

IMMEDIATE
DATE BOUND

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

To

Dated Chandigarh, the 08th February, 2024

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.

Subject: Amendment in Online Transfer Policy, 2020.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that with a view to ensure equitable, rational distribution of Government employees of a particular cadre at different locations in a fair and transparent manner, to maximize job satisfaction amongst employees and further to improve performance of the department, State Government has formulated a policy for amendment in Online Transfer Policy, 2020(**copy enclosed**).

2. The State Government, has, therefore decided to invite views/suggestions from all Administrative Secretaries/Heads of Departments of Haryana before taking final decision
3. You are therefore, requested to send your views/suggestions on the draft policy on email generalservices0001@gmail.com or through special messenger in Human Resources Department (in Human Resources-I Branch) within 15 days positively, failing which it will be presumed that you have no comment/suggestion to offer in this regard and you are agreed with draft notification.
4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

Tilak Ram

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

HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
NOTIFICATION

General Principles of online transfer of employees

The **September 23, 2023** No.15/27/2017-4HR-I -In exercise of the powers under Articles 162 and 166 of the Constitution of India, the Governor of Haryana makes the following Online Transfer Policy for the Government Employees -

1. Vision

To ensure equitable, rational distribution of Government employees of a particular cadre at different locations in a fair and transparent manner, to maximize job satisfaction amongst employees and further to improve performance of the Department

2. Application

- (i) This Policy will be applicable to all the employees of respective cadres working on regular basis under any Department where the sanctioned cadre strength of a post is 80 or above, except where any such cadre has been excluded from the purview of this policy with the prior approval of the Human Resources Department and the Chief Minister.
- (ii) The Online Transfer Policy may also be made applicable for a cadre where the strength of sanctioned post is less than 80, if the competent authority of the respective Department deems fit.
- (iii) All posts of a cadre including Headquarter posts (wherever applicable) will be included in the Transfer Drive

3. Definitions

In this policy, unless there be anything repugnant in the subject or context,

- (i) **'Blocked Posts'** means the vacancies of a cadre which remain unfilled at any given point of time due to rationalization;
- (ii) **'Competent Authority'** means the Administrative Secretary of the concerned Department;
- (iii) **'Eligible Employee'** means an employee who is eligible to participate in the Transfer Drive as per the provisions of this Online Transfer Policy;
- (iv) **'Employees of Special Category'** means sun-married Female employees more than 40 years of age, widow, divorced or judicially separated female employees/, spouses of serving military/para military personnel, widowers who have not re-married and have one or more minor children and/or unmarried daughter(s), employees suffering from disabilities as defined under Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016), employees who themselves/their spouse/unmarried son/daughter are suffering from Diseases of Debilitating Disorder, employees having mentally challenged or 100% differently-abled child/ children and employees working on regular basis whose spouse is working in any Department/Board/Corporation under State Government or Government of India;
- (v) **'Minimum Tenure'** means the minimum tenure of stay at one unit, as decided by the competent authority, after which an employee can voluntarily participate in the transfer drive;
- (vi) **'Prescribed Tenure'** means the maximum tenure of stay of an employee at one given unit, for a period, as decided by the competent authority. While calculating the prescribed tenure of an employee on the Qualifying date, for the purpose of the policy, the period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;
- (vii) **'Protected Employees'** means and include the employees due for superannuation within 12 months from tentative cut off date for transfer order generation as anticipated and published in schedule at the start of online drive of a cadre or employees currently suffering from cancer or undergoing dialysis or having

