

**No. 1/75/2022-2CC-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Common Cadre-I Branch)**

Dated, the Chandigarh 9th Nov, 2022

To

All the Administrative Secretaries to Government, Haryana

Subject:- Concept note for inviting comments and suggestion regarding transfer drive of Group D employees who are covered under Haryana Group D Employees (Recruitment & Conditions of Service) Act, 2018.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that a large number of requests of newly recruited Group D employees have been received by the Government from time to time regarding change of their post and or department on grounds of technical/educational qualifications. Keeping all this in view, the Government has prepared a concept note for inviting comments and suggestions of all departments regarding transfer drive of Group D employees who are covered under Haryana Group D Employees (Recruitment & Conditions of Service) Act, 2018. **Concept note is attached herewith.**

2. You are requested to send comments and suggestions via e-mail at hrdharyana@gmail.com; hrd-goh@hry.gov.in or through post addressed to the Special Secretary to Government of Haryana, Human Resources Department (Common Cadre-I Branch), Haryana Civil Secretariat, Sector-1, Chandigarh- 160001 at the earliest not later by 25.11.2022.

Your's faithfully,


Superintendent, Common Cadre-I
for Chief Secretary to Government, Haryana

Concept Note

for inviting Comments and Suggestions

regarding

**Transfer Drive of Group D employees who are covered under
Haryana Group D Employees (Recruitment & Conditions of Service)
Act, 2018**

by

Government of Haryana, Human Resources Department
(Common Cadre-I Branch)

Note: Comments and suggestions be sent via e-mail at hrdharyana@gmail.com; hrd-goh@hry.gov.in or through post addressed to the Special Secretary to Government of Haryana, Human Resources Department (Common Cadre-I Branch), Haryana Civil Secretariat, Sector-1, Chandigarh – 160001

I. Background and Objective of the Transfer Drive:

The Government of Haryana vide Notification dated 28.03.2018, enacted the **Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018** (*here-in-after referred to as the Group D Act*) in which a Common Cadre of all the Group D posts of all the Departments of Haryana Government was created. Thereafter, more than 18,000 posts were advertised and filled up by direct recruitment through Haryana Staff Selection Commission.

In this common cadre, some of the posts were of semi-skilled nature and others were of unskilled nature. It has been observed that some persons appointed in Group-D are facing difficulties in performing their duties efficiently. Further, some of the employees have been posted at far flung places from their home town and keeping in view their hardship, the Government has decided to launch a Transfer Drive to give an opportunity to all the Group D employees of common cadre for appointment/adjustment in an office near their home town and on a suitable post.

The main object of this Transfer Drive is to remove hardship of the employees regarding their station of posting, and, also adjustment on the posts other than the posts on which they do not deem themselves fit for appointment.

- a) For this purpose, each employee will be at liberty to select three Districts where she / he wants to be posted / transferred.
- b) Further, she/he may also select maximum 50 posts on which she/he does not deem herself/himself fit to work out of the list of all Group D posts.
- c) In this Drive, efforts will be made to transfer the employee at any one of the three Districts selected by him on priority basis, and, to not appointment him to the posts on which she / he does not want to work.
- d) However, it will not be guaranteed that the employee will be able to get the station of his/her choice or avoid the posts he does not deem fit for herself / himself. The employee shall not be able to claim a right based on his/her choices filled on the portal.

II. Eligibility: Employees eligible to participate in the Transfer Drive

- a) In this Transfer Drive, all the Group D employees appointed after the enactment of Group D Act and posted in any Department of Haryana Government are eligible to participate.
- b) However, the Group D employees posted in any Statutory Body / Board / Corporation / Public Sector Undertaking / Constitutional Body are not eligible to participate in this drive.
- c) Only those eligible employees want to change their station and / or their post, and participate online on the portal _____ within 15 days i.e., by _____, 2022, will be considered eligible for transfer drive. Thereafter, the portal will be closed.
- d) An employee, who fails to register and apply on the portal by the said date, will not be considered eligible.

