

No. 22/82/2022-2CC-I
Haryana Government
HUMAN RESOURCE DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh, the 14 December, 2023

To

1. All the Administrative Secretaries to Government, Haryana,
2. All the Heads of the Departments in Haryana
3. All the Divisional Commissioners in Haryana
4. All the Deputy Commissioners of the State of Haryana.

Subject: Revised Policy for Transfer drive of Group-D employees who are covered under Haryana Group-D Employees (Recruitment & Conditions of Service) Act, 2018 (Common Cadre)

Sir/ Madam,

I am directed to invite your attention to this department letter no. 22/82/2022-2CC-I, dated 25.01.2023, on the subject noted above. After re-considering the issue, the State Government hereby issues the revised policy for Transfer drive of Group-D Employees in supersession of instructions no. 22/82/2022-2CC-I, dated 25.01.2023 and supersession of all previous instructions issued in this regard.

I. Background and Objective of the Transfer Drive

After enactment of the Haryana Group-D Employees (Recruitment and Conditions of Service) Act, 2018 (here-in-after referred as the Group-D Act) and amendments there-of, some persons appointed on Group-D posts have been posted at far flung places from their home town, or on posts not desirable by them owing to nature of job. Keeping in view their requests, the Government has decided to launch a Transfer Drive for re-adjusting eligible employees in the Common Cadre.

- (a) For this purpose, each employee will have to select the **post(s)** on which she/he **does not** want to work, i.e. posts to be excluded from his allocation.
- (b) Secondly, each employee will have to select the **district(s)** where she/he wants to be posted (in order of priority).
- (c) In this Drive, it will not be guaranteed that the employee will be able to get his / her choice. The employee shall not be able to claim a right based on his/her choices filled on the portal created for this purpose.

II. Eligibility - Employees eligible to participate in the Transfer Drive

- (a) Group-D common cadre employees appointed on regular basis after the enactment of Group-D Act, 2018, only on posts in Serial No. 1 of First Schedule of the Act, i.e., All Group-D posts except sweeper, chowkidar and sweeper-cum-chowkidar posted in Department of Haryana Government are eligible to participate, as per the particulars filled on HRMS of Haryana Government.

- (b) Group-D employees posted in any Statutory Body / Board / Corporation / Public Sector Undertaking / Constitutional Body, or who are not part of Common Cadre, are not eligible to participate in this drive.
- (c) Only employees who have seeded their AADHAAR or PPP in the HRMS shall be eligible to participate. Employees, who have neither seeded AADHAAR, nor PPP, in HRMS will be considered ineligible.
- (d) Only the employees who want to change their station/post and apply on the portal within the prescribed timeline, and submit the mandatory undertaking(s) and consent(s), displayed on the portal, will be eligible to participate.
- (e) An employee, who fails to register and apply on the portal within the prescribed timeline, will not be considered.
- (f) Employees who have a Status Quo order to the contrary from the Hon'ble Punjab and Haryana High Court in any case, and / or whose names figure in CWP 12419 of 2022 (Rajender Singh & Ors Vs State of Haryana), CWP No. 7388 of 2022 (Shiv Kumar & Ors Vs State of Haryana) and CWP No. 26229 of 2022 (Monika and Ors Vs State of Haryana), which are pending before the Hon'ble Punjab & Haryana High Court, Chandigarh and there are orders to the contrary, shall not be eligible to participate in the transfer drive, subject to any orders to the contrary by the Hon'ble Punjab and Haryana High Court.

III. Criteria of Transfer from one Station to another or from one post to another:

- a) The employees who participate in this Transfer Drive may be adjusted from one post to another, or from one district to another solely on the basis of priority while ensuring that the merit list prepared by Haryana Staff Selection Commission, at the time of preparation of result, is not disturbed.
- b) No other priority, of any sort, will be provided on any other basis.

IV. Process to be followed for transfer / posting of the eligible Group-D employees:

The process shall include the following five main steps for transfer:

- (1) Filling of options by the employees on the portal created by HARTRON (Govt. of Haryana) for this purpose:
 - a) Post(s) on which the employee DOES NOT wanted to get posted upon
 - b) District(s) in which the employee wants to work, in order of preference.
- (2) Submission of the correct number of vacant posts District wise, and department-wise by all Heads of Departments on HRMS Software (and/or portal created for this purpose)
- (3) Posting of each employee in the new post and/or district as per the choices filled by employee after the completion of the online transfer algorithm.
- (4) Of the total vacant posts in HRMS, only 80% will be considered as being available for the purposes of this transfer drive, and the remaining 20% of the posts will be blocked (unavailable for being filled through this transfer drive). The percentage will be calculated department-wise and post-wise.

V. Undertaking from participating employees:

Every Group-D employee who participated in this Transfer Drive shall have to give an undertaking as under: -

