

Most Urgent
Date Bound

Subject: Request to expedite the process of issuing Medical certificates by Medical Boards of Medical Colleges to Haryana Government Employees for Claiming Marks during Ongoing Online Transfer Drive.

Will the Additional Chief Secretary to Government Haryana, Medical Education and Research Department kindly refer to the subject noted above?

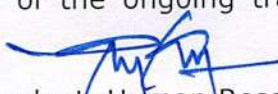
2. Subsequent, to the notification of the Model Online Transfer Policy dated 23.05.2025, it is submitted that the Online Transfer Drives of various Departments have commenced w.e.f. 17.11.2025. A copy of the list of ongoing transfer drives of various departments is enclosed herewith for ready reference, wherein the qualifying date has been fixed as 31st October, 2025.

3. As per the provisions of the Model Online Transfer Policy, employees belonging to cadres covered under the said policy and desirous of claiming 10 points under Clause 4(ii)(6) - Diseases of Debilitating Disorder (Self/Spouse/Unmarried Son/Daughter) were required to possess a valid medical certificate as on the qualifying date (31st October, 2025), issued by a duly constituted Medical Board of AIIMS/PGI Chandigarh/PGI Rohtak/Government Medical Colleges situated in Haryana, Delhi, or Chandigarh.

4. However, in view of feedback received, the matter has been reconsidered. The Government, as a onetime measure, has taken a sympathetic view and has decided to allow additional time up to 25 December 2025 to employees, only (covered under the enclosed list of ongoing transfer drives) to obtain the requisite medical certificate as per Clause 4(ii)(6) of the Model Online Transfer Policy and submit the same to their respective Checkers. It is further clarified that no certificate issued after 25 Dec, 2025 will be considered in the ongoing transfer drive.

5. In view of the above, it is requested that all Government Medical Colleges and PGI in the State may kindly be directed to expedite the process of issuing Medical certificates by Medical Boards so that employees who wish to claim marks on the basis of Diseases of Debilitating Disorder (Self/Spouse/Unmarried Son/Daughter), as specified in Appendix-I of the Model Online Transfer Policy, 2025 (copy enclosed) may obtain the required medical certificates well within the stipulated time (before 25th December, 2025).

6. It is further requested that the aforesaid institutions may also be advised to examine the case thoroughly of employees to move application for the same and thereafter, issue the medical certificates preferably within three (03) days of receipt of the application, in order to facilitate the timely completion of the ongoing transfer drives.


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

To

The Additional Chief Secretary to Govt. Haryana
Medical Education and Research Department, Chandigarh

U. O. No. 15/27/2018-4HR-I

Dated Chandigarh, the 18th December, 2025

A copy is hereby endorsed to following for immediate necessary action to communicate to the respective employees of the ongoing drives immediately please : -

1. The Additional Chief Secretary to Government, Haryana, Finance and Planning Department.
2. The Additional Chief Secretary to Govt., Haryana, AYUSH Department.
3. The Additional Chief Secretary to Government, Haryana, Home, Jails, Criminal Investigation and Administration of Justice Departments.
4. The Principal Secretary to Government, Haryana, Labour Department.
5. The Additional Chief Secretary to Government, Haryana, Fisheries Department.
6. The Additional Chief Secretary to Government, Haryana, Higher Education Department.
7. The Additional Chief Secretary to Government, Haryana, Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA) Department.
8. The Additional Chief Secretary to Government, Haryana, Town & Country Planning and Urban Estates Department.
9. The Additional Chief Secretary to Government, Haryana, Urban Local Bodies Department
10. The Additional Chief Secretary to Government, Haryana, Irrigation & Water Resources Department.
11. The Principal Secretary to Government, Haryana, Energy Department
12. The Principal Secretary to Government, Haryana, Agriculture & Farmers Welfare Department
13. The Commissioner & Secretary to Government, Haryana, Animal Husbandry Department
14. The Commissioner & Secretary to Government, Haryana, Public Health Engineering Department.
15. The Commissioner & Secretary to Govt., Haryana, Information, Public Relations, Languages and Culture Department.
16. The Director General, Fire Services, Haryana.
17. The Chief Electoral Officer, Haryana and Commissioner & Secretary to Government, Haryana, Election Department.
18. The Commissioner & Secretary to Government, Haryana, Excise & Taxation Department.
19. The Director, Treasury & Accounts, Haryana.
20. The Commissioner & Secretary to Government, Haryana, Women & Child Development Department.
21. The Commissioner & Secretary to Government, Haryana, Development & Panchayats Department.
22. The Director General, Prisons.
23. The Director General, Urban Local Bodies, Haryana.
24. The Labour Commissioner, Haryana.
25. The Director General, Information, Public Relations, Languages & Culture Haryana.
26. The Director, Women Child Development, Haryana.
27. The Director, Agriculture, Haryana
28. The Director, Employment, Haryana.
29. The Excise & Taxation Commissioner, Haryana.
30. The Director,

- Town & Country Planning, Haryana.
31. The Director,
Development & Panchayats, Haryana.
 32. The Commissioner,
Food & Drugs Administration, Haryana.
 33. The Director,
Social Justice, Empowerment, Welfare of Scheduled Castes Backward Classes and
Antyodaya(SEWA), Haryana.
 34. The Director General,
Higher Education, Haryana.
 35. Director,
Skill Development and Industrial Training, Haryana.
 36. The Engineer-in-Chief,
Public Works (Building and Roads) Department, Haryana.
 37. The Engineer-in-Chief,
Public Health and Engineering Department, Haryana.
 38. The Engineer-in-Chief,
Irrigation and Water Resources Department, Haryana.
 39. The Director General,
Animal Husbandary and Dairying Department, Haryana.
 40. The Director,
Employees State Insurance Health Care, Haryana.
 41. The Director,
Fisheries, Haryana.