III. Criteria of Transfer from one Station to another or from one post to another:

The employees who participate in this Transfer Drive shall be adjusted / transferred from one station to another and/or from one post to another on basis of the following priority list (from top priority to lowest, in that order):

1. Persons currently posted on the posts of Sweeping nature, e.g., Sewerman, Peon-cum-Sweeper, Sanitary Worker, Jamadar etc.
2. Persons with disabilities, subject to adjustment against the identified post.
3. Persons working on Semi-skilled posts, to adjust them on unskilled posts.
4. Widow/Widower/Divorced employee having children, provided not remarried.
5. Childless widow / childless divorced female employee / unmarried female employee.
6. Wives of Military and Para-Military Personnel.
7. Couple case in which the spouse of the Group D employee is working in any Department / Board / Corporation under Govt. of India / State Government.
8. Female employees.
9. Male employees.

Notes:

- a) Within each category the employees will be prioritized based on “age” based on date of birth. For example, out of two or more employees of same category, the preference shall be given to the oldest/older one. If the date of birth is same then number in merit list will be taken into account.
- b) Two or more categories of priorities will not be clubbed, e.g., if a disabled employee is also a childless widow she will first be considered in the category of disabled persons, if she does not get success then she will be considered again in the list of interested employees of the category of childless widow/divorced female employees.
- c) A remarried Widow/Widower must opt for “Married” option under Marital Status of HRMS records, and shall not apply under the category of “Widow / Widower / Divorced employee having children”.
- d) “Judicially Separated” employees shall not be clubbed with Widow / Widower.

IV. Undertaking from participating employees:

Every Group D employee who participates in this Transfer Drive has to give an undertaking as under :-

UNDERTAKING

- | | |
|---|--|
| <ul style="list-style-type: none">• मैं वचन देता हूँ कि मैंने Re-allocation Drive बारे हरियाणा सरकार द्वारा जारी हिदायतें दिनांक----- ध्यानपूर्वक पढ़ ली हैं ।• मैंने यह अच्छी तरह समझ लिया है कि इस ट्रांसफर ड्राईव में मेरा विभाग या/और पद बदले जा सकते हैं ।• मैं जिन तीन जिलों में कार्य करने के लिए तैयार हूँ वो भी मैंने पूरी जागरूकता व ध्यानपूर्वक वर्णित कर दिए हैं ।• इन हिदायतों के अनुसार जिन पदों पर मैं कार्य करने के लिए तैयार नहीं हूँ वह मैंने पूरी जागरूकता व ध्यानपूर्वक चिन्हित ;जपबा उन्ताद्ध कर दिए हैं । मैं वचन देता हूँ कि मैं शेष सभी पदों में से जिस भी पद पर मुझे स्थानान्तरित किया जाएगा मैं वहाँ पूरी लग्न से कार्य करने के लिए तैयार हूँ।• मेरे द्वारा वर्णित किए गए तीन जिले व चिन्हित ;जपबा उन्ताद्ध किए गए पद जिन पर मैं कार्य नहीं करना चाहता वे अन्तिम माने जायें । | <ul style="list-style-type: none">• I undertake that I have carefully read the instructions issued by the Haryana Government dated ----- regarding this issue.• I understand that in this Transfer Drive my department and/or post may be changed.• I have listed the three districts in which I am ready to work with full awareness and attention.• I have with full awareness and attention marked the posts on which I am not ready to work. I undertake that out of all the remaining posts, I am ready to work there on whichever post I am transferred.• The three districts marked by me and the posts on which I do not want to work may be considered final. |
|---|--|

- मैं वचन देता हूँ कि यदि मुझे मेरे द्वारा चुने गए तीन जिलों में किसी भी ऐसे पद पर लगा दिया जाता है (जो उन पदों में शामिल नहीं है जहां मैं कार्य करने के लिए तैयार नहीं हूँ) मैं वहां पर सरकार द्वारा निर्धारित समय के अन्दर-अन्दर अपना कार्यभार संभाल लूंगा अन्यथा मेरे विरुद्ध अनुशासनिक कार्यवाई की जाए।
- मैं वचन देता हूँ कि मुझ द्वारा फॉर्म में सारी सूचना पूर्ण जागरूकता व ध्यानपूर्वक भरी गई और मेरे अनुसार यह बिल्कुल ठीक है।
- I undertake that if I am transferred/posted in any of the three districts chosen by me on any post (which is not included in the list of posts where I am not ready to serve) I will join my duty within the prescribed period, otherwise disciplinary action may be taken against me.
- I undertake that all the information in the form has been filled by me with full awareness and attention and according to me it is absolutely correct.

