

**MOST URGENT**

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

Dated: Chandigarh, the 11<sup>th</sup> July, 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 even number dated 26.06.2025 on 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 were requested :-
  - b) 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.
  - c) 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)) was performed on the HRMS platform.

5. Human Resources Department has observed that, some departments have not yet appointed the Nodal Officer (Annexure-X) on the HRMS portal, nor have they published the list of cadres to be included/excluded as per the policy guidelines. Therefore, it is again requested the entire task must be completed by departments up to 18<sup>th</sup> July, 2025.

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

9



List of Department		
Sr. No.	Name of Administrative Secretaries/ 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. Treasury & Accounts 2. Economic & Statistical Analysis 3. 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
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



## Annexure-X

These Departments have not appointed the Nodal Officer on HRMS Portal	
Sr. No.	Name of Departments
1	Chief Electrical Inspector
2.	Urban Local Bodies Department
3.	Education (Elementary) Department
4.	Education (Secondary) Department
5.	Forest Department
6.	Public Works (Building & Road) Department
7.	Registrar, Cooperative Societies.