

प्रेषक

श्रम आयुक्त, हरियाणा,  
चण्डीगढ़।

सेवा में

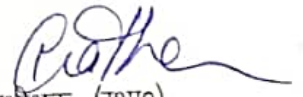
सभी कार्यालयाध्यक्ष,  
श्रम विभाग, हरियाणा।क्रमांक: स्था0/05/2025/ 4591-4642  
दिनांक: 25/02/25**Subject: - Suggestions-Model Online Transfer Policy.**

उपरोक्त विषय पर माननीय मुख्य सचिव, हरियाणा, सरकार के कार्यालय के पत्र क्रमांक 15/27/2018-4एच0आर0-1 दिनांक 17.02.2025 के संदर्भ में।

विषयोक्त मामले में आपको सादर सूचित किया जाता है माननीय मुख्य सचिव, हरियाणा, सरकार द्वारा मॉडल ऑनलाइन स्थानांतरण मसौदा नीति, 2025 पर सुझाव मांगे गए हैं।

अतः आपसे अनुरोध है कि अपने व अपने अधीनस्थ स्टाफ के विचार/सुझाव यदि कोई हैं तो शीघ्र मुख्यालय को या ई मेल [generalservices0001@gmail.com](mailto:generalservices0001@gmail.com) पर सीधे तौर पर भिजवाना सुनिश्चित करें। यह आपको आगामी आवश्यक कार्यवाही हेतु प्रेषित है।

सलंगन उपरोक्त

  
अधीक्षक, (स्था0)

कृते: श्रम आयुक्त, हरियाणा।

**IMMEDIATE**  
**DATE BOUND**

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

**Dated: Chandigarh, the 17<sup>th</sup> February, 2025**

To

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

**Subject: Suggestions-Model Online Transfer Policy.**

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Sir/Madam

I am directed to invite your attention to the subject cited above and to say that with a view to ensure, 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 departments, State Government has formulated a draft Model Online Transfer Policy, 2025 (copy enclosed).

2. The State Government, has, decided to invite views/suggestions from all Administrative Secretaries/Heads of Departments, Employees of Departments and organizations. The suggestions can be given only in following format alongwith name, designation, Payee Code & Department/Boards/Corporation of an employee:-

Sr. No.	Rule No.	Description of Rule No.	Suggestions

3. You are therefore, requested to send your views/suggestions in prescribed on the draft policy on email: **generalservices0001@gmail.com** or through special messenger in Human Resources Department (in Human Resources-I Branch) on or before 28.02.2025.

4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully



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

## Model Online Transfer Policy- 2025

### HARYANA GOVERNMENT HUMAN RESOURCES DEPARTMENT NOTIFICATION

#### 1. Vision

To ensure rational distribution of Government employees of a cadre, in a fair and transparent manner, to achieve maximum administrative efficiency and to optimize job satisfaction amongst employees in the department.

#### 2. Application

- (i) This Policy will be applicable to all employees of respective cadres working on regular basis under any Department where the sanctioned cadre strength of a post is 50 or above, except All India Services, Haryana Civil Services (Executive Branch) & Allied Services or where any such cadre has been excluded from the purview of this policy with the prior concurrence of Human Resource Department.
- (ii) The Online Transfer Policy may also be made applicable for a cadre where the strength of sanctioned posts is less than 50, if the competent authority deems fit.
- (iii) All posts of a cadre including Headquarter posts (wherever applicable) will be included in the Transfer Drive, under this policy.
- (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 along with 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 authority 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. Definitions

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

- (i) **'Blocked Posts'** means the posts in a cadre which will not be included in vacant post for transfer in an online transfer drive;
- (ii) **'Competent Authority'** means the Administrative Secretary of the concerned Department;
- (iii) **"Cadre"** means as defined under Haryana Civil Services (General) Rules, 2016. Provided, for the purpose of transfers under this policy, the posts wherein nature of work is related to teaching/ practical training, the cadre will be as such defined by the competent authority
- (iv) **'Eligible Employee'**: means an employee who is eligible to participate in the Transfer Drive as per the provisions of this policy;
- (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. While calculating the minimum tenure of an employee at one unit on the qualifying date,
  - a. 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;
  - b. the period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will not be included
- (vi) **"Organization"** means an organization as defined under Rule (8) (63) of Haryana Civil Services (General), Rules, 2016

