

MOST URGENT
DATE BOUND

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 13th February, 2020.

Subject: On line Transfer Policy.

Sir/Madam,

I am directed to invite your attention to Government letter of even number dated 21.11.2019 and 03.12.2019 on the subject noted above. The State Government after the approval of Council of Minister has framed online transfer policy for all the Departments where in any cadre the total number of sanctioned posts is 500 or more. The copy of Online Transfer Policy is available on the website which may be downloaded www.csharyana.gov.in.

2. These are broad principles approved by the Council of Ministers. The Departments shall frame their online transfer policies based primarily on these general principles and with such changes as deemed necessary and submit the same to Chief Minister for approval.

3. These instructions may please be brought to the notice of all concerned.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Government Haryana 

**HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION
General Principles for online transfer of employees**

The 13th February, 2020

No. 15/27/2018-1GS-II.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy for the Government employees:-

1. **Vision :** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:** This Policy shall be applicable to all the employees of a cadre working on regular basis where the Cadre strength of a post is 500 sanctioned posts or above.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **'Blocked Posts'** means the vacancies of a cadre remain unfilled at any given point of time due to shortage of employees in the department.
 - (b) **'Employees of Special Category'** means the blind employees or the differently abled employees or their child(ren) and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
 - (c) **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum three years service in a zone;
 - (d) **'Qualifying date' for the purpose of calculation of vacant post(s)** shall be the 31st March of the calendar year of transfer.;
 - (e) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
 - (f) **'Transfer'** means posting/appointment from one Zone to another on or before completion of prescribed tenure in a Zone;
 - (g) **'Vacant Post for transfer'** means
 - (i) a post not occupied by any employee;

- (ii) a post presently occupied by an employee for a period of five years or more;
- (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
- (iv) a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the zone where he is presently posted.

Note 1.— Where there are *Blocked Posts* in a cadre the same shall be excluded from the number of *vacant posts for transfer*.

Note 2.— The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.

Note 3.— Each and every Department shall prepare the list of *vacant posts for transfer* and notify them for the benefit of stakeholders. Depending upon input from stakeholders, such list may be amended if required.

- (h) 'Zone' means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone to another under this policy;

4. General Principles :

(i) Time Schedule for online transfers:

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The online process will be completed upto 31st March and implemented after 31st March or as per exigency/convenience of the Department.

(ii) Liable to be posted anywhere :

Employees are liable to be transferred under this Policy in any Zone or anywhere in the State, in public interest, on completion of prescribed tenure.

(iii) Computerization of relevant service record of employees :

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts :** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the departments may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. Merit Criteria for allotment of post :

- (a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated below:-

(A) Age : The first set of merit points will be the Age of the Government employee concerned enumerated below :-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1.	Age (Present date i.e. (1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days ÷ 365 (Maximum four decimal points only)

(B) Special Category :

The second set of merit points will come from the **Special Category** enumerated hereinafter:

Sr. No.	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to all female employees.
2.	Special Category female employees	Widow/divorced/ separated/ unmarried female employee more than 40 years of age/ wife of serving Military	10	All female of this category shall be given 10 marks only.

		personnel/ Paramilitary personnel working outside the State		
3.	Special Category male employees	Widower who has not re- married and has one or more minor children and/ or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks.
		Locomotors	20	Above 60% to 80% = 15 Marks
		Deaf & Dumb	20	Above 80%=20 Marks
5.	Diseases of Self “Debilitating Disorders” i.e. (a) currently suffering from cancer; or (b) having undergone by-pass heart surgery; or (c) kidney transplant; or (d) currently undergoing dialysis.		10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6.	Diseases of “Debilitating Disorders”	Spouse/ unmarried Children	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7.	Differently abled or mentally challenged children	Male/Female employee having Mentally challenged or 100% differently abled child	10	Male/Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

8.	Couple case	Only applicable to females.	5	Employees' spouses working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.
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- (d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

6. Procedure to be adopted :

- (i) Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) An employee who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he so desires.
- (iv) Merit criteria for allotment of station will be as per Para 5 above.
- (v) All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with the orders.
- (vi) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- (vii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

7. Bar against canvassing : No employee shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

8. Appointment by promotion/ direct recruitment : Employees taken in a cadre through direct recruitment/ promotion/ repatriation shall be posted in the zone of eligibility and availability.

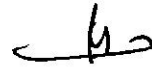
9. Opportunity of option to certain categories: The following categories of employees will not be transferred unless they desire to participate in the transfer drive :-

- (a) employees having 12 months or less in retirement on the date of next transfer drive;
- (b) unmarried female employees upon marriage;
- (c) married female employees upon divorce; or

(d) widow or widower employees on the death of spouse;

They may be permitted to participate in the next transfer drive after the event.

10. **Posting in remote areas:** Incentive for serving on the choice of Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
11. **Clarification & Implementation :** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
12. **Power to relax :** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.



(Keshni Anand Arora)
Chief Secretary to Govt. Haryana