

MOST URGENT
DATE BOUND

(To be Substituted bearing same number and date)

No. 15/5/2017-1GS-II

From

The Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Vice-Chancellors of all the Universities in Haryana.
3. All the Heads of Departments of Haryana Government.
4. All the Managing Directors/Chief Administrators of Board and Corporations of Haryana Government.
5. All the Divisional Commissioners in Haryana.
6. The Registrar, Punjab and Haryana High Court, Chandigarh
7. All the Deputy Commissioners of the State of Haryana.

Dated: Chandigarh, the 21st November, 2019

Subject: On line Transfer Policy.

Sir/Madam,

I am directed to invite your attention on the subject noted above. The State Government have decided to frame online transfer policy in respect of every category of posts where the sanctioned strength of posts of a cadre, including the interchangeable posts, is more than 500 as well as data entry of all the employees of that designation by 28th February, 2020 in due consultation with the Employees Unions, if any.

2. For this purpose it is also informed that data in respect of all the employees of every Department/ Board/Corporation/University/Authority must be got filled up by the respective Administrative Secretary and Head of the Department/Organization in the HRMS before 25th of December, 2019, positively. For this purpose concerned staff may be directed to be present in office late hours and also on Saturday Sunday.

3. It has also been decided that the number of vacant posts (sanctioned minus filled up post) of every category whether more than 500 or less shall be evenly distributed over the relevant administrative unit(s) district/blocks/tehsils etc.

4. These evenly distributed posts shall be blocked **latest by 5.00 PM on 25th of November, 2019** by each and every Administrative Secretary at their level followed by a confirmation to the Chief Secretary the same day.

5. All concerned authorities are requested to ensure the compliance in letter and spirit immediately.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Government Haryana.