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

LIST OF ONGOING DRIVES

Name Of Department	Transfer Drive Name
Agriculture	Junior Scientific Assistant-November-2025
Agriculture	Tracer-November-2025
Agriculture	Steno Typist-November-2025
Agriculture	Lab Attendant_-November-2025
Agriculture	Car and Jeep Driver-November-2025
Animal Husbandry	Sub Divisional Officer and others-November-2025
Animal Husbandry	Assistant-November-2025
Animal Husbandry	Clerk-November-2025
Animal Husbandry	Block Livestock Extension Officer -November-2025
AYUSH	Store Keeper and others-November-2025
AYUSH	Head Clerk/Assistant and others-November-2025
AYUSH	Pharmacist Ayurvedic-November-2025
AYUSH	Ayurvedic Medical Officer-November-2025
Development and Panchayat	Clerk-November-2025
Development and Panchayat	Clerk-November-2025
Development and Panchayat	Junior Engineer-November-2025
Development and Panchayat	Accountant-November-2025
Development and Panchayat	Head Draftsman-November-2025
Development and Panchayat	Driver-November-2025
Development and Panchayat	Accounts Clerk-November-2025
Development and Panchayat	Patwari-November-2025
Development and Panchayat	Social Education And Panchayat Officer -November-2
Development and Panchayat	Deputy Superintendent-November-2025
Development and Panchayat	Superintendent-November-2025
Development and Panchayat	Draftsman-November-2025
Development and Panchayat	Assistant-November-2025
Development and Panchayat	Assistant-November-2025
Development and Panchayat	Executive Engineer-November-2025
Development and Panchayat	Sub Divisional Officer-November-2025
Development and Panchayat	Steno Typist-November-2025
Directorate of Fire Services	Fire Operator Cum Driver-November-2025
Directorate of Fire Services	Sub Fire Officer-November-2025
Directorate of Fire Services	Leading Fireman-November-2025
Directorate of Fire Services	Fire Station Officer-November-2025
Education(Higher)	Assistant Professor Geography-November-2025
Education(Higher)	Assistant Professor Sociology-November-2025
Education(Higher)	Assistant Professor Punjabi-November-2025
Education(Higher)	Assistant Professor English-November-2025
Education(Higher)	Assistant Professor Hindi-November-2025
Education(Higher)	Assistant-November-2025
Education(Higher)	Junior Librarian-November-2025
Education(Higher)	Assistant Professor History-November-2025
Education(Higher)	Clerk-November-2025
Education(Higher)	Clerk-November-2025
Education(Higher)	Assistant Professor Political Science-November-202
Education(Higher)	Restorer-November-2025
Education(Higher)	Assistant Professor Economics-November-2025

Education(Higher)	Assistant Professor Physics-November-2025
Education(Higher)	Principal-November-2025
Education(Higher)	Assistant Professor Sanskrit-November-2025
Education(Higher)	Assistant Professor Psychology-November-2025
Education(Higher)	Senior Librarian -November-2025
Education(Higher)	Assistant Professor Computer Science-November-2025
Education(Higher)	J.L.A-November-2025
Education(Higher)	Assistant Professor Zoology-November-2025
Education(Higher)	Assistant Professor Commerce-November-2025
Education(Higher)	Assistant Professor Maths-November-2025
Education(Higher)	Lab Attendant -November-2025
Education(Higher)	Lascar-November-2025
Education(Higher)	Assistant Professor Physical Education-November-20
Education(Higher)	Assistant Professor Home Science-November-2025
Education(Higher)	Assistant Professor Botany-November-2025
Education(Higher)	Deputy Superintendent-November-2025
Education(Higher)	Assistant Professor Defence Studies-November-2025
Education(Higher)	Assistant Professor Chemistry-November-2025
Elections	Election Kanungo-November-2025
Employees State Insurance, Health Care	Laboratory Technician-November-2025
Employees State Insurance, Health Care	Staff Nurse-November-2025
Employees State Insurance, Health Care	Medical Officer and others-November-2025
Employees State Insurance, Health Care	Assistant-November-2025
Employees State Insurance, Health Care	Mphs(F)-November-2025
Employees State Insurance, Health Care	Mphw(F)-November-2025
Employees State Insurance, Health Care	Senior Medical Officer and others-November-2025
Employment	Clerk-November-2025
Employment	Assistant-November-2025
Excise&Taxation	Driver-November-2025
Excise&Taxation	Clerk-November-2025
Excise&Taxation	Excise Inspector-November-2025
Excise&Taxation	Steno Typist-November-2025
Excise&Taxation	Taxation Inspector-November-2025
Excise&Taxation	Assistant-November-2025
Fisheries	Assistant and others-November-2025
Fisheries	Fisheries Officer-November-2025
Fisheries	Clerk-November-2025
Food And Drugs Administration	Drug Control Officer (D.C.O) -November-2025
Food, Civil Supplies and Consumer Affairs Department	Inspector Food and Supplies-November-2025
Food, Civil Supplies and Consumer Affairs Department	Inspector Legal Metrology-November-2025

