

MOST URGENT
DATE BOUND

No. 15/05/2017-1GS-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 & Haryana High Court, Chandigarh.

Dated: Chandigarh, the 07.08.2020

Subject: Online Transfer Policy – amendments therein.

Sir/Madam,

I am directed to invite your attention to Government letter of even number dated 13.02.2020 on the subject noted above. The State Government has reconsidered the policy and decided to make some amendments therein which are as under:-

1. Amendments:

- i) **Pertaining to Para 2 & 4 of the Policy:** The online transfer policy may be implemented in all the Departments, Boards and Corporations where the cadre strength is 300 and more.
- ii) **Pertaining to Para 6 of the Policy:** In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, they department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.
- iii) **Pertaining to Para 6 (vi) of the Policy:** A Committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the concerned Department, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such cases and send their

recommendations to the Govt. which will be dealt under relaxation clause of the Transfer Policy.

- iv) **Pertaining to Para 9 of the Policy:** After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
- v) **Pertaining to Para 2 & 4 of the Policy:** The Headquarters posts shall also be included in the Transfer Drive.

2. The Departments listed at Annexure-A shall make efforts to complete the transfer policy/transfer drive by 31st August, 2020 except for cases where specific date(s) have been indicated in the remarks column of the Annexure.

3. It has come to the notice of the Government that during implementation of Online Transfer Policy, some departments are facing legal challenges on the basis of very minor issues, which could have been resolved before issuance of the policy. Therefore, it must be ensured that draft notification of Online Transfer Policy may be got vetted from Advocate General, Haryana before issuance of same to avoid unnecessary litigation. The remaining procedure for amendment in the Policy will be the same as already prescribed in Para 2 of the GAD instructions of even number dated 13.02.2020.

4. **Pertaining to Skill Development and Industrial Training Department only:** In case of Skill Development and Industrial Training Department, Group D Cadres of Workshop Attendant and Peon-cum-Chowkidar, the transfer drive may be conducted limited to the vacant posts only.

5. All the Administrative Secretaries to Government Haryana are requested to incorporate amendments detailed in para 1 (i-v) above, in their respective Online Transfer Policies at the earliest and update the service record data of each employee of their Department, Board & Corporation having a cadre strength of 300 and above and implement the Online Transfer Policy.

Yours faithfully,



Superintendent General Services-II
for Chief Secretary to Government Haryana.

Endst. No. 15/05/2017-1GS-II

Dated Chandigarh, the 7th August 2020

A copy, each, is forwarded to all the Deputy Commissioners and Civil Surgeons in Haryana regarding point No. 1 (iii) for information and necessary action.



Superintendent General Services-II
for Chief Secretary to Government Haryana.

ANNEXURE-A

**Present Status of following Departments regarding Online Transfer Driver
(As on 31st July, 2020)**

Sr. No.	Name of the Department	Cadre	Sanctioned Strength	Filled up post	Vacant posts	Remarks
1.	Agriculture	Agriculture Development Officer (Admn. Cadre)	1070	415	655	To be completed within the month of August, 2020.
		Fieldman	697	495	202	To be completed within the month of August, 2020.
2.	Development	Gram Sachiv	2237	1540	697	To be completed by 12 th of August, 2020.
		Junior Engineer	556	426	130	To be completed by 12 th of August, 2020.
3.	Excise and Taxation	Clerk	720	436	284	To be completed by 20 th of August, 2020.
		Taxation Inspector	672	378	294	To be completed by 20 th of August, 2020.
		Peon	818	578	240	To be completed by 20 th of August, 2020.
4.	Education (Primary)	Clerk	3332	1288	2044	To be completed by 13 th of August, 2020.
5.	Education (Secondary)	Clerk	5545	4439	1106	To be completed by 13 th of August, 2020.
6.	PW (B&R)	Junior Engineer (Civil)	607	518	89	To be completed by 15 th of August, 2020.
7.	Registrar, Cooperative Societies	Sub Inspector (General)	596	185	411	To be completed within the month of August, 2020.
8.	Transport	Clerk	1030	919	119	After successful drive of Conductors/Drivers.
		Conductor	7383	6180	1271	To be completed by 4 th of August, 2020.
		Driver	6246	5762	716	To be completed by 4 th of August, 2020.
		Inspector	555	102	453	After promotion.
		Sub-Inspector	932	856	76	After promotion.
9.	Women & Child Development Department	Supervisor (Female)	1016	829	187	To be completed within the month of August, 2020.
10.	HSAMB	Auction Recorder	984	706	278	After completion of employees' record.

11.	Animal Husbandry	Veterinary Livestock Development Assistant	3034	2299	735	To be completed within the month of August, 2020.
		Veterinary Surgeon	1126	855	271	To be completed within the month of August, 2020.
12.	Education (Higher)	Assistant / Associate Professor (Com.)	734	606	128	To be completed by 20 th of August, 2020.
		Assistant / Associate Professor (English)	597	444	153	To be completed by 20 th of August, 2020.
13.	Industrial Training and Vocational Education	Workshop Attendant	529	478	51	To be completed within the month of August, 2020.
		Peon-cum-Chowkidar	551	437	114	To be completed within the month of August, 2020.
14.	UHBVN	Junior Engineer (Field)	721	595	126	To be completed in the month of October, 2020.
		Upper Division Clerk (Field)	739	302	437	To be completed in the month of October, 2020.
		Lower Division Clerk (Field)	1355	645	710	To be completed in the month of October, 2020.
15.	DHBVN	Junior Engineer (Field)	636	544	92	To be completed in the month of October, 2020.
		Upper Division Clerk (Field)	712	457	255	To be completed in the month of October, 2020.

Note: Transfer Drive of Health Services, Ayush and Medical Education and Research Departments will be considered later on.