

From

The Labour Commissioner,  
Haryana, Chandigarh

To

All the DDOs of Labour Department,  
Haryana.

Letter No.:Estt/02-03/2024/ 32414-68

Dated: 6/12/24

Subject:-

Regarding implementation of Online Transfer Policy in respect of Labour Inspectors, Assistants and Clerks.

-----  
Reference subject cited above.

In continuation of this office Memo No. Estt/01/2024/32040-94 dated 05.12.2024, vide which you were informed that Government of Haryana has decided to regulate transfer policy. Subsequently, the Department has got notified Online Transfer Policy in respect of Labour Inspectors, Assistants and Clerks.

2. The first tentative schedule for transfer drive is as under:-

Sr. No.	Event	Committed date
1.	Date of Start of Process	11.12.2024
2.	Last Date of Service verification and Score Generation	31.12.2024
3.	Last Date of process for obtaining consent of employee	07.01.2025
4.	Last Date of Adding/ Exempting employees process by department	10.01.2025
5.	Last Date of Rationalization/ Blocking of post	17.01.2025
6.	Last Date of Choice filling by employees	27.01.2025
7.	Last Date of Generation of Provisional Transfer Order	31.01.2025
8.	Last Date of re-choice by employee (Anywhere)	07.02.2025
9.	Last Date of Final Transfer Order Generation	14.02.2025
10.	Cut-off date up to which Service verification is to be done	30.11.2024
11.	Period of Retirement to be considered	01.12.2024 to 31.03.2026
12.	Period of Marital status to be considered	01.12.2023 to 30.11.2024

3. You are therefore, requested to make it convenient to upload all Data of these cadres on HRMS Portal as already advised vide memo under reference. Any laxity in this regard will be viewed seriously. Copy of "Online Transfer Policy" is available on departmental website.

  
Assistant Labour Commissioner (Estt.)  
for Labour Commissioner, Haryana