- undergone by-pass heart surgery or having undergone Kidney or liver transplant or having more than 70% of any form of disability (as defined under RPWD Act 2016) or widow having youngest child upto 10 years of age;
- (viii) **'Qualifying date'** means the date as fixed by the competent authority for the purpose of weightage/Merit point calculation/calculation of prescribed and minimum tenure.
- (ix) **'Temporary Transfer'** means and includes a posting made temporarily within the department, on administrative or personal grounds, referred to by any nomenclature such as temporary transfer, deputation, shifting of Headquarters etc.;
- (x) **'Transfer'** for the purpose of this policy means posting/transfer from a unit to another on or before completion of prescribed tenure to/in a unit;
- (xi) **'Vacant Post for transfer'** means
- a post not occupied by any employee called an **actual vacancy**;
 - a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee called a **deemed vacancy**;
 - a post occupied by an employee, who has completed the minimum tenure at a unit and has exercised his/her option to participate in the general transfer drive under this policy called a **voluntary vacancy**;
 - A post occupied by an employee on initial appointment, promotion or repatriation from deputation from another Department/Board/Corporation/any other authority, after the preceding online transfer drive called **notional vacancy**;
- (xi) **'Unit'** means an area, such as an office, block, circle, district, zone, division etc., prescribed by the competent authority for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy.

4. General Principles

- (i) **Time Schedule for online transfers**
General online transfers will be made once in a year preferably. However, transfer/posting necessitated by promotion, direct recruitment or administrative exigencies, can be made anytime with the prior approval of the competent authority.
- (ii) **Liable to be posted anywhere**
Employees are liable to be transferred under this Policy in/at any unit or anywhere in the State.
- (iii) **Computerization of relevant service record of employees**
The Department will ensure that data of all the employees is updated in HRMS. Every employee will be responsible for the accuracy and regular updation of data in respect of his/her credentials, otherwise the Department will be at liberty to post him/her anywhere in the State.

5. Merit Criteria for allotment of post

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 80 points, as described below :-

- (i) Age will be the prime factor for calculation of merit points, as tabulated below:

Sr. No.	Major Factor	Maximum Points	Criteria for calculation
1.	Age (Qualifying date minus Date of birth)	60	Age in number of days ÷ 365 (Maximum four decimal points only)

i) Special Factors: A weightage of maximum 20 points can be availed by the employees as indicated below:-

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1	Gender	Female	10	10 points will be given to all female employees
2	Special Category Female employees	Unmarried employees of more than 40 years of age, Widow, divorced, Judicially separated	10	All female employees of this category will be given 10 points
3	Spouses of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
4	Special Category Male Employees	Widowers who have not re-married and have one or more minor child/children and/or unmarried daughter(s)	5	Eligible widowers will be given 5 points
5	Differently abled Persons	All kind of disabilities as defined under RPWD Act 2016	20	For employees having disabilities, the f points will be given based on the percentage of disability, which is as follows- 40% to 50%= 10 Points Above 50% and upto 70%=20 Points
6	Diseases of Debilitating Disorders(Refer Annexure 1)	Self/Spouse/ unmarried son/ daughter	10	Certificate valid on the qualifying date issued by AIIMS, PGI Rohtak, Government Medical colleges situated in Haryana/UTof Chandigarh/Delhi,PGI Chandigarh or duly Constituted Medical Board only
7.	Differently abled or mentally challenged child/ children	Employee having Mentally challenged or 100% differently abled child/ children	10	Employees having mentally challenged or 100% differently abled child/ children will be given maximum 10 points
8.	Couple Case	Applicable to employees working in regular capacity	5	Employees working on regular basis whose spouse is working in any Department/Board/ Corporation under any State Government or Government of India This benefit is also admissible in case husband and wife, both are working in the same Department
9	Performance Indicator, as defined by the Competent	Applicable to all employees	5	An employee earning good performance through ACR of last one year. In case, the ACR

Authority		<p>of last one year is not available, any ACR during the last three years can be considered. The Grading of Last Available ACR will be as under</p> <p>Outstanding =5 Very Good =4 Good =3 Others =0</p> <p>However, no points will be given in this sub factor in case of an employee is awarded with punishment during last three years under Haryana Civil Services (Punishment and Appeal) Rules, 2016</p> <p>OR Any other performance Indicator as defined by the competent authority</p>
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Note

- (i) List of Diseases of debilitating disorder has been mentioned in the Annexure-I., which will be maintained by Human Resource Department. Based on the feedback received from various stakeholders, the list may be examined and revised by Human Resource Department in consultation with Health Department from time to time. This list will be applicable to all the Online Transfer Policies framed under this Model Online Transfer Policy.

