

Urgent

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To


1. All Hon'ble Members of Parliament from Haryana. (As per list enclosed)
2. All Hon'ble Members of Legislative Assembly, Haryana. (As per list enclosed)
3. All the Stakeholders of Higher Education (Principals/College teachers/General Public)

Memo No. 15/5-2015 C-1 (3)
Dated Panchkula the 27.03.2018

Subject: - Draft Online Transfer Policy 2018 of Assistant/Associate Professors in Govt. Colleges, Department of Higher Education, Haryana.

Kindly refer to the subject cited above.

I have been directed to inform you that Online Transfer Policy of Assistant/Associate Professors in Govt. Colleges, Department of Higher Education, Haryana has been drafted which is enclosed herewith for inviting suggestions/comments from all the stakeholders. Kindly send your comments/suggestions/inputs on the draft policy by 15th April 2018 at transferpolicyhedu@gmail.com



Deputy Director Co-ordination
for Director General Higher Education,
Haryana, Panchkula

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Dated, Panchkula the 27.03.2018

A copy is forwarded to the following for the information:-

1. PS/Additional Chief Secretary to Govt. Haryana, Higher Education Department, Chandigarh.
2. PA/Director General, Higher Education, Haryana, Panchkula.
3. PA/Additional Director Admn.
4. All Headquarter Officers.


Deputy Director Co-ordination
for Director General Higher Education,
Haryana, Panchkula

**Transfer Policy- 2018 of Assistant/Associate Professors in
Govt. Colleges, Department of Higher Education, Haryana.**

Transfers of Assistant/Associate Professors working in the Govt. Colleges will be regulated under the provisions of the following policy:

1. Vision:

To ensure equitable, demand based distribution of teachers to protect academic interest of students and optimise job satisfaction amongst teachers in a fair and transparent manner.

2. Main features:

- (i) Assistant/ Associate Professors who are members of State Cadre are liable to be transferred anywhere in the State, at any point of time.
- (ii) This Transfer Policy shall be applicable w.e.f. the date of notification.
- (iii) The Transfer Policy shall be applicable to all Assistant/Associate Professors working in the Govt. Colleges under Higher Education Department, Haryana. Eligible Assistant/ Associate Professors will submit their choice of Govt. Colleges. First choice shall be made in respect of Zone 1 Colleges (Rural and Difficult to be notified) and second choice shall be made for Zone 2 colleges and so forth. While giving these options, it shall be ensured that their subject is being taught in those colleges.
- (iv) However, the Assistant/Associate Professors in Anthropology, Biotech, Electronics, Fine Arts, Geology, Microbiology, Philosophy, Public Administration and Tourism will not be covered under this policy.
- (v) While effecting transfers, the academic interest of students shall be supreme.

2. TIME SCHEDULE:

i) Periodicity of the transfers

General transfers will be made only once in a year, as per time schedule given in para 2(ii) below or as notified by the Government for a given year. However, transfers can be effected by the Government at any time during the year in cases of administrative exigency, transfer of spouses of employees of

Departments/ Organizations of Government of Haryana and Central Government and on compassionate grounds other than those under para 5(v) (b). The reasons for transfers under these grounds should be recorded on file.

ii) Time Table: The following time schedule shall be followed for various activities every year except the first year in which the online transfer policy is being implemented:

a) Qualifying date for actual vacancies (sanctioned posts) and deemed vacancies, calculation of weightage, count of stay shall be done by 30th April every year.

NOTE: In case of fraction by more than .5% it will be rounded off to next numeral.

b) Notification of "Actual Vacancies" and "Deemed Vacancies" will be done from 1st April to 30th April, every year.

c) Eligible Assistant/ Associate Professors will submit their choice of Govt. Colleges online, from 01st May to 15th May, every year.

d) Transfer orders will be issued from 1st June to 30th June, every year.

3. New entrants:

a) All newly recommended candidates shall be posted in rural Govt. Colleges, if vacancy exists as defined in 2 (ii) (a) as per the merit list supplied by the recruiting agency. Further, the age and roster point will be taken into consideration for his first place of posting as per the preferences given under this policy. In case there is no vacancy in rural Government Colleges, they may give their preferences in Urban Government Colleges.

b) The limit of vacancies as mentioned in 2(ii) (a) may be increased by the department in case of new entrants only provided that the provisions of 2(ii) (a) are exhausted.

4. BASIC PRINCIPLES:

(i) Transfer/posting to the opted Govt. College will not be claimed or treated as a matter of right.

(ii) No requests for deputation from one Govt. College to another will be considered except in cases of administrative exigencies.

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New entrants

- (iii) Vacancies in the Govt. Colleges will be notified each year as mentioned in para 2(ii) (a).
- (iv) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (vi) Preferably female Assistant/ Associate Professors shall be posted in a Govt. College for Girls.
- (vii) Unless protected under the provisions of this Policy, every Assistant/ Associate Professor completing 5 years continuous stay in a particular Govt. College shall be transferred.