- (vii) **'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 at one unit on the qualifying date,
- a. 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;
  - b. the period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will not be included
- (viii) **'Protected Employee'** means and includes :
- (a) the employee due for retirement on attaining the age of superannuation within 12 months from cut-off date for transfer order generation, as published at the time of transfer drive creation of the cadre; or
  - (b) the employee undergoing treatment for cancer or undergoing dialysis or having undergone by-pass heart surgery (during last 2 years) or having undergone organ transplant; or
  - (c) the employee having more than 70% disability (as defined under RPWD Act 2016); or
  - (d) the employee who is a widow having youngest child upto 10 years of age;
- (ix) **'Qualifying date'** means the date as fixed by the competent authority for the purpose of calculation of Merit point & calculation of minimum and prescribed tenure.
- (x) **'State Cadre'** means a cadre, wherein employees belong to a particular parent department but are posted across various departments and/or organizations, including Section Officers, Accounts Officer, Auditors, Senior Auditors, Assistant District Attorneys, Deputy District Attorneys, etc.
- (xi) **'Temporary Transfer'** means and includes a posting by any nomenclature made temporarily within the department, on administrative or personal grounds or in public interest and includes temporary transfer, deputation, shifting of Headquarters etc. Further, in case of temporary transfer of state cadre employees across departments and/or organizations, the period spent on such temporary transfer, shall also fall within the purview of the definition of temporary transfer;
- (xii) **'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;
- (xiii) **'Vacant Post for transfer'** means posts available after rationalization to employees participating in a transfer drive and will include post from amongst :
1. a post not occupied by any employee shall be called an **actual vacancy**;
  2. a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee shall be called a **deemed vacancy**;
  3. a post occupied by an employee, who has completed the minimum tenure at a unit and has exercised her/ his option to participate in the general transfer drive under this policy shall be called a **voluntary vacancy**;
  4. A post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority, after the preceding online transfer drive shall be called a **notional vacancy**;
- (xiv) **'Unit'** means an area(s), such as office, tehsil, sub division, block, circle, district, zone, division etc., as 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. 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)

(ii) 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	Special Category Male Employees	Widowers who have not re-married and have one or more minor child/children and/or unmarried daughter(s)	10	Eligible widowers will be given 10 points
4	Couple Case	Applicable to employees working in any Department/Board/ Corporation under any State Government or Government of India regular capacity and each of the spouse is posted in different districts	5	Applicable to employees working in any Department/Board/ Corporation under any State Government or Government of India regular capacity and each of the spouse is posted in different districts will be given 5 marks each. This benefit is also admissible in case husband and wife, both are working in the same Department
5	Spouses of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
6	Diseases of Debilitating Disorders (Refer Annexure-1)	Self/ Spouse/ unmarried son/ daughter	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
7.	Differently abled or mentally challenged child/ children	Employee having 100% differently abled or Mentally challenged child/ children	10	Employee having 100% differently abled or Mentally challenged child/ children will be given maximum 10 points
8	Differently abled Persons	All kind of disabilities as defined under RPWD Act 2016	20	For employees having disabilities, the 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

**Note**

(i) List of Diseases of debilitating disorder has been mentioned in the Annexure-I.