6. Procedure to be adopted

- i. Creation and Initiation of Transfer Drive
 - a. The entire process is to be carried out on a HRMS integrated Transfer Software Platform.
 - b. The detailed schedule of online transfer drive including tentative cut off dates for each of the steps will be decided with the approval of the competent authority, well in advance, preferably at least one month before the initiation of online transfer drive.
 - c. The competent authority through the admin user will create the online transfer drive and complete the process of updation of employee data (fetched from HRMS), within fifteen (15) days of creation of the drive.
- ii. Employee Data Verification and Authentication
 - a. The admin user will publish score and tenure details of all the employees in the cadre.
 - b. The employees will validate the data or raise objection(s) within seven (7) days of publication. The employee will submit the same through a one time password (OTP) based system. In case, the employee does not validate the data within the stipulated period, then the data as decided by the competent authority will be considered to be final for the respective drive.
 - c. The admin user will get the objections decided, if any, from the competent authority and publish the decision taken within ten (10) days. The decision of the competent authority will be final.
 - d. The admin user will complete this entire stage within maximum twenty five (25) days.

- e. No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
- f. The admin user will publish the final score of the employees along with the list of eligible employees under 'Deemed', 'Voluntary' and 'Notional' categories. The list of employees under voluntary category will also include employees falling under Protected Category (Refer Para 6 (iii)(b)).

iii. Voluntary Participation

- a. Thereafter, the consent for voluntary participation will be taken from those employees who have not completed their prescribed tenure but have completed minimum tenure and also from those employees falling under Protected category.
- b. Some categories of employees will be protected unless they opt for voluntary participation.
- c. After publication of score under Para 6(ii)(f), the said employees may be given a period anywhere between three (3) to seven (7) days to opt for voluntary participation.
- d. The authentication by employees in this stage will also be OTP based.
- e. If employee fails to exercise the option, the said employee will not be considered for participation in respective drive.

iv. Rationalization Process

- a. The complete exercise of rationalization will be undertaken within fifteen (15) days.
- b. To avoid disproportionate concentration of employees at a particular unit, the department will rationalize their sanctioned posts and also, block the posts accordingly, if required.
- c. The employees under protected category, will not be moved forcefully if declared surplus as per rationalization, however, they can be moved out on administrative grounds after the ongoing drive.
- d. The process of declaration of surplus employees will be part of rationalization process.
- e. Within first seven (7) days the department will work out the preliminary rationalization exercise and will publish tentative details of posts that are to be opened, in the respective drive.
- f. Within next three days, the employees who had earlier given their consent under voluntary participation, will be given an option to withdraw their consent. It will also be OTP based.
- g. Thereafter, the department will undertake the exercise of final rationalization and publish the relevant details including complete list of vacant posts, for which an employee can apply for, along with list of employees under deemed, voluntary, notional and surplus category etc.
- h. The rationalization will be approved by the competent authority.

v. Choice Filling

- a. The choice will be given to all eligible employees for submitting preferences of their units out of the available units. In case, no preference is submitted by an employee, she/he will be considered for posting to/in any unit in 'anywhere in the State'.
- b. The said employees may be given a period anywhere between three (3) days to seven (7) days, to fill in their preferences.
- c. The authentication by employees in this stage will also be OTP based.
- d. For the employees under protected category, there will be no bar to opt even the unit wherein/at which the protected employee has completed the prescribed tenure, if the same has been included after rationalization.

vi. Unit Allocation

- a. Merit criteria for allotment of units will be as per Para 5. The employees under Protected category will be assigned maximum (80) merit points.
- b. The Department will undertake exercise to check whether, all employees have been allocated units or not, within five (5) days.

