

Urgent/Time Bound

From

Director 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 06.12.2024

विषय:-

Tentative 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 tentative schedule to be applicable on Online-transfer Policy of Non-teaching, NCC and Library Cadre :-

Sr. No.	Activity	Dates	Remarks
1	Record Updation	11.12.2024 to 31.12.2024	During this period, all Govt. Colleges/Libraries/NCC 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/Libraries/NCC 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/NCC Unit will Freeze the score of all employee.
3	Voluntary participation	02.01.2025 to 07.01.2025	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	08.01.2025 to 10.01.2025	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	13.01.2025 to 17.01.2025	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.

6	Filling up of choices	20.01.2025 to 27.01.2025	All eligible employees will submit their choice of Govt. Colleges/Libraries/NCC Unit in order of preference.
7	Provisional Allocation	31.01.2025	During this period, provisional allocation will be prepared of those employee who not get their choice of preferences and transfer Anywhere in the state
8	Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any	02.02.2025 to 06.02.2025	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.
9	Issuance of posting orders	14.02.2025	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 / <i>Library/college.</i>

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Nodal Officer OTP
for Director Higher Education
Haryana, Panchkula

Endst: No Even

Dated: Panchkula the *6/12/2024*

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.

Asel
Nodal Officer OTP
for Director Higher Education
Haryana, Panchkula