V. General Clauses:

- a) For this transfer drive, the posts presently lying vacant, other than the advertised posts, will also be taken into consideration. So, the total Posts for this drive will be equal to total vacant posts available on H.R.M.S. plus the posts equal to number of employees who participate in this drive.
- b) The posts will be prioritised on the basis of the number of vacancies available, For example: Out of 1070 vacant posts of Group D, 300 Posts of Peon, 250 Posts of Beldar, 200 Posts of Animal Attendant, 150 Posts of Attendant, 100 posts of Helper, 50 Posts of Cleaner, 20 posts of Packer and so on are lying vacant in a District, then 10% posts of each category, i.e. 30 posts of Peon, 25 Posts of Beldar, 20 Posts of Animal Attendant, 15 Posts of Attendant, 10 posts of Helper, 5 Posts of Cleaner, 2 posts of Packer and so on will first be taken into account for the purpose of adjustment / transfer in that District of Group D employees priority-wise.
- c) Duly verified employee data will serve as input for "Post Mapping Algorithm".
- d) Training details of employee will not be considered for this drive.
- e) Post Preferences opted by employee while applying for Job will not be considered.
- f) Date of notification of the transfer drive will be considered while calculating the Age of the employee for the purpose of determining seniority / priority in case of a "tie".
- g) Criteria for post change will be as follows:
 - i. Employee working on "Unskilled" post can only opt for "Semi-Skilled" posts
 - ii. Employee working on "Semi-Skilled" post can opt for both "Unskilled" and "Semi-Skilled" Posts

VI. Process to be followed by the Participants:

Following process will have to be followed by the eligible participants for transfer from one station to another and/or from one post to another:

1.	Firstly, the eligible employees will log into the portal _____ by way of their "ESalary ID"
2.	There will be an OTP based authentication and employee will get OTP for verification on the Mobile Phone Number already registered on HRMS.
3.	After successful authentication, user will go to the Home Page of the Portal where tl.e

	employee's details already available on HRMS record will be shown to the user.
4.	If any employee who is not eligible for this Transfer Drive, but participate or log into the portal, in such case HRMS API will send error code and message will be shown to the user on the portal.
5.	After successful authentication, the Employee will have to provide the following information on the portal: <ol style="list-style-type: none"> Employees will have the option to select maximum 3 three districts where he/she prefers to work. Panchkula will be divided into two parts, i.e., Head Offices at Panchkula or field offices situated in the District of Panchkula. Employees will have the option to select maximum 50 posts where he/she is not willing to work out of list of Group D posts available on the portal. In case of Widow / Widower / Divorced employee having children, he / she has to inform the number of child(ren); All the employees will have to submit and undertaking and consent, displayed on the portal.

VII. Verification of information from the Department:

The information made available by the employee will be got verified from the Head of Department concerned.

1.	The information provided by the employee on the portal will be sent to the concerned Head of Department for verification and the concerned Department, in turn, after verification of the data shall give an undertaking that the data has been duly checked and is found to be correct.
2.	Complete list of successful validated employees as well as the employees whose information was found to be erroneous/ incomplete will be published on the portal.
3.	In case of incorrect/ incomplete information, concerned employee will be asked to provide the correct information on the portal and to give justification against the incorrect/ flagged information.
4	Thereafter, edited /modified information will again be sent to the Department for 're-verification.'
5.	Duly verified and validated data will serve as input for the Transfer Algorithm.

VIII. Detail of employee derived from HRMS:

On completion of the above process, following details of the employee (user) shall be displayed which will be derived from the HRMS portal. These details will be non-editable.

User records from HRMS portal on User screen	
ESalaryID	Father's Name

Full Name of the Employee	Mother's Name
Date of Birth	Category
Parent Department	Whether you are a Disabled Person
Employee Type	Details of Disability
Status	Contact Details
Group	Email
Designation	Phone Number
Date of Joining Govt Service	Permanent Address Details
Gender	Correspondence Address Details
Marital Status	Office Address
Whether Wife of Military/Para-Military Personnel	

IX. Display of information based on the detail of employee:

Out of the above, the following details shall be available automatically based on the above details derived from the HRMS portal:

Sr. No.	Details
1	Employee working on Post categorized under "Sweeping Nature" category
2	Whether the employee is a Person with Disability
3	Whether employee is working on "Semi-skilled" Post or not
4	Whether the female employee is the Wife of Military/Para-Military Personnel
5	Whether the employee is Divorced/Widow/Widower (Not Re-married) and having child(ren).
6	Unmarried/Childless Widow/Divorced Female employee with age of more than 30 years
7	Current Office address of the employee.

