

**MOST URGENT**

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

Dated: the Chandigarh, 8<sup>th</sup> February 2026

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of the Departments to Government Haryana.
3. State Information Officer, Haryana, National Informatic Centre.

**Subject: Clarification regarding Interpretation of the term "Notional Vacancy" and "Notional Category" under the Model Online Transfer Policy, 2025 in the context of the undertaking first online transfer drive.**

I am directed to invite your kind attention towards the subject cited above and to intimate that the Human Resources Department had issued Model Online Transfer Policy on 23.05.2025.

2. Now it has been observed that different departments are adopting divergent interpretations of the term **"Notional Vacancy" and "Notional Category"** under the policy in the context of the first online transfer drive, leading to inconsistency in implementation and litigation.
3. The matter was been examined and keeping in view the principles of law, vision of the policy, while implementing the policy for the first time and it has been decided as under : -

Sr. No.	Time Frame	Decision
1	Time Frame 1 (Before Date of Notification of Policy)	No one to be under Notional vacancy/ category being first drive under the current policy.
2	Time Frame 2 (Between Date of Notification and Qualifying date)	To be considered under Notional vacancy/ category as a one time measure only.
3	Time Frame 3 (After Qualifying date)	To be considered under Notional vacancy/ category in next transfer drive and not in the ongoing transfer drive.

4. Further, NIC is directed to make the necessary changes in the MOTP software so that any ongoing first-phase transfer drive is not progressed beyond the rationalization stage at present and is reverted to the pre-rationalization stage. Further, it is also directed to carry out additional modifications in the software in accordance with the decisions proposed in the table above.

5. These instructions may please be brought to the notice of all concerned for strict compliance. This may also be treated as Most Urgent.



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