Food, Civil Supplies and Consumer Affairs Department	S.T.A and others-November-2025
Food, Civil Supplies and Consumer Affairs Department	Sub-Inspector Food and Supplies-November-2025
Food, Civil Supplies and Consumer Affairs Department	Manual Assistant-November-2025
Food, Civil Supplies and Consumer Affairs Department	Clerk-November-2025
Food, Civil Supplies and Consumer Affairs Department	Assistant Food And Supplies Officer-November-2025
Horticulture	Technical Assistant (Laminar/Autoclave/Green House
Horticulture	Accountant-November-2025
Horticulture	Clerk-November-2025
Irrigation	Deputy Collector-November-2025
Irrigation	Assistant Revenue Clerk and others-November-2025
Irrigation	Accounts Clerk-November-2025
Irrigation	Clerk-November-2025
Irrigation	Draftsman-November-2025
Irrigation	Steno Typist-November-2025
Irrigation	Sub Divisional Clerk-November-2025
Irrigation	Canal Patwari -November-2025
Irrigation	Divisional Head Draftman-November-2025
Irrigation	Deputy Superintendent-November-2025
Irrigation	Zilledar-November-2025
Irrigation	Revenue Clerk and others-November-2025
Irrigation	Tracer-November-2025
Labour	Clerk-November-2025
Labour	Steno Typist-November-2025
Labour	Labour Inspector-November-2025
Labour	Assistant Labour Commissioner-November-2025
Labour	Assistant-November-2025
Local Audit Department	Senior Auditor-November-2025
Local Audit Department	Auditor-November-2025
Mines & Geology	Mining Guard-November-2025
Non-conventional Energy Source	Technical Assistant-November-2025
Non-conventional Energy Source	Steno Typist-November-2025
Non-conventional Energy Source	Project Officer-November-2025
Non-conventional Energy Source	Assistant Project Officer-November-2025
Non-conventional Energy Source	Clerk-November-2025
Prisons	Warder-November-2025
Prisons	Sub Assistant Superintendent Jail-November-2025
Prisons	Female Head Warder-November-2025
Prisons	Assistant Superintendent Jail-November-2025
Prisons	Female Warder-November-2025
Prisons	Clerk-November-2025
Prisons	Head Warder-November-2025
Public Health Engineering Department	Deputy Superintendent-November-2025
Public Health Engineering Department	Head Draftsman-November-2025

Public Health Engineering Department	Assistant-November-2025
Public Health Engineering Department	Sub Divisional Engineer and others-November-2025
Public Health Engineering Department	Steno Typist-November-2025
Public Health Engineering Department	Junior Engineer-November-2025
Public Health Engineering Department	Clerk-November-2025
Public Health Engineering Department	Executive Engineer-November-2025
Public Health Engineering Department	Junior Engineer (Mech.)-November-2025
Public Health Engineering Department	Sub Divisional Clerk-November-2025
Public Health Engineering Department	Assistant Draftsman (Civil)-November-2025
Public Relations	Clerk-November-2025
Public Relations	Information Centre Assistant-November-2025
PW(Buildings & Roads)	Executive Engineer (Civil)-November-2025
PW(Buildings & Roads)	Sub Divisional Engineer (Electrical)-November-2025
PW(Buildings & Roads)	Junior Engineer (Mech.)-November-2025
PW(Buildings & Roads)	Junior Engineer(Electrical)-November-2025
PW(Buildings & Roads)	Executive Engineer (Electrical)-November-2025
PW(Buildings & Roads)	Executive Engineer (Mechanical)-November-2025
PW(Buildings & Roads)	Sub Divisional Engineer(Civil)-November-2025
PW(Buildings & Roads)	Sub Divisional Engineer (Mechanical)-November-2025
Skill Development and Industrial Training Department	Tractor Mechanic Instructor (Diploma/Degree)-Novem
Skill Development and Industrial Training Department	Stenography (Hindi) Instructor (Iti/Cti)
Skill Development and Industrial Training Department	Mill Wright Mechanic (Electrical/Electronic) Instr
Skill Development and Industrial Training Department	Mill Wright Mechanic (Electrical/Electronic) Instr
Skill Development and Industrial Training Department	Mechanic Consumer Electronics Instructor (Diploma/
Skill Development and Industrial Training Department	Mill Wright Mechanic (Mechanical) Instructor(Iti/C
Skill Development and Industrial Training Department	Apprenticeship Instructor-November-2025
Skill Development and Industrial Training Department	Computer Instructor-November-2025
Skill Development and Industrial Training Department	Surface Ornamentation Techniques (Embroidery And N
Skill Development and Industrial Training Department	Plastic Processing Operator Instructor (Diploma/De
Skill Development and Industrial Training Department	Draughtsman Mechanical Instructor (Iti/Cti)-Novem

