MOST URGENT

No. 15/27/2018-4HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)

Dated: Chandigarh, the 26th June, 2025

To

1. All the Administrative Secretaries to Government, Haryana (List attached).
2. All Heads of Departments in the State of Haryana.

Subject: **Regarding implementation of Model Online Transfer Policy for Government employees.**

Sir/Mam

I am directed to invite your kind attention to the subject noted above.

2. The State Government has notified the Model Online Transfer Policy vide notification No. 15/27/2018-4HR-I, dated 23.05.2025, wherein as per Clause No. 6(vii) and 2(iv) of the policy, the detail of which is as under:-

"*Clause 6(vii) - Every Department shall designate a Nodal Officer (Only Group A or Group B employee) who will assist the competent authority in implementation of this policy for various cadres in the same department.*

Clause - 2(iv) On notification, this policy shall be applicable to all the departments initially, within 15 days of notification, each department shall publish the list of cadres that are covered under this policy alongwith the "Prescribed Tenure", "Minimum Tenure" and "Unit" for each cadre as decided by the competent authority. Thereafter, this list alongwith aforementioned variables may be revised by the Competent Authorities from time to time, as per Administrative requirements, after approval from Human Resource Department (HRD) only. For each Cadre, the detail as mentioned herein, as decided by competent authority, shall be read as part of this Model Online Transfer Policy for that cadre."

3. In view of above, all Administrative Secretaries are requested :-

a) To appoint department wise (as per list) nodal officer (online transfer policy) of or above the rank of Joint Director (Only Group A or Group B), who will assist the Administrative Secretary of the concerned department in implementing of the Model Online Transfer Policy for various cadres in respective department.

b) To publish list of Cadres that are to be included/ excluded from Online Transfer Policy.

4. Above both the tasks (Sr. No 3(a) and 3(b)) are to be performed on the HRMS platform.

5. The process of selection and appointment of Nodal Officer is to be do performed at the department level admin user on HRMS platform, the process flow of which is as under -

Procedure to Appoint Nodal Officer:

1. Visit HRMS website at https**://hrmshry.nic.in/**
2. Login with Department Admin User.
3. Fill user id, password followed by security code and click on login.
4. Go to Online Transfer Policy menu and click on Nodal Master MOTP.
5. **Step 1-** Download List of eligible Officers.
6. **Step 2-** Download sample Noting.
7. **Step 3-** Select Nodal officer from drop down. (Nodal officer shall be from directorate level and his/her retirement date shall not be due till December, 2026).
8. Upload Noting Copy approved by Competent Authority.

9.   Click on Send OTP button.
10. Enter OTP in text box and click on submit.

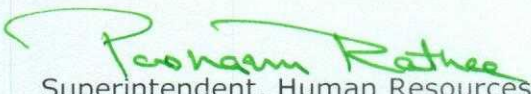**To edit Nodal Officer, follow the below mentioned procedure:**

1.   Go to Online Transfer Policy menu and click on Edit Nodal MOTP.
2.   Click on Edit from grid.
3.   **Step 1-** Download list of eligible Officers.
4.   **Step 2-** Download Sample Noting.
5.   **Step 3-** Select new proposed Nodal Officer.
6.   Upload Noting Copy approved by Competent Authority.
7.   Click on Send OTP button.
8.   Enter OTP in text box and click on update.

6.   Further, the Nodal officer (Online Transfer Policy), will undertake the task to get the cadres decided from competent authority w.r.t. inclusion/ exclusion from Online Transfer Policy, on the HRMS platform. IT will be a three step process, the process flow of which is as under :-

