

**Reminder**  
**Most Immediate**  
**Date Bound**

**No. 15/27/2018-1GSII**  
**Haryana Government**  
**General Administration Department**  
**(General Services-II Br.)**

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All Heads of Department in Haryana State.
3. All the MDs/CAs of Boards & Corporations.

Dated Chandigarh: 18<sup>th</sup> Nov., 2020

**Subject: Regarding online transfer policy of a Cadre having sanctioned strength of 300 posts and above.**

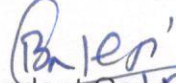
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Sir/Madam,

I am directed to invite your attention towards Govt. letter No. 15/05/2017-1GS-II dated 07-08-2020, vide Para 5 of which all the Departments, Boards & Corporations were requested to update the service record data of each employee of their departments having a cadre strength of 300 and above and implement the Online Transfer Policy.

2. It has come to notice that most of the Department/Boards/Corporations have not update the data of their employees. You are once again requested to update the service record of all your employees and send the status report of online transfer policy of your department to this office by 20/11/2020 positively by email at [superintendentgs2@gmail.com](mailto:superintendentgs2@gmail.com).

Yours faithfully,

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