- c. Further in case of tie amongst employees, the following sequence will be adopted to allocate the opted unit to such employees:-
 - 1. Older in age
 - 2. Female
 - 3. name in alphabetic order
 - d. In case of employees who have not been allocated any unit of their preferred choices based on their merit or who have not filled any choice, before posting them in "Anywhere in the State", the employees will be given an option to fill choice against the remaining available vacancies at that point of time.
- vii. Transfer Order Generation
- a. The transfer orders will be generated and issued after the approval from the competent authority.
 - b. All transfers will be implemented within seven days of their issuance.
 - c. The Treasury Officers concerned will not draw the salary of the employees who have not complied with the orders.
- viii. Grievance Redressal
- a. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent the competent authority through an IT based platform only after joining at the new place of posting.
 - b. Her/his representation will be considered in accordance with the policy and the decision taken will be conveyed to her/him within fifteen (15) days.

7. Other Provisions

- i. After completion of transfer drive, recently married, recently widowed/divorced/judicially separated employees will be given preferred place of posting against available vacancy manually on their request subject to them necessarily having to participate in the next General Transfer Drive and they will avail 80 points under protected category for one time. "recently" will be the period between the qualifying date of previous transfer drive and the qualifying date of recently completed transfer drive.
 - ii. When the Online Transfer Drive is not in process, an employee may submit her/his representation for Temporary Transfer/ shifting of Head Quarter on the basis of some genuine and compelling reasons, including:
 - a. on medical grounds of self or immediate family member (husband/wife/children/parents) along with a medical report; or
 - b. on the ground of death of a member of the family; or
 - c. on the ground that he has less than one year left to attain the date of superannuation.
- to a Committee headed by the (a) Deputy Commissioner and comprising of (b) Civil Surgeon and (c) Head of District Level office of the Department or representative of the concerned Department from Headquarter, which will examine the said representation.

In case of the representation submitted by an employee who is the Head of district level office, the Additional Deputy Commissioner will replace the Head of District level Office/representative of Department from officer of State Headquarters in the committee.

The Committee, after due scrutiny and giving specific reasons, will send its recommendations to the concerned Head of Department, who will further examine the same and send it to Chief Minister for approval of the proposal for Temporary Transfer/shifting of Head Quarter. The decision taken by the competent authority will be conveyed to the employee.

8. Bar against canvassing

No employee will canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations will be

treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

9. Appointment by promotion/ direct recruitment

Employees taken in a cadre through direct recruitment/ promotion/ repatriation will be posted in the unit of eligibility and availability. Thereafter, they will have to compulsorily participate in the upcoming transfer drive for the said cadre.

10. Clarification & Implementation

In case of any doubt or difficulty in making out the true intention of the provision of this policy, the respective Administrative Secretary will be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

11. Residuary Provisions

i. Transfer proposal of any employee may be referred by the Head of the Department on administrative grounds to the Chief Minister.

ii. The Chief Minister retains the prerogative to transfer any employee on administrative grounds including on complaint basis.

12. Power to relax

Notwithstanding anything contained in the policy, the competent authority, with the Prior approval of the Chief Minister, Haryana, may relax any or all of the above provisions after recording reason justifying such relaxation.

13. Repeal

The General Principles for Online transfer Policy of employees issued vide notification No. 15/27/2018-1 GSII dated 13.02.2020 and amended vide letter No. 15/05/2017-1 GSII dated 7.8.2020 is hereby repealed.

Sanjeev Kaushal, IAS
Chief Secretary to Government Haryana

List of diseases of debilitating disorder read with note (ii) below Para 5(b)(6) of the Online Transfer Policy, 2023:

(Refer to Para 5 of the Online Transfer Policy, 2023)

1. Chronic Heart Diseases and Chronic artery diseases
2. Chronic renal failure
3. Brain tumours & Malignancy of different organs
4. Paraplegia/Quadriplegia/ Hemiplegia
5. Multiple Sclerosis, Myasthenia Gravis, Parkinson's Disease
6. Thalassemia, Haemophilia, Aplastic Anaemis, Mylodisplastic Disorder
7. AIDS
8. Liver and Kidney transplant
9. Cystic Fibrosis
10. Type-I Diabetes.