5. CRITERIA FOR DECIDING THE CLAIM AGAINST VACANCY:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by an Assistant/ Associate Professor, out of 83 points as prescribed hereinafter. The Assistant/ Associate Professor earning highest points shall be entitled to be transferred against a particular vacancy.

NOTE: In case of fraction by more than .5% it will be rounded off to next numeral.

- (ii) Age shall be the prime factor for deciding the claim of the Assistant/ Associate Professors against a vacancy since it shall have weightage of 58 points, out of total 83 points.
- (iii) Persons with 100% disabilities will be given their choice of posting and condition of five years stay will not be applicable on them.
- (iv) However, to take care of categories like women, women headed households, widows, widowers, differently abled persons, legally divorced, unmarried female, serious ailment, and Assistant/ Associate Professors showing improvement in results, maximum 20 points can be availed by the Assistant/ Associate Professors of these categories (hereinafter to be referred as Special Category). The division of points shall be as given in para 5 (iv)(a) and 5 (iv) (b) below:-

a) **Age:**

Sr No	Major Factor	Sub-Factor	Maximum Points	criteria for calculation
1	Age (Present date minus	Eldest person shall get	58	$\frac{\text{Age in number of days}}{365}$ (maximum

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Date of birth)	maximum points	four decimal points only)
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b) Special Category:

Sr No	Major Factor	Sub-factor	Maximum points	Criteria for calculation
1.	Gender	Female	10	10 points shall be given to female Assistant/ Associate Professors
2.	Special Category female Assistant/ Associate Professors	Widow/divorced/ separated/ unmarried female Assistant/ Associate Professor more than 40 years of age/ wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All female of this category shall be given 10 marks only.
3.	Special Category male Assistant/ Associate Professors	Widower (A male who has lost his wife and has not re-married) and has one or more minor children and/ or unmarried daughter(s)	5	Eligible male widowers shall be given 5 points only. (in case of remarriage of self/ children becoming major/daughter getting married, the employee will have to update his profile in the MIS and will not be eligible for this advantage any more)
4.	Differently abled persons	Vision Disability	20	40% to 60% disability = 10 Marks. Above 60% to 80% disability = 15 Marks Above 80% disability = 20 Marks
		Locomotors Disability	20	
		Deaf & Dumb Disability	20	
5.	Diseases of Debilitating Disorders namely Chronic Heart Diseases,	Self	10	Certificate issued by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla
		Spouse/ unmarried Children	10	

Marks

	Chronic Artery Diseases, Brain tumours and malignancy of different organs, Paraplegic/Quadriplegia/Hemiplegic, Multiple Sclerosis, Myasthenia Gravis, Parkinson Disease, Thalassemia, Haemophilia, Aplastic Anaemia, Myelodysplastic disorders, AIDS, Liver and Kidney transplant			Medical College, Karnal, PGI Chandigarh or Duly Constituted Medical Board only. A certificate shall be valid for a period of 3 years only. After three years new certificate shall be required to be submitted.
6.	Differently abled or mentally challenged children	Men/Women having Mentally challenged or 100% differently abled child	10	Men/Women Assistant/ Associate Professors having mentally challenged or 100% differently abled children shall be provided maximum 10 points. N.B. The employee will have to update his profile in the MIS and will not be eligible for this advantage any more
7.	Well performing Assistant/ Associate Professors	Assistant/ Associate Professors giving good results in the last University exam.	5	For results, following shall be the criteria for entitlement of points: 75% to 80 % = 1 80% to 85% = 2 85% to 90% = 3 90% to 95% = 4 95% to 100% = 5 The results will be

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				certified by the concerned college Principal and are to be uploaded on MIS portal.
8.	Weightage of ACRs for the last 5 years	Outstanding	5	80% and above=5 60% to 80%=4 40% to 60%=3 20% to 40%=2 0% to 20%=1

Note:

1. Assistant/ Associate Professors entitled for weightage under "Special Category" shall be entitled to avail such parameters bearing maximum 20 points under this category.
3. For Assistant/ Associate Professors teaching both U.G and P.G courses, average of the two pass percentages will be taken for calculation of the weightage points.
4. If both husband and wife are working in Govt. College of Higher Education Department, the benefit of 10 points under para 5(iv)(b) above can be claimed by only anyone of them.

6. DEFINING VACANT POSTS:

- i) There shall be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy.
 - a) **Actual Vacancy:** A post not occupied by any Assistant/ Associate Professor, a post which will become vacant due to retirement, promotion, voluntary retirement or otherwise as on date of publication of vacancies as per schedule given in Para 2 (ii) (b) above.
 - b) **Deemed Vacancy:-** A post occupied by an Assistant/ Associate Professor for a period of Five Years or more on the qualifying date; or a post occupied by such Assistant/ Associate Professor who has given option for transfer from his/her Govt. College under special dispensation given in Para- 7 (ix) but has not completed tenure of five years in that particular Govt. College/ as per the existing vacancy in a given academic session after assessment of work load .