Skill Development and Industrial Training Department	Sewing Technology (Cutting and Sewing) Instruct
Skill Development and Industrial Training Department	Sewing Technology (Cutting and Sewing) Instruct
Skill Development and Industrial Training Department	Employability Skill Instructor-November-2025
Skill Development and Industrial Training Department	Technician Power Electronic System Instructor(Iti/
Skill Development and Industrial Training Department	Fitter Instructor (Diploma/Degree)-November-2025
Skill Development and Industrial Training Department	Store Keeper-November-2025
Skill Development and Industrial Training Department	Draughtsman Mechanical Instructor (Diploma/Degree
Skill Development and Industrial Training Department	Clerk-November-2025
Skill Development and Industrial Training Department	Plumber Instructor (Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Mech. Refrigerator And Air Condition Instructor(It
Skill Development and Industrial Training Department	Vice Principal and others-November-2025
Skill Development and Industrial Training Department	Mechanic Motor Vehicle Instructor (Diploma/Degree)
Skill Development and Industrial Training Department	Mechanic Motor Vehicle Instructor (Iti/Cti)-Novemb
Skill Development and Industrial Training Department	Electrician Instructor(Diploma/Degree)-November-20
Skill Development and Industrial Training Department	Vice Principal / Principal-November-2025
Skill Development and Industrial Training Department	Superintendent-November-2025
Skill Development and Industrial Training Department	Mechanic Diesel Engine Instructor(Diploma/Degree)
Skill Development and Industrial Training Department	Dress Making Instructor (Diploma/Degree)
Skill Development and Industrial Training Department	Machinist Instructor(Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Stenography (English) Instructor (Iti/Cti)
Skill Development and Industrial Training Department	Plumber Instructor (Diploma/Degree)-November-2025
Skill Development and Industrial Training Department	Painter General Instructor(Diploma/Degree)- Novembe
Skill Development and Industrial Training Department	Deputy Superintendent-November-2025
Skill Development and Industrial Training Department	Carpenter Instructor(Diploma/Degree)-November- 2025
Skill Development and Industrial Training Department	Stenography (English) Instructor (Diploma/Degree)

Skill Development and Industrial Training Department	Dress Making Instructor (Iti/Cti)
Skill Development and Industrial Training Department	Turner Instructor (Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Assistant-November-2025
Skill Development and Industrial Training Department	Stenography (Hindi) Instructor (Diploma/Degree)
Skill Development and Industrial Training Department	Machinist Instructor(Diploma/Degree)-November-202
Skill Development and Industrial Training Department	Instrument Mechanic Instructor (Diploma/Degree)-No
Skill Development and Industrial Training Department	Carpenter Instructor(Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Fitter Instructor (Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Wireman Instructor(Diploma/Degree) (Diploma/Degree
Skill Development and Industrial Training Department	Senior Technical Assistant and others-November-202
Skill Development and Industrial Training Department	Draughtsman Civil Instructor(Iti/Cti)-November-202
Skill Development and Industrial Training Department	Lab Attendant-November-2025
Skill Development and Industrial Training Department	Mill Wright Mechanic (Mechanical) Instructor(Diplo
Skill Development and Industrial Training Department	Librarian-November-2025
Skill Development and Industrial Training Department	Turner Instructor (Diploma/Degree)-November-2025
Skill Development and Industrial Training Department	Mechanic Electronic Instructor (Diploma/Degree)-No
Skill Development and Industrial Training Department	Computer Hardware and Network Maintenance Instru
Skill Development and Industrial Training Department	Workshop Calculation and Science Instructor-Nove
Skill Development and Industrial Training Department	Mech. Refrigerator And Air Condition Instructor (D
Skill Development and Industrial Training Department	Draughtsman Civil Instructor(Diploma/Degree)- Novem
Skill Development and Industrial Training Department	Mechanic Diesel Engine Instructor(Iti/Cti)-Novemb
Skill Development and Industrial Training Department	Technician Power Electronic System Instructor(Dipl
Skill Development and Industrial Training Department	Mechanic Consumer Electronics Instructor (Iti/Cti)
Skill Development and Industrial Training Department	Tractor Mechanic Instructor (Iti/Cti)-November-202
Skill Development and Industrial Training Department	Engineering Drawing Instructor-November-2025

