed that the tentative schedule to initiate the Online Transfer Drive for Principals of Govt. Colleges of November-2025 Cadre No 141, under the Model Online Transfer Policy, is hereby circulated for information and necessary action. The tentative schedule of activities is as under:

Transfer Drive Name: - Principal-November-2025

Qualifying Date: - 31-October-2025

Date of Initiation/Creation of Transfer Drive: - 17-November-2025

Sr. No.	Particular	Time Outline	
		From	To
1	Period during which Checker will Update data of employees	18-Nov-25	02-Dec-25
2	Date before which score and tenure details of all the employees in the cadre will be published	--	03-Dec-25
3	Period during which Employees can validate data or raise objections	04-Dec-25	10-Dec-25
4	Period during which Nodal officer will get the Objections resolved	11-Dec-25	20-Dec-25
5	Period during which employee can again raise objection	21-Dec-25	23-Dec-25
6	Period during which Nodal Officer will resolve all Objections	24-Dec-25	26-Dec-25
7	Date by which Nodal Officer will publish final score along-with list of Voluntary/Deemed/Notional/Ineligible employees	--	27-Dec-25
8	Period during which employees under voluntary participation can give willing consent for participation in Online Transfer Drive	28-Dec-25	03-Jan-26
9	Period during which Nodal Officer will undertake preliminary rationalization	04-Jan-26	10-Jan-26
10	Date before which Nodal Officer will undertake preliminary rationalization and publish tentative details of posts that are to be opened	--	13-Jan-26
11	Period during which employees (under voluntary participation who have given their consent earlier) can withdraw their consent	11-Jan-26	16-Jan-26
12	Date before which Nodal Officer will undertake final Rationalization and publish final vacant posts available for transfer, list of employees under deemed/ voluntary/ notional/ surplus category by nodal officer.	--	18-Jan-26
13	Period during which employees can submit their preferences	19-Jan-26	25-Jan-26
14	Period during which the Nodal Officer will check that all the employees have been allocated unit(s)	26-Jan-26	30-Jan-26

Sr. No.	Particular	Time Outline	
		From	To
15	Period during which the employee may be given last option to fill choices against remaining available posts, who have not been allocated any unit(s) of their preferred choices based on their merit or who have not filled any choice.	31-Jan-26	02-Feb-26
16	Date by which the Final transfer orders will be generated.	--	05-Feb-26
17	Date by which the joining & relieving process will be completed.	--	15-Feb-26
18	Period during which the employee shall submit application for grievance redressal to the Competent Authority.	06-Feb-26	02-Mar-26
19	Period during which decision will be taken by the Competent Authority on the grievances of the employees	03-Mar-26	17-Mar-26

All concerned are requested to adhere to the above tentative schedule and ensure timely completion of all required activities as per above and the Model Online Transfer Policy.

These issues with the approval of the competent authority.

Enclosed- A copy of memo no. DHE 56/2021 Admr (1) dated 12.11.25

-sd-
Superintendent Administration
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Panchkula

Endst No.: even

Dated: 14/11/25

A copy of the above is forwarded to the following for kind information and necessary action, please: -

1. PS/ OSD Chief Minister, Haryana.
2. PS to Higher Education Minister
3. PS to Additional Chief Secretary to Government Haryana, Higher Education Department.
4. PS/Director General, Higher Education Department, PS/JDA
5. Director, Human Resources Department.
6. Official Concerned
7. ✓ IT cell to upload a copy of Web portal
8. Superintendent HRMS (local) and Nodal Officer MOTP,.

Superintendent Administration
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Panchkula

From

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

To

All Principal of Govt. Colleges Haryana State.

Memo No.: DHE 56/2021 Admn(1)

Dated: 12/11/25

Subject: - Information of cadre included under Model Online Transfer Policy-
dated 23.05.2025.

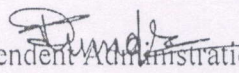
Kindly refer to the subject cited above.

I have been directed to inform you that in compliance with clause 2 (iv) of
Model Online Transfer Policy-dated 23.05.2025 the following cadre is included under
Model Online Transfer:-

Sr No.	Group	Name of post and cadre	Total Sanctioned Post	Unit	Minimum Tenure (in months)	Prescribed Tenure (in months)
1	A	Principal ,cadre 141	178	Office (College)	24	48

This is for information of stake holders.

Enclosed- Model Online Transfer Policy 23.05.2025

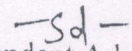

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