

DEPARTMENT OF SCHOOL EDUCATION

GOVT. OF HARYANA

General Notice

A. Schedule for Cadre Change Drive for 2004, 2008, 2011 Batch PRTs/HTs and for Permanent District allotment for 2017 Batch PRTs

Timelines

Sr. No.	Activity	Tentative dates
1.	Voluntary Participation for Inter District Transfer of 2004 Batch PRTs	15.09.2023 to 16.09.2023 (2 days)
2.	Data Preparation for seeking District choices from 2004 batch PRTs	17.09.2023 (one Day)
3.	Filling up of choices for Districts by 2004 batch PRTs	18.09.2023 to 19.09.2023 (2 days)
4.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers, Vacancy Preparation for 2008 batch PRTs	20.09.2023 to 21.09.2023 (2 days)
5.	Voluntary Participation for Inter District Transfer of 2008 Batch PRTs	22.09.2023 to 23.09.2023 (2 days)
6.	Data Preparation for seeking District choices from 2008 batch PRTs	24.09.2023 (one Day)
7.	Filling up of choices for Districts by 2008 batch PRTs	25.09.2023 to 26.09.2023 (2 days)
8.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers, Vacancy Preparation for 2011 batch PRTs	27.09.2023 to 28.09.2023 (2 days)
9.	Voluntary Participation for Inter District Transfer of 2011 Batch PRTs	29.09.2023 to 30.09.2023 (2 days)
10.	Data Preparation for seeking District choices from 2011 batch PRTs	01.10.2023 (one Day)
11.	Filling up of choices for Districts by 2011 batch PRTs	02.10.2023 to 03.10.2023 (2 days)
12.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers	04.10.2023 to 05.10.2023 (2 days)
13.	Data preparation for vacancies, Participants, for Inter District Transfer for 2017 Batch PRTs	06.10.2023 (1 day)

Sr. No.	Activity	Tentative dates
14.	Filling up of choices of Districts by 2017 batch PRTs	07.10.2023 to 09.10.2023 (3 days)
15.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers	10.10.2023 to 11.10.2023 (2 days)
16.	Updation of District in the login of teachers, Activation of modules for data updation by teachers, DEOs/DEEOs, schools etc.	12.10.2023 to 13.10.2023 (2 days)
17.	Data Updation Drive by teachers, schools, directorate, DEOs, DEEOs etc. for the readiness of General Transfer Drive	14.10.2023 to 18.10.2023 (5 days)

Guidelines

1. Participation for the Cadre Change Drive for 2004, 2008, 2011 Batch PRTs/HTs is voluntarily.
2. Participation for 2017 Batch PRTs is compulsory for Permanent District Allocation Drive.
3. Teachers are advised to submit their choice for voluntary participation carefully by verifying the district wise and category wise vacancies.
4. District wise and category wise vacancies for 2004 batch is attached with the schedule.
5. Once the teacher gives his/her consent to participate in the cadre change drive, he/she shall have to compulsorily fill up the choices of 21 districts (except his/her present district) for 2004, 2008, 2011 Batch PRTs/HTs. For the teacher of 2017 Batch it is necessary to fillup 21 districts (except Mawat).
6. In case of non-submitting of the choices of district by any teacher within stipulated time period due to any reason, he/she shall be liable to be transferred in any district based on the remaining vacancies after allocation of districts to those teachers who submitted their choice.
7. Deemed vacancies created due to submitting choice for voluntary participation of 2004 batch teachers shall be added in the actual vacancies and will be offered to the participants for 2004 batch.
8. The resultant vacancies created by 2004 batch PRTs/HTs after successful allocation of districts to them shall be considered as actual vacancies for 2008 batch PRTs/HTs and the deemed vacancies

created due to submitting choice for voluntary participation by 2008 batch PRTs/HTs shall be added in the actual vacancies. Similar exercise shall be repeated for 2011 batch PRTs/HTs.