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7. PROCEDURE TO BE ADOPTED:

- i) With a view to transfer the teaching staff in excess of sanctioned/ assessed strength in a Govt. College to other Govt. College having requirement, the task of creating/ shifting sanctioned posts shall normally be carried out before General Transfers.
- ii) Keeping in view the criteria mentioned in Para 6, Govt. College wise vacancies will be assessed before carrying out the transfer exercise. All Assistant/ Associate Professors shall give option of minimum 10 Govt. colleges in order of preference. Five colleges out of these 10 shall be rural colleges and 05 colleges shall be urban. First choice shall be made in respect of rural college and second shall be made for urban college and so forth.
- iii) All Assistant/ Associate Professors shall be asked to select the Govt. colleges in different districts in order of their preferences, across districts. They shall further opt for a minimum of 10 Govt. Colleges, in order of preference, so that their claim could be considered against multiple vacancies. In case he/she does not get his/her preferred choice then he/she shall be given posting in any other Govt. College.
- iv) Assistant/ Associate Professors shall be entitled to change the option of districts after every 05 years or as decided by Govt. from time to time.
- v) Unmarried female Assistant/ Associate Professors shall be given a chance to change options, within two months of their marriage, subject to the fulfillment of other conditions. Further married female Assistant/ Associate Professors shall also have an opportunity to change their option in case of the death of husband or in case of legal divorce from husband. A male Assistant/ Associate Professor shall also be given the opportunity to change his option in case of death of his wife.
- vi) Asst. Professors joining for the first time on direct recruitment shall also be asked to give their option of minimum ten Govt. Colleges as per the policy.
- vii) Assistant/ Associate Professors joining the department on repatriation from U.T. Administration or other States or other

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departments of the State Government, where they were on deputation, shall also be asked to give their option of Govt. Colleges as per policy.

- viii) Assistant/Associate Professors having one year or less in retirement shall not be transferred unless he opts for it or on account of Administrative exigency.
- ix) On account of administrative exigency, the Department shall be at liberty to post any Assistant/ Associate Professor at any Govt. College irrespective of preferences given.
- x) Those Assistant/ Associate Professors who are found "Assistant/ Associate Professors without requisite workload" on the basis of redistribution exercise on the basis of assessment of workload, shall compulsorily be shifted from their place of posting even if they have not completed their tenure of five years in that Govt. College.
- xi) The incumbents posted in rural colleges after completion of 3 years of rural service may apply afresh for transfer but, for completion of specific rural service for grant of senior/selection grade have to again complete the rural service within the given span as mentioned in notified policy of the department for rural postings.
- xii) To ensure uninterrupted NCC program in the Govt. Colleges having NCC units, Associate NCC Officers (ANO) will be replaced by the Assistant/ Associate Professors working as Associate NCC Officers only.

8. MECHANISM TO BE ADOPTED

- (i) Every Assistant/ Associate Professor will be responsible for the accuracy and regular updation of data in the MIS in respect of his/ her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the competent authority.
- (ii) All the options once exercised will be available for view to all concerned Assistant/ Associate Professors in their login.

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- (iii) The transfer exercise shall be carried out through Application Software. However, 5 % cases shall be checked manually on random basis.

9. POST TRANSFER EXERCISE:

- (i) All Transfers shall be implemented within seven working days of their issuance. The copy of transfer orders shall be sent to the Treasury Officer concerned with a request not to draw the salary of such transferred Assistant/ Associate Professor from the institution he/she has been transferred.
- (ii) The Assistant/ Associate Professors transferred on administrative grounds will not be transferred back to same Govt. College from where they were transferred out on administrative grounds.
- (iii) Aggrieved Assistant/ Associate Professors, in case of any discrepancy, can represent to the competent authority within 15 days of issuance of orders, after joining at new place of posting. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 15 days.

10. DISCLAIMER

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any Assistant/ Associate Professor with any right for such transfer.

11. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the policy, the Administrative Secretary, Higher Education Govt. Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Assistant/ Associate Professor to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

12. INTERPRETATION OF GUIDELINES

Administrative Secretary, Higher Education Govt. Haryana shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for the purpose of effect, control and administration of the department as a whole.

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13. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Assistant/ Associate Professors shall not bring in any outside influence. If such an influence from whichever source espousing the cause of Assistant/ Associate Professor is received, it shall be presumed that the same has been brought in by the Assistant/ Associate Professor and the request of such Assistant/ Associate Professor shall not be considered. Action may also be initiated against such Assistant/ Associate Professor under relevant Service Rules/ Conduct Rules and an entry to this effect shall be made in his/her service record.

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