1. Visit HRMS website at https**://hrmshry.nic.in/**
2. Login with Nodal Officer user.
3. Fill user id, password followed by security code and click on login.
4. Go to Online Transfer Policy menu and click on Cadre Management.
5. Click Step 1- Add Cadre
   a. Select Designation/Designations from action column check box from grid in Table-B.
   b. Click Add Cadre to submit Cadre.
   c. After adding ail cadres click on move to next step button at end of screen.
   d. Submit OTP.
6. Click Step 2- Include/Exclude Cadre
   a. Click on Include/Exclude button in action Column from grid in Table B.
   b. If cadre is to be included in OTP then fill details- Unit, Minimum Tenure(in Months) and Prescribed tenure(in months) and click on Final Submit include cadre button.
   c. If cadre is to be excluded then select reason, give remarks and click Submit exclude button.
   d. After deciding all cadres click on move to next step button at end of screen.
   e. Submit OTP.
7. Click Step 3- Finalize Cadre
   a. Download sample Sanction Document to be approved from Competent Authority.
   b. Choose file to upload approved sanction document and click on upload.
   c. Click Final submit with cadre locking button.
   d. Submit OTP.

7.   It is also requested that all Nodal Officers appointed by Competent Authority of departments (as per list) shall attend the training session on 27.06.2025 at 10.00 A.M., Committee Hall, 6th Floor, New Haryana Civil Secretariat, Sector-17, Chandigarh.

8.   Lastly, it is requested that above entire task is to be completed by departments (as per list) up to 04th July, 2025.

Superintendent, Human Resources-I,
for Chief Secretary to Government Haryana.

List of Department

Sr. No.	Name of Administrative Secretaries/ Principal Secretaries/ Commissioner and Secretaries (Smt/Sh.)	Name of Department
1	Sudhir Rajpal, IAS(HY:1990)	1. Ayush 2. Health& Family Welfare 3. Food and Drugs Administration 4. Women and Child Development.
2	Dr. Sumita Misra, IAS (HY:1990)	1. Police 2. Prisons 3. Prosecution
3	Anurag Rastogi, IAS (HY:1990)	1. Finance 2. Treasury & Accounts 3. Economic & Statistical Analysis 4. Local Audit Department
4	Anand Mohan Sharan, IAS (HY:1990)	1. Forests.
5	Dr.Raja Sekhar Vundru, IAS (HY:1990)	1. Fisheries.
6	Vineet Garg, IAS (HY:1991)	1. Higher Education 2. Elementary Education 3. Secondary Education 4. Technical Education
7	G. Anupama, IAS (HY:1991)	1. Social Justice & Empowerment 2. Welfare of SCs, STs, and Other BCs.
8	Apoorva Kumar Singh, IAS (HY:1991)	1. Town and Country Planning. 2. Energy
9	Anurag Agarwal, IAS (HY:1994)	1. Public Works (Building and Roads). 2. Irrigation and Water Resources Department, HIRMI,MICADA.
10	Vijayendra Kumar, IAS (HY:1995)	1. Registrar, Co-operative Societies, Haryana
11	D. Suresh, IAS (HY:1995)	1. Food, Supplies and Consumer Affairs Department.
12	Rajeev Ranjan, IAS (HY:1998)	1. Employment 2. ESI Health Care 3. Skill Development and Industrial Training Department. 4. Labour
13	Navdeep Singh Virk, IPS (HY:1994)	1. Sports & Youth Welfare Department.
14	Pankaj Agarwal, IAS (HY:2000)	1. Agriculture 2. Horticulture
15	Vikas Gupta, IAS (HY:2001)	1. Fire Services 2. Urban Local Bodies 3. Municipal Corporation/Urban Local Bodies.
16	Vijay Singh Dahiya, IAS (HY:2001)	1. Animal Husbandry
17	T.L. Satyaprakash, IAS (HY:2002)	1. Mines & Geology 2. State Transport Controller 3. Transport.
18	Mohammed Shayin, IAS (HY:2002)	1. Public Health Engineering Department
19	Amit Kumar Agrawal, IAS (HY:2003)	1. Industries. 2. Micro, Small and Medium Enterprises. 3. Information, Language and Public Relation
20	Ashima Brar, IAS(HY:2004),	1. Excise and Taxation Department
21	A. Sreenivas, IAS (HY:2004)	1. Election
22	Saket Kumar, IAS (HY:2005)	1. Development and Panchayat. 2. Rural Development