

**Most Urgent**

**No.15/27/2018-4HR-I/77284  
HARYANA GOVERNMENT  
HUMAN RESOURCES DEPARTMENT  
(HUMAN RESOURCES -I BRANCH)**

Dated: the Chandigarh, 07<sup>th</sup> July, 2026

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments, Haryana.
3. State Informatics Officer, National Informatics Centre, Haryana.

**Subject: Implementation of the Model Online Transfer Policy, 2026 –  
Updation of HRMS Data and Initiation of Online Transfer Process.**

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

2. The Government of Haryana has notified the Model Online Transfer Policy, 2026 vide Notification dated 25.06.2026, which has come into force with immediate effect. Consequently, the Model Online Transfer Policy, 2025 stands repealed.

3. In pursuance of Clause 2(iv) of the Policy, the Human Resources Department has also notified the list of cadres covered under the Policy along with the respective Units, Minimum Tenure and Prescribed Tenure applicable to each cadre.

4. The Competent Authority may now initiate the implementation process for the notified cadres. Accordingly, all Departments are requested to undertake the following actions on priority:

**A. Appointment of Nodal Officer**

- i. The existing Nodal Officer appointed under the Model Online Transfer Policy, 2025 may continue, wherever considered appropriate.
- ii. Wherever required, the Competent Authority may nominate a new Nodal Officer (Group 'A' or Group 'B' officer) and ensure updation of the same through the HRMS Administrator Login.

**B. Updation of HRMS Data**

The Department shall immediately initiate verification and updation of HRMS data relating to all employees, including, inter alia:-

- employee particulars;
- cadre details;
- date of joining in cadre;
- date of joining in present unit;
- service particulars relevant for calculation of merit points and tenure;
- supporting documents required under the Policy.

The Head of Department shall ensure that the data of every employee is complete, accurate and duly verified, as the information available in HRMS on the qualifying date shall form the basis for determination of merit points, tenure, category and eligibility during the online transfer drive.

**C. Schedule of Transfer Drive**

The Competent Authority may finalize the schedule of the first online transfer drive under the Policy and direct the Nodal Officer to initiate the process in accordance with Clause 5 of the Model Online Transfer Policy, 2026.

5. It is reiterated that only the data and supporting documents available in HRMS as on the prescribed qualifying date shall be considered for the concerned transfer drive. Any omission, incorrect information or failure to update the requisite

data/documents within the prescribed timeline may adversely affect the employee's eligibility, category, merit points or consideration during the transfer process.

6. Further, the competent authority may also ensure compliance of following guidelines:-

- i. The entire transfer process shall be conducted only through the online transfer module integrated with HRMS.
- ii. No regular transfer/posting of any employee (belonging to a cadre) shall be made while the transfer drive of a cadre is in process.
- iii. Where a transfer advisory has already been issued but transfer orders have not yet been generated, such transfer orders shall not be issued. The matter shall be processed afresh in accordance with the provisions of the Model Online Transfer Policy, 2026.
- iv. Every employee shall be responsible for ensuring correctness of his/her HRMS data. If at any stage it is found that false, incorrect or misleading information has been furnished, the employee shall be liable to be excluded from the transfer process and may be posted anywhere in the State in accordance with the provisions of the Policy. The Nodal Officer may issue advice regarding the same to all employees of a cadre.
- v. Instructions issued by the State Government regarding posting in Home District shall be read as part of the Model Online Transfer Policy, 2026.
- vi. The timelines prescribed under the Policy shall be adhered to strictly. Any extension, necessitated due to administrative or technical reasons, shall be permissible only in accordance with Clause 6(xi) of the Policy after recording reasons in writing and informing the Human Resources Department.
- vii. Any proposal to introduce cadre-specific provisions or modifications shall be submitted to the Human Resources Department for approval. No Department shall issue instructions inconsistent with or diluting the provisions of the Model Online Transfer Policy, 2026.
- viii. No employee shall seek to influence the transfer process except through the procedure prescribed under the Policy. Any attempt to exercise extraneous influence shall attract appropriate disciplinary action.

6. The Administrative Secretaries and Heads of Departments shall personally monitor the preparatory activities to ensure timely completion of HRMS updation and readiness for commencement of the online transfer drive.

These instructions may be accorded **Top Priority** and compliance ensured within the prescribed timelines.



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