UNDERTAKING

(1)	मैं एतद् द्वारा घोषणा करता हूँ कि मैंने हरियाणा सरकार द्वारा जारी निर्देशों को सावधानीपूर्वक पढ़ लिया है।	I undertake that I have carefully read the instructions issued by the Haryana Government regarding this issue.
(2)	मैंने यह अच्छी तरह समझ लिया है कि इस ट्रांसफर ड्राईव में मेरा विभाग या/और पद बदले जा सकते हैं।	I understand that in this Transfer Drive my department and/or post may be changed.
(3)	मैं जिन जिलों में कार्य करने के लिए तैयार हूँ वो भी मैंने पूरी जागरूकता व ध्यानपूर्वक वर्णित कर दिए हैं।	I have listed the district(s) in which I am ready to work with full awareness and attention.
(4)	इन हिदायतों के अनुसार जिन पदों पर मैं कार्य करने के लिए तैयार नहीं हूँ वह मैंने पूरी जागरूकता व ध्यानपूर्वक चिन्हित कर दिए हैं।	I have with full awareness and attention tick marked the posts on which I am not ready to work.
(5)	मेरे द्वारा चिन्हित जिले और जिन पदों पर मैं काम नहीं करना चाहता हूँ उन्हें अन्तिम माना जाए।	The districts marked by me and the posts on which I do not want to work may be considered final.
(6)	मैं वचन देता हूँ कि यदि मुझे मेरे द्वारा नहीं चुने गए जिलों में किसी भी ऐसे पद पर लगा दिया जाता है मैं वहां पर सरकार द्वारा निर्धारित समय के अन्दर-अन्दर अपना कार्यभार संभाल लूंगा अन्यथा मेरे विरुद्ध अनुशासनिक कार्रवाई की जाए।	I undertake that if I am transferred/posted in any districts chosen by me on any post (which is not included in the list of posts where I am not ready to serve) I will join my duty within the prescribed period, otherwise disciplinary action may be taken against me.
(7)	मैं वचन देता हूँ कि मुझे द्वारा फार्म में सारी सूचना पूर्ण जागरूकता व ध्यानपूर्वक भरी गई है और मेरे अनुसार यह बिल्कुल ठीक है।	I undertake that all the information in the form has been filled by me with full awareness and attention and according to me it is absolutely correct.

VI. General Clauses:

- (a) For this transfer/re-allocation drive, the posts presently lying vacant on H.R.M.S. will be taken into consideration.
- (b) H.R.M.S. verified employee data will serve as input for the Transfer Algorithm.
- (c) Training details of employee will not be considered for this drive.
- (d) This transfer will be treated as transfer on the request of Government employee and no Transfer TA/DA or Joining Time shall be admissible on transfer from one station to another.
- (e) Since employees of different departments shall be involved, the formal order upon the conclusion of the transfer drive for re-allocation of department/station/post shall be issued by Director, Human Resource Department or Authority notified by Government, on basis of report generated by Algorithm and all Departments are bound to comply

with the orders to immediately relieve and join the transferred employees.

VII. Process to be followed by the Participants:

The following process will be followed by the eligible participants for transfer from one station to another and/or from one post to another:

1. Firstly, the eligible employees shall log into the portal created for the purpose, using their e-Salary and HRMS credentials.
2. There will be an OTP based authentication and employee will get OTP for verification on the Mobile Phone Number already registered on HRMS.
3. After successful authentication, user will be shown the employee's details already available on HRMS record. It will be the duty of the participant to ensure that she / he is eligible to participate in the transfer drive.
4. After successful authentication, the Employee will have to provide the following information on the portal:
 - (a) Employees will have the option to select post(s) where she/he DOES NOT want to work. (Panchkula will be divided into two parts, i.e., Head Offices at Panchkula or field offices situated in the District of Panchkula.)
 - (b) Employees will have the option to select District(s) where she/he wants to get transferred, in order of preference.
 - (c) All the employees shall have to submit the undertakings and consent, displayed on the portal, in order to be eligible to participate.

VIII. Verification of Information from the Department:

The information made available by the employee, may be got verified from the Head of Department, if the Government so desires, at any stage without prior notice:

1. The Department concerned (where the employee is currently posted), if it so deems it, can declare an employee in-eligible for the transfer drive for reasons recorded so-forth, in writing.
2. Thereafter, only the eligible (and successfully verified, if so required) employees may be considered for the transfer drive. Mere application made by an employee on the portal shall not confer any right to the employee for a transfer as HKRNL excluded therefore re-deployment be deleted.

IX. Compliance of Transfer Orders upon completion of transfer drive:

- a) Upon the issue of transfer order by the issuing authority, the employee shall stand automatically relieved from the post earlier occupied by him/her, and no separate relieving order will be required from Competent Authority.
- b) All the Head of Departments / Head of Offices shall immediately update the posts becoming vacant, or becoming filled on H.R.M.S. upon culmination of Transfer Drive. The Head of Department(s) will be bound to relieve the employee on her/his transfer, whether he is ready to relinquish the charge or not, or whether the Department needs the employee or not, and immediately allow to join the new person transferred into the post.
- c) Upon transfer of a person at the station and to a post, she / he has to join at the new station/post as per HCS (General) Rules, 2016 subject to a maximum of 7 days, whichever is less, otherwise, disciplinary action will be taken against him/her.
- d) The salary for the intervening period will be paid by the new department and against

the post allotted to the employee.

XII. Clarifications:

- a) The Government of Haryana, through the Human Resources Department shall be competent to allow interpretation and relaxation in these instructions.
- b) Only the persons working on and recruited against posts in Serial No. 1 of First Schedule of the Haryana Group-D Employees (Recruitment and Conditions of Service) Act, 2018, i.e., All Group-D posts except sweeper, chowkidar and sweeper-cum-chowkidar, will be eligible to participate. Thus, sweeping nature job staff on posts of sweeper, chowkidar and sweeper-cum-chowkidar of Group-D Common Cadre will NOT be allowed to participate.

This issues with the approval of Hon'ble Chief Minister.

Yours faithfully,

Asadeep
Under Secretary Human Resources - III,
for Chief Secretary to Government, Haryana

Endst. No. 22/82/2022-2CCI

dated 14-12-2023

A copy with its enclosure is forwarded to the following for information and further necessary action: -

1. Secretary, Haryana Staff Selection Commission, Panchkula.
2. Managing Director, Haryana State Electronics Development Corporation (HARTRON), Chandigarh

Asadeep
Under Secretary Human Resources - III,
for Chief Secretary to Government, Haryana