Skill Development and Industrial Training Department	Instrument Mechanic Instructor (Iti/Cti)-November
Skill Development and Industrial Training Department	Sheet Metal Worker Instructor (Diploma/Degree)-Nov
Skill Development and Industrial Training Department	Painter General Instructor(Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Training Development Officer and others-November-
Skill Development and Industrial Training Department	Sheet Metal Worker Instructor (Iti/Cti)-November-2
Skill Development and Industrial Training Department	Motor Driving Instructor-November-2025
Skill Development and Industrial Training Department	Electrician Instructor(Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Basic Cosmetology (Hair and Skin Care) Instruct
Skill Development and Industrial Training Department	Basic Cosmetology (Hair and Skin Care) Instruct
Skill Development and Industrial Training Department	Welder (Gas and Electric) Instructor (Diploma/De
Skill Development and Industrial Training Department	Mechanic Electronic Instructor(Iti/Cti)-November-2
Skill Development and Industrial Training Department	Wireman Instructor(Iti/Cti)-November-2025
Skill Development and Industrial Training Department	Computer Operator And Programming Assistant Instru
Skill Development and Industrial Training Department	Welder (Gas and Electric) Instructor (Practical)
Social Justice & Empowerment	Assistant-November-2025
Social Justice & Empowerment	Clerk-November-2025
Social Justice & Empowerment	Investigator-November-2025
Town & Country Planning	Assistant Town Planner-November-2025
Town & Country Planning	P.A-November-2025
Town & Country Planning	Assistant Draftsman-November-2025
Town & Country Planning	Senior Draftsman-November-2025
Town & Country Planning	Junior Engineer-November-2025
Town & Country Planning	Clerk-November-2025
Town & Country Planning	Patwari-November-2025
Town & Country Planning	Junior Draftsman-November-2025
Town & Country Planning	Deputy Superintendent-November-2025
Town & Country Planning	Junior Scale Stenographer-November-2025
Town & Country Planning	Assistant-November-2025
Town & Country Planning	Field Investigator-November-2025
Treasuries & Accounts	Clerk-November-2025
Treasuries & Accounts	Assistant-November-2025
Urban Local Bodies	Executive Engineer (Civil) and others-November-202
Welfare of S.Cs,S.Ts and Other B.Cs	Junior Auditor and others-November-2025
Welfare of S.Cs,S.Ts and Other B.Cs	Statistical Assistant-November-2025
Welfare of S.Cs,S.Ts and Other B.Cs	Steno Typist-November-2025
Welfare of S.Cs,S.Ts and Other B.Cs	Tehsil Welfare Officer-November-2025

Welfare of S.Cs,S.Ts and Other B.Cs	Clerk-November-2025
Welfare of S.Cs,S.Ts and Other B.Cs	Cashier and others-November-2025
Welfare of S.Cs,S.Ts and Other B.Cs	Deputy Superintendent-November-2025
Women & Child Development	Superintendent-November-2025
Women & Child Development	Jr. Scale Steno Typist-November-2025 ,
Women & Child Development	Assistant-November-2025
Women & Child Development	Statistical Assistant-November-2025
Women & Child Development	Steno Typist-November-2025
Women & Child Development	Child Development Project Officer-November-2025
Women & Child Development	Supervisor-November-2025
Women & Child Development	Clerk-November-2025
Women & Child Development	Programme Officer -November-2025



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HARYANA GOVERNMENT HUMAN RESOURCES DEPARTMENT

Notification

The 23rd May, 2025

No. 15/27/2018-4HR-I.— In exercise of the powers under Articles 162 and 166 of the Constitution of India, the Governor of Haryana makes the following Model Online Transfer Policy for the Government Employees.

1. Vision

To ensure rational distribution of Government employees of a cadre, in a fair and transparent manner, to achieve maximum administrative efficiency and to optimize job satisfaction amongst employees in the department.

2. Application

- (i) This Policy will be applicable to all employees of respective cadres working on regular basis under any Department where the sanctioned cadre strength of a post is 50 or above, except All India Services, Haryana Civil Services (Executive Branch) & Allied Services or where any such cadre has been excluded from the purview of this policy with the prior concurrence of Human Resource Department.
- (ii) The Online Transfer Policy may also be made applicable for a cadre where the strength of sanctioned posts is less than 50, if the competent authority deems fit.
- (iii) All posts of a cadre including Headquarter posts (wherever applicable) will be included in the Transfer Drive, under this policy.
- (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 along with 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 authority 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. Definitions

In this policy, unless there be anything repugnant in the subject or context;

- (i) '**Blocked Posts**' means the posts in a cadre which will not be included in vacant post for transfer in an online transfer drive;

