

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries.
2. All the Heads of Departments.
3. All the Divisional Commissioners in the State.
4. All the Deputy Commissioners in the State.

No.15/16/2017-1GSII
Chandigarh, dated the 12th April, 2017.

Subject: Implementation of transfer orders issued by the Government.

It has been observed by the Government that transfer/ posting orders issued by the Government are not being implemented meticulously or are being delayed at various levels which is a matter of concern.

2. To ensure implementation of transfer orders, it is proposed to bring the entire process of transfer within the ambit of e-Governance. The Government desires that transfer orders issued should be implemented within a short time of three (3) working days.

3. The preliminary requirements for ensuring implementation in stipulated time-frame are as follows:

- i. Each department will appoint one Nodal Officer (Transfer) of the Rank of Under Secretary/Deputy Secretary/Joint Secretary at Secretariat level and Deputy Director/Joint Director/Additional Director at Directorate level immediately.
- ii. Exclusive e-mail ids for Nodal Officer (Transfer) of the Directorates and Secretariat level and Ministers may be created through NIC.
- iii. Nodal Officer (transfers) will be directly responsible for getting the transfer orders implemented. They will supply deployment list of all the posts to the CM office on last working day of each month, through email only without fail.
- iv. All the departments be directed to get the Email Ids created for Nodal Officers (Transfer) and Secretary/Private Secretary to Ministers/State Ministers/Chief Parliamentary Secretaries through NIC by 17.04.2017 and details of Nodal Officers (Transfer) as well as Email Ids created for each level be provided to Officer on Special Duty to the Chief Minister [OSD/CM (AS)] in the format given below:

S.No.	Name	Designation	NIC Email id	Mobile number	Landline number

4. **Procedure – the procedure for implementation of a transfer order shall be as follows:**

4.1 **For Class I & II services:**

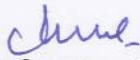
In first instance Chief Minister office will issue 'preliminary transfer advisory' to the Department for transfers based on suggestions from the department and suggestions directly received in Chief Minister office on administrative or other valid grounds. If the same is found in order, the transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If any objection is found by the department on policy/legal ground regarding one or more transfers, the whole order shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Departments shall not send objections on administrative ground only). After considering the same, the 'final transfer advisory' will be sent by Chief Minister office within two (02) days through e-mail which will be implemented by the department immediately by issuing orders without fail.

4.2 **For Class III & IV services:**

In first instance Chief Minister office will issue 'preliminary transfer advisory' to the Department for transfers based on suggestions from the department and suggestions directly received in Chief Minister office on

administrative or other valid grounds. If the same is found in order, the transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If any objection is found by the department on policy/legal ground regarding one or more transfers, only that part of advisory shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Regarding rest of the part of the advisory, the order shall be issued by the department). Departments shall not send objections on administrative ground only. After considering the same, the 'final transfer advisory' shall be sent by Chief Minister office within two (02) days through e-mail which shall be implemented by the department immediately by issuing orders without fail.

5. After issuance of transfer orders from the Government level concerned officer/official should be relieved forthwith without any delay.
6. Departments like Secondary Education having their own online transfer policy shall not be included in these cases. Other departments are encouraged to expedite finalization of their online transfer policies. Till such time it is done these guidelines shall be observed in letter and spirit.
7. These instructions may be brought to the notice of all the concerned working under you for strict compliance.


Under Secretary, Protocol
for Chief Secretary to Govt., Haryana.


Endst.No. 15/16/2017-1GSII

Dated: 12.04.2017

A copy is forwarded to all the Secretaries/Sr. Secretaries/Private Secretaries with Hon'ble Ministers/Hon'ble State Ministers/Hon'ble Chief Parliamentary Secretaries for the information of Hon'ble Ministers/Hon'ble State Ministers/Hon'ble Chief Parliamentary Secretaries please.

They are also requested to get their Email Ids created through NIC - Mr. Amit Mittal, Scientist (98762-29933), NIC 9th Floor, Haryana Civil Secretariat by 21.04.2017.

A copy of form requisite for Email ID creation is enclosed herewith.


Under Secretary, Protocol
for Chief Secretary to Govt., Haryana.

Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick] account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

1) Name of the applicant*: _____
 (Dr./Mr./Ms. First name Middle Name Surname)

✓2) (a) Date of Birth: _____ (b) Designation*: _____

3) Min./Dept./Org*: _____

4) Address for correspondence*: _____

_____ City: _____ Pin Code: _____

5) Telephone Number :(O)* _____ (R) _____ Mobile*: _____

6) Preferred Email/Auth id**: a) _____ *- hry.gov.in*
 b) _____

7) Alternate e-mail address for correspondence*: _____

✓8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
 (DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent
 Authority of the Department
 with date and seal

Signature of the Applicant
 with date and seal

Account Category:

Free/ Paid

If paid, Project No. : _____

If free, on What Basis: _____

Signature of NIC Coordinator/HOD
 with date and seal

Name & Designation: _____

E-mail and Tel. _____

FOR OFFICE USE

Billing Division(RR Section):

File Number: _____

Payment Processed: Yes/ No

Signature

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO):

Signature of INOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

**The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

**A suffix may be added to make the email id uniq across the domain

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995),IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at: <https://mail.nic.in/docs/POP.pdf>
10. By default accounts will be given access over WEB only (<https://mail.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
Trash - 7 days
ProbablySpam - 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
19. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant
with date and seal