

## Urgent/Time Bound

From

Director General Higher Education  
Haryana, Panchkula

To

1. All DHEO Haryana.
2. All Principals, Haryana Govt. Colleges
3. All State/District/sub Divisional libraries.
4. NCC Group HQ and Units in Haryana

Memo No.DHE-180001/15-2021 HRMS  
Dated, Panchkula, the 01.02.2024

विषय:—

**Schedule for Online Transfer Policy (OTP) of Non-Teaching Cadre,  
NCC Cadre and Library Cadre.**

Kindly to the subject cited above.

I have been directed to forward the revised schedule to be applicable  
on Online-transfer Policy of Non-teaching, NCC and Library Cadre :-

Sr. No.	Activity	Dates	Remarks
1	Record Updation	08.12.2023 to 20.12.2023	During this period, all Govt. Colleges/Libraries/NCC Unit will update the record of all employee
2	Sent to Employee for Verification	21.12.2023 to 23.12.2023	During this period, all Govt. Colleges/Libraries/NCC Unit 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	02.01.2024	During this period, all Govt. Colleges/Libraries/NCC Unit will Freeze the score of all employee.
3	Voluntary participation	03.01.2024 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 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. Rationalization and assign maximum sanction post will be updated by the Department so that equal distribution of regular employee will be made.

6	Filling up of choices	15.01.2024 to 18.01.2024	All eligible employees will submit their choice of Govt. Colleges/Libraries/NCC Unit 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/Libraries/NCC Unit
10	Relieving and Joining	As per policy	All transferees will be relieved from their previous place of posting and join on their new NCC Unit

— Sd —  
Superintendent HRMS  
for Director General Higher Education  
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the

A copy forward to following for information and necessary action:

1. The State Information Officer NIC, Haryana Civil Secretariate, Chandigarh.
2. Deputy Director/Supdt. NCC, Library, ME
3. Incharge IT Cell for uploading on Web-portal.

*WSP*  
2/1/24

*Q. Singh*  
02/01/24  
Superintendent HRMS  
for Director General Higher Education  
Haryana, Panchkula