## 5. Procedure to be adopted

- (i) Creation and Initiation of Transfer Drive
  - a. The entire process is to be carried out through the "department's transfer application/module" which shall be integrated with HRMS.
  - 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 will get the online transfer drive created 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 Nodal Officer 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 Head of Department will be considered to be final for the respective drive.
  - c. The Nodal Officer will get the objections decided, if any, from the Head of Department and publish the decision taken within ten (10) days.
  - d. After the communication of decision, if the employee is still not satisfied with the decision so taken, may again raise objection within 3 days of receipt of said decision. On re-examination of the Objection, the decision of the Head of Department will be final.
  - e. No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
  - f. The Nodal Officer will complete this entire stage within maximum twenty five (25) days.
  - g. In case it comes to the notice of the competent authority/ Head of Department, during or after the transfer drive, that some wrong, incorrect or false data has been indicated by the employee, she/he will be taken out of transfer drive and will be posted anywhere in state by the competent authority.
  - h. The Nodal Officer will publish the final score of the employees along with the list of eligible employees under 'Deemed', 'Voluntary', 'and 'Notional' categories.
- (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. After publication of score under, the said employees may be given a period anywhere between three (3) to seven (7) days to opt for voluntary participation.
  - c. The authentication by employees in this stage will also be One Time Password (OTP) based.
  - d. If employee fails to exercise the option at this stage, the said employee will not be considered for participation in ongoing transfer drive.
- (iv) Rationalization Process
  - a. The department will undertake rationalization to redistribute or ascertain the number of posts in any unit based on administrative requirements and efficiency. This entire stage will be completed within fifteen (15) days.
  - b. Within first seven (7) days the department will undertake the preliminary rationalization exercise. There may be a possibility that the number of employees posted in any unit are in excess of the administrative requirement. Such surplus employees will be required to participate in the ongoing transfer drive. Amongst such

surplus employees, the employee with the longest stay shall have to participate in the transfer drive. In case where more than one employee are having the same period of stay, then the younger employee shall have to participate in the transfer drive.

- c. Further surplus employees, who belong to the Protected Category shall not be transferred without their consent subject to the condition that not more than 50 % of such excess employees in that unit belong to the Protected Category.
  - d. The department will publish tentative details of posts that are to be opened alongwith list of deemed/notional and a tentative list of voluntary/ surplus employees, in the ongoing transfer drive.
  - e. Within next three (3) 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 One Time Password (OTP) based. Thereafter, the employee will not be permitted to withdraw her/ his consent and will have to participate in the ongoing transfer drive.
  - f. After undertaking the final exercise for identifying blocked posts hereinabove, the department shall publish the vacant posts available for transfer, for which an employee can apply, along with list of employees under deemed/ voluntary/ notional/ surplus category.
- (v) Choice Filling
- a. The choice will be given to all eligible employees for submitting preferences of their unit(s). In case, no preference is submitted by an employee, she/he will be liable to be posted to/in any unit under '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 One Time Password (OTP) based.
- (vi) Unit Allocation
- a. Merit criteria for allotment of unit will be as per Para 4. The employees under Protected category will be assigned maximum (80) merit points.
  - b. In case of tie amongst employees, the following order will be adopted to allocate the opted unit to such employees:-
    - i. Older in age
    - ii. Female
    - iii. Name in alphabetic order
  - d. The Nodal Officer will undertake exercise to check whether, all employees have been allocated unit(s), within five (5) days.
  - e. In case of employees who have not been allocated any unit(s) 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 one last option to fill choice against the remaining available vacancies at that point of time.
  - f. During unit allocation, in case of a deadlock i.e an employee under deemed category is proposed to be allotted to the same unit from where she/he, then she/ he has to mandatorily participate in the next transfer drive of the cadre.
- (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 ten (10) 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 to the competent authority through intraharyana.nic.in 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.