X. Compliance of Transfer Orders:

- Upon the issue of transfer order, the employee will stand automatically relieved from the post earlier occupied by him/her.
- All the Head of Departments/Head of Offices shall be bound to relieve the employee on her/his transfer, whether he is ready to relinquish the charge or not, or whether the Department needs the employee or not, and immediately allow to join the new person transferred into the post.
- Upon transfer of a person at the station and to a post, she / he has to join at the new station, otherwise, disciplinary action will be taken against him/her.

XI. Clarification(s)

In this Transfer Drive there will be no option to select a Department/Office, there will be an option to select three Districts only priority-wise and maximum (i.e., up-to) 50 such posts on which she/he does not want to work.

Draft Algorithm and Process Details | Transfer Drive

A. Pre-Execution Step

Step #1

Update the Available Posts

- For each employee participating in Transfer Drive for Post change/Both Post & District Change
- Check the current post he/she is holding.
- Add this post to his preference of "Not willing to Work" posts.
- Increase the "Availability Count" of that post by 1.

Step #2

Posts Ordering

- Create a Post wise list with vacancy count against each post
- Post will be ordered in descending order of vacancy count.

Step #3

District Wise Post Availability List

- Create a district wise list with available posts and vacancies count against each Post

Step #4

Employees Categorization

- Group Employees based on Priority Category as per policy document
- Order each of these Employee Categories in descending order of seniority (i.e. Age)

This section provides simplified example against main steps of algorithm with a smaller data set.

Available Post & Vacancies for Transfer Drive

Posts on which participating employees (who are willing to change the Post) are currently working

+

Posts lying Vacant as per HRMS records

Example Set

- 1200 employees participated in Transfer Drive
- **Posts Categorization** as

Post Name	Vacancies
Peon	120
Cook	100
Beldar	80
Frash	30
...	...

- **Employees are categorized as**

Category	Number of applicants
Sweeping Nature	300
Persons with Disability	240
Widow/Widower	120
...	...

Detail of Iterations

- In Total there will be 9 Iterations
- One for each "Employee Category"

Draft Algorithm and Process Details | Transfer Drive

F. Algorithm Details

Step #5

- Select topmost category of employees from Employee Category list.
- Name it Current Employee Category
- Start with first ("Sweeping Nature") till last ("Male Category")

Step #6

Calculate share of Posts to be allocated to Employees belonging to "Current Emp Category"

- Calculate Percentage Share of Employees in "Current Emp Category" (*Who are looking for Post Change*) to total number of Employees participating in Transfer Drive
- Set Aside same percent of Vacancies from every Post Category for employees belonging to "Current Emp Category"

Iteration #1 Example

- Current Emp Category == Sweeping Nature
- % Share of "Current Emp Category" =
(Number of Employee in Current Emp Category / Total number of Applicants) * 100
- i.e. $(300/1200) * 100 = 25\%$