- (ii) **‘Cadre’** means as defined under Haryana Civil Services (General) Rules, 2016. Provided, for the purpose of transfers under this policy, the posts wherein nature of work is related to teaching/ practical training, the cadre will be as such defined by the competent authority;
- (iii) **‘Competent Authority’** means the Administrative Secretary of the concerned Department;
- (iv) **‘Eligible Employee’**: means an employee who is eligible to participate in the Transfer Drive as per the provisions of this policy;
- (v) **‘Immediate Family’**: means all the members of a family holding common Parivar Pehchan number issued under the Haryana Parivar Pehchan Act, 2021;
- (vi) **‘Minimum Tenure’** means the minimum period of stay at one unit, as decided by the competent authority, after which an employee can voluntarily participate in the transfer drive. While calculating the minimum tenure of an employee at one unit on the qualifying date,
- Duty period in a unit will be included;
 - Period of training/deputation provided posting is made in the same unit where posted before proceeding on training/deputation;
 - Period of suspension if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;
 - the period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;
 - the period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will not be included;
- (vii) **‘Organization’** means an organization as defined under Rule (8) (63) of Haryana Civil Services (General), Rules, 2016;
- (viii) **‘Prescribed Tenure’** means the maximum period of stay of an employee at one given unit, for a period, as decided by the competent authority. While calculating the prescribed tenure of an employee at one unit on the qualifying date,
- Duty period in a unit will be included;
 - Period of training/deputation provided posting is made in the same unit where posted before proceeding on training/ deputation;
 - Period of suspension if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;
 - The period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;
 - The period spent by the employee on Extraordinary Leave/ Child Care leave will not be included.
- (ix) **‘Protected Employee’** means and includes:
- the employee due for retirement on attaining the age of superannuation within 12 months from cut-off date for transfer order generation, as published at the time of transfer drive creation of the cadre; or
 - the employee undergoing treatment for cancer or undergoing dialysis or having undergone bypass heart surgery (during last 2 years) or having undergone organ transplant; or
 - the employee having more than 70% disability (as defined under RPWD Act 2016); or
 - the employee who is a widow having youngest child upto 10 years of age;
- (x) **‘Qualifying date’** means the date as fixed by the competent authority for the purpose of calculation of Merit point & calculation of minimum and prescribed tenure;
- (xi) **‘State Cadre’** means a cadre, wherein employees belong to a particular parent department but are posted across various departments and/or organizations, including Section Officers, Accounts Officer, Auditors, Senior Auditors, Assistant District Attorneys, Deputy District Attorneys, etc.;
- (xii) **‘Temporary Transfer’** means and includes a posting by any nomenclature made temporarily within the department, on administrative or personal grounds or in public interest and includes temporary transfer, deputation, shifting of Headquarters etc. Further, in case of temporary transfer of state cadre employees across departments and/or organizations, the period spent on such temporary transfer, shall also fall within the purview of the definition of temporary transfer;

- (xiii) **‘Transfer’** for the purpose of this policy means posting/transfer from a unit to another, on or before completion of prescribed tenure to/in a unit;
- (xiv) **‘Vacant Post for transfer’** means posts available after rationalization to employees participating in a transfer drive and will include post from amongst:
1. a post not occupied by any employee shall be called an **actual vacancy**;
 2. a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee shall be called a **deemed vacancy**;
 3. a post occupied by an employee, who has completed the minimum tenure at a unit and has exercised her/ his option to participate in the general transfer drive under this policy shall be called a **voluntary vacancy**;
 4. A post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority, after the preceding online transfer drive shall be called a **notional vacancy**;
- (xv) **‘Unit’** means an area(s), such as Office, Tehsil, Sub Division, Block, Circle, District, Zone, Division etc., as prescribed by the competent authority for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy.

4. Merit Criteria for allotment of post

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 80 points, as described below :-

- (i) Age will be the prime factor for calculation of merit points, as tabulated below:

Sr. No.	Major Factor	Maximum Points	Criteria for calculation
1.	Age (Qualifying date minus Date of birth)	60	Age in number of days ÷ 365 (Maximum four decimal points only)

- (ii) Special Factors: A weightage of maximum 20 points can be availed by the employees as indicated below: -

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1	Gender	Female	10	10 points will be given to all female employees
2	Special Category Female employees	Unmarried employees of more than 40 years of age, Widow, Divorced, Judicially separated	10	All female employees of this category will be given 10 points
3	Special Category Male Employees	Divorced/ Judicially separated/ Widower who have not remarried and have one or more minor child/ Children and/or unmarried daughters	10	Eligible employees will be given 10 points
4	Couple Case	Applicable to employees working in any Department/ Organization under any State Government/ Government of India	5	The benefit will be admissible only in case the preferred station shall result in decrease of distance between the current respective posting stations of the couple

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
5	Spouses of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
6	Diseases of Debilitating Disorders (Refer Annexure-1)	Self/ Spouse/ unmarried son/ daughter	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
7.	Differently abled or mentally challenged child/ children	Employee having 100% differently abled or Mentally challenged child/ children	10	Employee having 100% differently abled or Mentally challenged child/ children will be given maximum 10 points
8	Differently abled Persons	All kind of disabilities as defined under RPWD Act 2016	20	For employees having disabilities, the points will be given based on the percentage of disability, which is as following Between 40% to <50% - 10 marks Between 50% to <60 % - 15 marks Between 60% to 70% - 20 marks
9	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	(- 10) marks	Negative Marks During the currency of the punishment

Note

- (i) List of Diseases of debilitating disorder has been mentioned in the Annexure-I.