9. District wise and category wise vacancies for 2017 batch reserved by the Department in view of Court Directions are attached with this notice. The resultant vacancies created by 2011 batch PRTs/HTs after successful allocation of districts to them, shall also be added in these vacancies and total vacancies shall be used for allocation of districts to the PRTs of 2017 batch in order of merit.
10. If any Head Teacher participates in the Cadre Change Policy, he will be treated as PRT teacher for the drive and will be posted as PRT in new district.
11. All Teachers are advised not to share their login and password with anyone. If you need to take help from any other person, put your password yourself and verify your preferences if filled up by your aide, before final submission. **Also please ensure that you have successfully logged out of your account after final submission of preferences.**
12. In case, the password of any employee is not working or facing any issue in login, use 'forget password' option to reset the same. Still if password is not updated, contact respective District Education Officer/ District Elementary Education Officer for resetting the password, who shall be responsible to attend such requests promptly after proper verification of the teacher.
13. Teachers are also advised not to play with the system after final submission of your choice/preferences. This can put your preferences into 'edit mode' without final submission unknowingly. Also, please avoid last hour login to your account. This could also land you in a position of non-confirmation of your preferences.
14. The list of eligible vacancies to be considered for 2004 batch and 2017 batch are attached herewith.

Further instructions, if any, may be issued in due course of time. Kindly keep checking departmental website.

B. Schedule for General Transfers for PRTs/Head Teachers, C&V/TGTs, ESHMs, PGTs, HMs, Principals

Timelines

SNO	Activity	Tentative dates
1.	Configuration of General Transfer Drive	19.10.2023 to 20.10.2023 (2 days)

SNO	Activity	Tentative dates
2.	Options for Voluntary Participation by Regular Teachers	21.10.2023 to 24.10.2023 (4 days)
3.	Data Preparation - identifying eligible teachers, rationalization of posts, surplus teachers	25.10.2023 and 27.10.2023 (3 days)
4.	Filling up of Choice of Blocks by all eligible Regular Teachers and all Guest Teachers	28.10.2023 to 30.10.2023 (3 days)
5.	Preparation of merit list, allocation of blocks, preparation of data for seeking of choice of Block again from the unsuccessful teachers	01.11.2023 and 02.11.2023 (2 days)
6.	Filling up of Block choices again by unsuccessful Regular and Guest Teachers	03.11.2023 to 04.11.2023 (2 days)
7.	Normalization of posts, notifying of eligible vacancies and eligible teachers, configuration of drive for seeking school choices from eligible teachers	05.11.2023 to 07.11.2023 (3 days)
8.	Seeking choices of schools from eligible Regular Teachers	08.11.2023 to 14.11.2023 (7 days)
9.	Data preparation for category wise merit list, allocation of schools to regular teachers, preparation of orders, generation of bulk / individual orders, showing orders in the login of schools and teachers	15.11.2023 to 17.11.2023 (3 days)
10.	Issuance of Transfer orders of regular teachers	18.11.2023 (1 day)
11.	Updation of Relieving and Joining of Transferred Regular Teachers	19.11.2023 to 23.11.2023 (5 days)
12.	Notifying of eligible vacancies and eligible guest teachers, configuration of drive for seeking school choices	24.11.2023 to 25.11.2023 (2 days)
13.	Seeking choices of schools from eligible Guest Teachers	26.11.2023 to 28.11.2023 (3 days)
14.	Data preparation for category wise merit list, allocation of schools to guest teachers, preparation of orders, generation of bulk / individual orders, showing orders in the login of schools and teachers	29.11.2023 to 30.11.2023 (2 days)
15.	Issuance of Transfer orders of guest teachers	01.12.2023 (1 day)
16.	Relieving and Joining of concerned Teachers	02.12.2023 to 06.12.2023 (5 days)

1. After completion of Cadre Change Drive and Permanent District Allocation Drive, gap for one week will be given to allow data Updation for the General Transfer Drive.

2. All teachers are directed to update their profile, if required during that period.. Teachers are personally liable for Updation of their personal profiles and get it approved from their authorities within time period.
3. Detailed instructions for General Transfer Drive shall be issued in due course of time.

Note:

The date for this schedule starts at 12:00:01 AM and ends at 11:59:59 PM.

For any query, teachers can call the helpdesk at 0172-5049801 during office hours on working days.

Dated: 13/09/2023

**Additional Chief Secretary
School Education, Haryana**