## 6. Other Provisions

- i. When the Online Transfer Drive is not in process, a female employee who has recently married/ widowed/ divorced/ judicially separated, and submits a manual representation to competent authority within six months of the occurrence, will be eligible for a preferred posting against any available vacancy, as a one-time consideration.
- ii. When the Online Transfer Drive is not in process, an employee may submit her/his representation on intraharyana.nic.in platform only, for temporary transfer/ shifting of Head Quarter on the basis of following compelling reasons:
- a. on medical grounds (as per list of diseases of debilitating disorder mentioned in Annexure - I) of self or immediate family member (Spouse/ Wards) alongwith a medical certificate issued by duly constituted Medical Board of AIIMS/ PGI- Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
- b. on the ground of death of a immediate member of the family (Spouse/ Wards); or
- c. on the ground that he has less than one year left to attain the date of superannuation.
- The Head of Department will examine the genuineness of the same and send the case with clear cut recommendation to the Chief Minister for decision on the proposal. The decision thus taken will be conveyed by the department to the employee.
- iii. Transfer proposal of any employee may be referred by the Head of the Department to the Chief Minister for approval on administrative grounds.
- iv. The Chief Minister retains the prerogative to transfer any employee in public interest, by giving relaxation in this policy. "Transfer in Public interest" here would mean as defined in Rule (8) (91) of Haryana Civil Services Rules, 2016.
- v. General online transfers will be made preferably once in a year. However, transfer/posting necessitated by promotion, direct recruitment or administrative exigencies, can be made anytime with the prior approval of the Chief Minister.
- vi. Liability to be posted anywhere - Under this policy, Employees are liable to be transferred in/at any unit and/ or posts or anywhere in the State.
- vii. 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 and data in HRMS shall be presumed to be true for all intents and purposes, otherwise the Department will be at liberty to post him/her anywhere in the State.
- viii. 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.
- ix. If any department intends to amend or add any new provision in this policy, specific to a particular cadre based on administrative requirements, the department shall obtain the approval of Chief Minister and Human Resource Department, while ensuring that the changes adhere to the basic structure and intent of this model policy.
- x. Being an model Online transfer policy, it may be adopted by any "Organization" as defined under Rule (8) (63) of Haryana Civil Services (General), Rules, 2016.
- xi. Instructions issued by the State Government with regard to transfer/ posting Government employees in Home District, from time to time, shall be read as part of this policy.
- xii. The competent authority shall ensure that timelines prescribed under this policy for completion of various stages shall be strictly adhered to. However, if due to any



administrative or technical reasons, the said timelines could not be adhered to, the competent authority under intimation to Human Resource Department (HRD) may extend the said timeline maximum by one month (in total) after recording the reasons in writing.

xiii. No transfer of employee of the cadre, shall be undertaken when the online transfer drive is in process.

**7. 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 under this policy.

**8. Appointment by promotion/ direct recruitment**

Employees taken in a cadre through initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority will be posted in the unit and/ or posts of eligibility and availability. Thereafter, they will fall under "Notional category" and will have to compulsorily participate in the upcoming transfer drive for the said cadre.

**9. Clarification & Implementation**

In case of any doubt or difficulty in making out the true intention of the provision of this policy, Human Resource Department will be competent to clarify such doubt or to remove such difficulty.

**10. Power to relax**

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

Dated:17.02.2025

Human Resources Department.

## List of Severe and Chronic Diseases

Annexure-I

1. Chronic Heart Diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure
2. Chronic Cardiac Dysrhythmias
3. Interstitial Lung Disease (ILD)
4. Cystic Fibrosis
5. Cirrhosis of Liver
6. Chronic Renal Failure
7. Epilepsy
8. Paraplegia/ Quadriplegia/ Hemiplegia
9. Parkinson's Diseases
10. Degenerative Disorders of Nervous System e.g. Motor Neuron Disease
11. Chronic Demyelinating disorders of central & peripheral nervous system
12. Autism Spectrum Disorders
13. Cerebral Vascular Accident (CVA)
14. Multiple Sclerosis
15. Myopathies
16. Thalassemia
17. Haemophilia
18. Aplastic Anaemia
19. Cancer - All types of Malignancies
20. Schizophrenia
21. AIDS
22. Organ Transplant (Heart/ Liver/ Kidney/ Lung/ Intestine)