5. Procedure to be adopted

- (i) Creation and Initiation of Transfer Drive
- The entire process is to be carried out through the “department's transfer application/module” which shall be integrated with HRMS.
 - The detailed schedule of online transfer drive including tentative cut off dates for each of the steps will be decided with the approval of the competent authority, well in advance, preferably at least one month before the initiation of online transfer drive.
 - The competent authority will get the online transfer drive created and complete the process of updation of employee data (fetched from HRMS), within fifteen (15) days of creation of the drive.
- (ii) Employee Data Verification and Authentication
- The Nodal Officer will publish score and tenure details of all the employees in the cadre.
 - The employees will validate the data or raise objection(s) within seven (7) days of publication. The employee will submit the same through a One Time Password (OTP) based system. In case,

the employee does not validate the data within the stipulated period, then the data as decided by the Head of Department will be considered to be final for the respective drive.

- c. The Nodal Officer will get the objections decided, if any, from the Head of Department and publish the decision taken within ten (10) days.
 - d. After the communication of decision, if the employee is still not satisfied with the decision so taken, may again raise objection within 3 days of receipt of said decision. On re-examination of the Objection, the decision of the Head of Department will be final.
 - e. No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
 - f. The Nodal Officer will complete this entire stage within maximum twenty five (25) days.
 - g. In case it comes to the notice of the competent authority/ Head of Department, during or after the transfer drive, that some wrong, incorrect or false data has been indicated by the employee, she/he will be taken out of transfer drive and will be posted anywhere in state by the competent authority.
 - h. The Nodal Officer will publish the final score of the employees along with the list of eligible employees under 'Deemed', 'Voluntary', 'and 'Notional' categories.
- (iii) Voluntary Participation
- a. Thereafter, the consent for voluntary participation will be taken from those employees who have not completed their prescribed tenure but have completed minimum tenure and also from those employees falling under protected category.
 - b. After publication of score under, the said employees may be given a period anywhere between three (3) to seven (7) days to opt for voluntary participation.
 - c. The authentication by employees in this stage will also be One Time Password (OTP) based.
 - d. If employee fails to exercise the option at this stage, the said employee will not be considered for participation in ongoing transfer drive.
- (iv) Rationalization Process
- a. The department will undertake rationalization to redistribute or ascertain the number of posts in any unit based on administrative requirements and efficiency. This entire stage will be completed within fifteen (15) days.
 - b. Within first seven (7) days the department will undertake the preliminary rationalization exercise. There may be a possibility that the number of employees posted in any unit are in excess of the administrative requirement. Such surplus employees will be required to participate in the ongoing transfer drive. Amongst such surplus employees, the employee with the longest stay shall have to participate in the transfer drive. In case where more than one employee are having the same period of stay, then the younger employee shall have to participate in the transfer drive.
 - c. Further surplus employees, who belong to the Protected Category shall not be transferred without their consent subject to the condition that not more than 50% of such excess employees in that unit belong to the Protected Category.
 - d. The department will publish tentative details of posts that are to be opened alongwith list of deemed/notional and a tentative list of voluntary/ surplus employees, in the ongoing transfer drive.
 - e. Within next three (3) days, the employees who had earlier given their consent under voluntary participation will be given an option to withdraw their consent. It will also be One Time Password (OTP) based. Thereafter, the employee will not be permitted to withdraw her/ his consent and will have to participate in the ongoing transfer drive.
 - f. After undertaking the final exercise for identifying blocked posts hereinabove, the department shall publish the vacant posts available for transfer, for which an employee can apply, along with list of employees under deemed/ voluntary/ notional/ surplus category.
- (v) Choice Filling
- a. The choice will be given to all eligible employees for submitting preferences of their unit(s). In case, no preference is submitted by an employee, she/he will be liable to be posted to/in any unit under 'anywhere in the State'.

- b. The said employees may be given a period anywhere between three (3) days to seven (7) days, to fill in their preferences.
 - c. The authentication by employees in this stage will also be One Time Password (OTP) based.
- (vi) Unit Allocation
- a. Merit criteria for allotment of unit will be as per Para 4. The employees under Protected category will be assigned maximum (80) merit points.
 - b. In case of tie amongst employees, the following order will be adopted to allocate the opted unit to such employees:-
 - Older in age
 - Female
 - Name in alphabetic order
 - c. The Nodal Officer will undertake exercise to check whether, all employees have been allocated unit(s), within five (5) days.
 - d. In case of employees who have not been allocated any unit(s) of their preferred choices based on their merit or who have not filled any choice, before posting them in “Anywhere in the State”, the employees will be given one last option to fill choice against the remaining available vacancies at that point of time.
 - e. During unit allocation, in case of a deadlock i.e. an employee under deemed category is proposed to be allotted to the same unit from where she/he, then she/ he has to mandatorily participate in the next transfer drive of the cadre.
- (vii) Transfer Order Generation
- a. The transfer orders will be generated and issued after the approval from the competent authority.
 - b. All transfers will be implemented within ten (10) days of their issuance.
 - c. The Treasury Officers concerned will not draw the salary of the employees who have not complied with the orders.
- (viii) Grievance Redressal
- a. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the competent authority through intraharyana.nic.in platform only after joining at the new place of posting.
 - b. Her/his representation will be considered in accordance with the policy and the decision taken will be conveyed to her/him within fifteen (15) days.