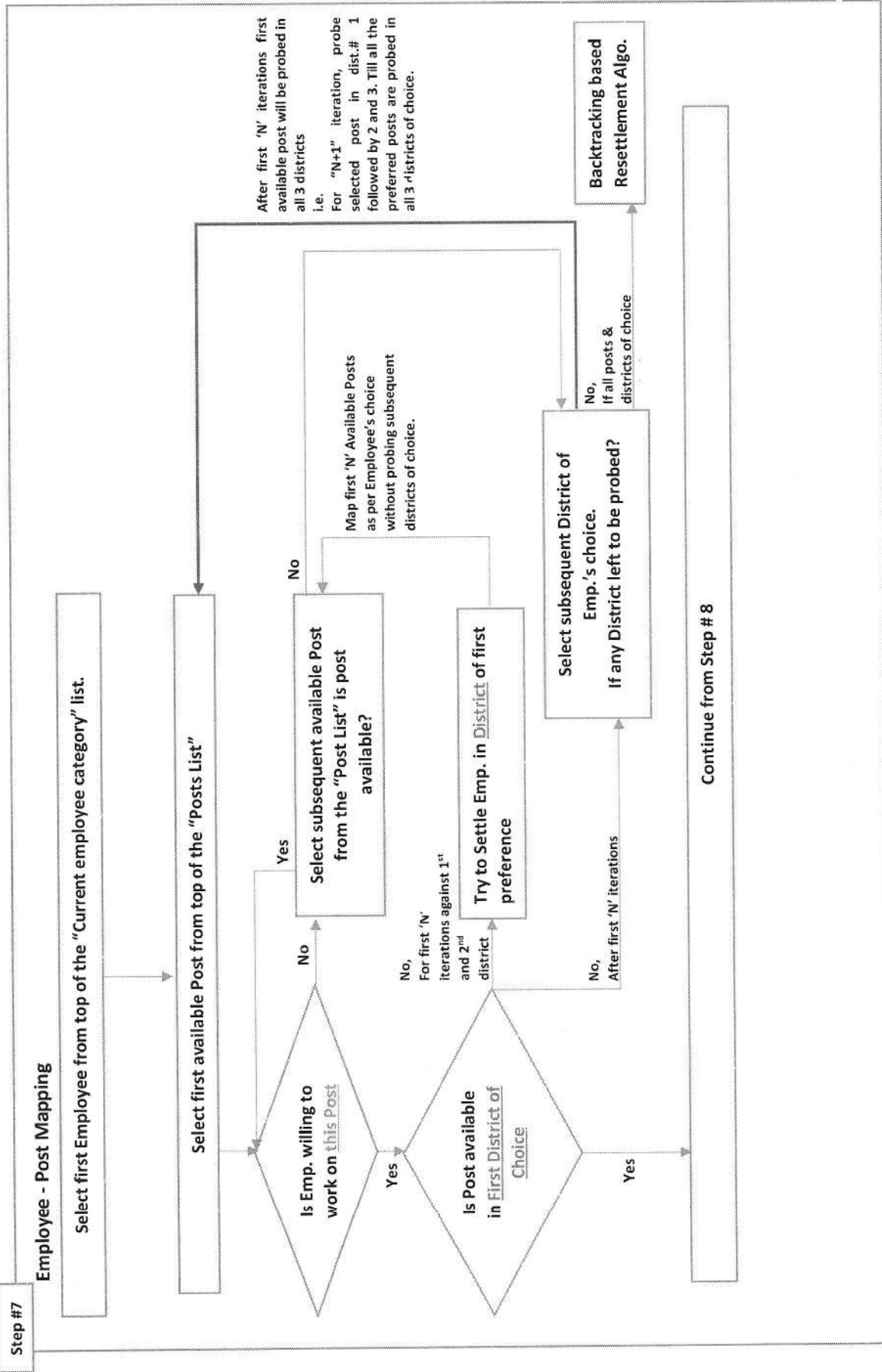
Vacancy Allocation per Posts for "Current Category"

Post	Total Vacancies	25% of Total vacancies of this post
Peon	120	30
Cook	100	25
Beldar	80	20
Frash	30	8*
[* Ceiling value of 7.5]		

Rounding Off Logic:

For All Emp. Categories Ceiling value of a decimal number will be taken except last two categories i.e. Female Category, Male Category, for these two Floor values will be considered

Draft Algorithm and Process Details | Transfer Drive



Draft Algorithm and Process Details | Transfer Drive

Step #8

Decrement the Vacancy count for this post by 1, also update the Post availability list of the District

Allocate Post to Employee

- Loop Again with next employee in the list.

- Loop until all the employees for "Current Emp Category" are settled.

If all employees of "Current
Emp. Category" are
processed.

No

Continue

Yes

- Restart from Step #5, this time with employees from subsequent "Emp Category" from the category List.
- Current Emp Category == Subsequent Emp Category from the "priority category list"
- Update Available Vacancies Count for each post after this iteration by reducing the allocated posts from total post count.
- Loop until All the "Emp Categories" are processed.

Exit

Ceiling values in whole numbers will be considered while calculating number of posts against percentage value for all the categories except last two.