6. Other Provisions

- i. When the Online Transfer Drive is not in process, a female employee who has recently married/ widowed/ divorced/ judicially separated, and submits a manual representation to competent authority within six months of the occurrence, will be eligible for a preferred posting against any available vacancy, as a one-time consideration.
- ii. When the Online Transfer Drive is not in process, an employee may submit her/his representation on **intraharyana.nic.in** platform only, for temporary transfer/ shifting of Head Quarter on the basis of following compelling reasons:
 - a. On medical grounds (as per list of diseases of debilitating disorder mentioned in Annexure - I) of self or immediate family member alongwith a medical certificate issued by duly constituted Medical Board of AIIMS/ PGI- Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh;
 - b. On the ground of death of member of immediate family; or
 - c. On the ground that he has less than one year left to attain the date of superannuation.

The Head of Department will examine the genuineness of the same and send the case with clear cut recommendation to the Chief Minister for decision on the proposal. The decision thus taken will be conveyed by the department to the employee.
- iii. Transfer proposal of any employee may be referred by the department/ organization to the Chief Minister for approval in public interest or on administrative ground. Further, the Chief Minister retains the prerogative to transfer or exclude any employee from transfer by giving relaxation in this policy.

- iv. General online transfers will be made preferably once in a year. However, transfer/posting necessitated by promotion, direct recruitment or administrative exigencies, can be made anytime with the prior approval of the Chief Minister.
- v. Liability to be posted anywhere - Under this policy, Employees are liable to be transferred in/at any unit and/ or posts or anywhere in the State.
- vi. The Department will ensure that data of all the employees is updated in HRMS. Every employee will be responsible for the accuracy and regular updation of data in respect of his/her credentials and data in HRMS shall be presumed to be true for all intents and purposes, otherwise the Department will be at liberty to post him/her anywhere in the State.
- 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.
- viii. If any department intends to amend or add any new provision in this policy, specific to a particular cadre based on administrative requirements, the department shall obtain the approval of Chief Minister and Human Resource Department, while ensuring that the basic structure and intent of this model policy cannot be changed.
- ix. Being a model Online transfer policy, it may be adopted by any "Organization" as defined under Rule (8) (63) of Haryana Civil Services (General), Rules, 2016.
- x. Instructions issued by the state government with regard to transfer/ posting Government employees in Home District, from time to time, shall be read as part of this policy.
- xi. The competent authority shall ensure that timelines prescribed under this policy for completion of various stages shall be strictly adhered to. However, if due to any administrative or technical reasons, the said timelines could not be adhered to, the competent authority under intimation to Human Resource Department (HRD) may extend the said timeline maximum by one month (in total) after recording the reasons in writing.
- xii. No transfer of employee of the Cadre, shall be undertaken when the online transfer drive is in process.

7. Bar against canvassing

No employee will canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations will be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought under this policy.

8. Appointment by promotion/ direct recruitment

Employees taken in a cadre through initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority will be posted in the unit and/ or posts of eligibility and availability. Thereafter, they will fall under "Notional category" and will have to compulsorily participate in the upcoming transfer drive for the said cadre.

9. Clarification & Implementation

In case of any doubt or difficulty in making out the true intention of the provision of this policy, Human Resource Department will be competent to clarify such doubt or to remove such difficulty.

10. Power to relax

Notwithstanding anything contained in the policy, the competent authority, may with the prior approval of the Chief Minister, Haryana, relax any or all of the above provisions after recording reason justifying such relaxation.

11. Savings & Repeal

- (i) The General Principles for Online transfer Policy of employees issued vide notification No. 15/27/2018-1GSII dated 13.02.2020 and amended vide letter No. 15/05/2017-1 GSII dated 7.8.2020 and along with subsequent instructions/ notifications/ policies (issued by any department) are hereby repealed/ withdrawn from the date of notification of this policy.
- (ii) Anything done or any action taken by the competent authority under this policy shall be deemed to have been validly done or taken under this policy
- (iii) Any transfer drive initiated prior to the notification of this policy may be completed and concluded in terms of the earlier policy.

ANURAG RASTOGI,
Chief Secretary to Government Haryana.

List of Severe and Chronic Diseases

1. Chronic Heart Diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure
2. Chronic Cardiac Dysrhythmias
3. Interstitial Lung Disease (ILD)
4. Cystic Fibrosis
5. Cirrhosis of Liver
6. Chronic Renal Failure
7. Epilepsy
8. Paraplegia/ Quadriplegia/ Hemiplegia
9. Parkinson's Diseases
10. Degenerative Disorders of Nervous System e.g. Motor Neuron Disease
11. Chronic Demyelinating disorders of central & peripheral nervous system
12. Autism Spectrum Disorders
13. Cerebral Vascular Accident (CVA)
14. Multiple Sclerosis
15. Myopathies
16. Thalassemia
17. Haemophilia
18. Aplastic Anaemia
19. Cancer - All types of Malignancies
20. Schizophrenia
21. AIDS
22. Organ Transplant (Heart/ Liver/ Kidney/ Lung/ Intestine)