



To

All Employees of following cadre of Health Department, Haryana
Cadre Name – Deputy Director/ Deputy Civil Surgeon/SMO/ Deputy MS, Medical Officer, Senior Dental Surgeon/ Deputy Civil Surgeon Dental, Dental Surgeon, Superintendent (Field Office), Deputy Superintendent (Field Office), Clerk (Field), Statistical Assistant, Steno Typist, Junior Auditor/ Assistant, Senior Store Keeper/Computer/Computer Clerk, Statistical Clerk, Pharmacy Officer, Store Keeper, Driver, Dental Mechanic cum Assistant, ECG Technician, Radiographer, Laboratory Technician, Senior Nursing Officer, Nursing Officer, Senior Laboratory Technician, MPHS(M), MPH(W)(M), MPHS(F), MPH(W)(F), Operation Theatre Assistant (OTA), Ophthalmic Assistant, Public Health Nurse (PHN), Social Worker, Dental Hygienist, Family Welfare Block Extension Educator, Dietician, JSN(Junior Statistical Nosologist), Senior Pharmacy Officer, TB Health Visitor

Memo No. MOTP/2026/04-40

Dated:-11.02.2026

Subject: Update regarding schedule of ongoing transfer drive for the mentioned cadres

Kindly refer to the Model Online Transfer Policy notified by the Human Resources Department on 23.05.2025 and Letter no. 15/27/2018-4HR-1 dated 08.02.2026.

In this regard, it is informed that the HRD has issued a clarification concerning the interpretation of the terms “**Notional Vacancy**” and “**Notional Category**” in the context of the online transfer drive under the Model Online Transfer Policy, 2025.

The following decision have been taken for implementation of the ongoing online transfer drive:

1. Time Frame 1 (Before the Date of Notification of Policy):

No employee shall be placed under Notional Vacancy/Notional Category, being the first drive under the current policy.

2. Time Frame 2 (Between the Date of Notification and the Qualifying Date):

Employees falling within this period shall be *considered* under Notional Vacancy/Notional Category as a *one-time measure only*.

3. Time Frame 3 (After the Qualifying Date):

Employees falling within this period shall be considered under Notional Vacancy/Notional Category in the *next transfer drive and not in the ongoing transfer drive*.

In this regard, it is also intimated that department is undertaking necessary action w.r.t. identifying employees under “Notional Category”.

Accordingly, the current rationalization stage is being reviewed in compliance with the HRD instructions. After incorporating the required corrections, a **revised tentative list of**



offices/posts/units that are to be opened alongwith list of surplus / deemed / voluntary/ notional employees, in the ongoing transfer drive will be published on the Intra Haryana Portal.

Subsequently, Within next three (3) days, the employees who had earlier given their consent under voluntary participation will be again given an option to withdraw their consent. It will also be One Time Password (OTP) based. Thereafter, the said employee will not be permitted to withdraw her/ his consent and will have to participate in the ongoing transfer drive.

Finally, 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.

Following that, the **Choice Filling Stage** will be opened. The schedule and dates for the same will be intimated in due course.

All employees are requested to regularly visit the **Intra Haryana Portal** for the latest updates and instructions regarding the transfer drive.

This may be treated as important.

Dilly Singh
Nodal Officer - MOTP
for Director General Health Service
Haryana, Panchkula
Ankur

A copy is forwarded to following for information please:-

Endst No. OTP/2026/41-68

Dated:-11.02.2026

1. PS to W/ACS (Health)
2. PS to Secretary (Health)
3. PA to DGHS-I, Department of Health
4. PA to DGHS-Programme, Department of Health
5. ADGHS, Department of Health
6. All Civil Surgeons of the District for circulation among respective employees
7. DD(IT) for putting it on the website of Health Department for circulation.

Dilly Singh
Nodal Officer - MOTP
for Director General Health Service
Haryana, Panchkula
Ankur

To

All Employees of following cadre of Health Department, Haryana Cadre Name — Deputy Director/ Deputy Civil Surgeon/SMO/ Deputy MS, Medical Officer, Senior Dental Surgeon/ Deputy Civil Surgeon Dental, Dental Surgeon, Superintendent (Field Office), Deputy Superintendent (Field Office), Clerk (Field), Statistical Assistant, Steno Typist, Junior Auditor/ Assistant, Senior Store Keeper/Computer/Computer Clerk, Statistical Clerk, Pharmacy Officer, Store Keeper, Driver, Dental Mechanic cum Assistant, ECG Technician, Radiographer, Laboratory Technician, Senior Nursing Officer, Nursing Officer, Senior Laboratory Technician, MPHS(M), MPHW(M), MPHS(F), MPHW(F), Operation Theatre Assistant (OTA), Ophthalmic Assistant, Public Health Nurse (PHN), Social Worker, Dental Hygienist, Family Welfare Block Extension Educator, Dietician, JSN(Junior Statistical Nosologist), Senior Pharmacy Officer, TB Health Visitor

Memo No. MOTP/2026/ 69-104

Dated:- 14.02.2026

Subject: Preliminary Updation of Employee Data on Intra Haryana Portal – Forthcoming Online Transfer Drive of above mentioned Cadre.

It is informed that prior to the commencement of the Online Transfer Drive of the said cadre, an interface titled “Updation of Employee Data” has been made available on the Intra Haryana Portal.

2. All regular employees who are covered under the Model Online Transfer Policy are directed to login in their respective user and carefully review their complete profile details as available in the departmental records.

3. In case any information is missing or incorrect, the concerned employee must immediately contact the respective authority as reflected alongside each table on the portal for necessary updation. The employee shall provide relevant supporting documents to the designated checker so that, after due verification, the correct details are updated in the employee's profile. The required fields must be updated as it is directly linked to various parameters under the Model Online Transfer Policy (MOTP), including calculation of length of service in a unit, merit points, etc.

4. Employees may access their profile through:-

Intra Haryana Portal → Login in respective employee user→ Preliminary Updation of Data

5. Further for calculation of merit points following documents will be required, as mentioned against each factor:-

| SN | Major Factor | Sub-Factor | Remarks |
|----|--------------|------------|------------------------|
| 1 | Age | | As per Official record |
| 2 | Gender | Female | As per Official record |


| | | | |
|----|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Special Category Female employees | <ul style="list-style-type: none"> • Unmarried employees of more than 40 years of age • Widow • Divorced • Judicially separated | <ul style="list-style-type: none"> • As per Official record • Death certificate of Husband • A valid decree from court as on qualifying date • A valid decree from court as on qualifying date |
| 4 | Special Category Male Employees | <ul style="list-style-type: none"> • Divorced • Judicially separated • Widower who have not remarried and have one or more minor child/ Children and/or unmarried daughters | <ul style="list-style-type: none"> • A valid decree from court as on qualifying date • A valid decree from court as on qualifying date • Death certificate of wife, undertaking from employee that he has not remarried and birth certificate of children |
| 5 | Couple Case | Applicable to all regular employees | Undertaking from the employee and spouse |
| 6 | Spouses of Military/ Paramilitary personnel | Spouse of serving Military/Paramilitary personnel | Undertaking from the employee and spouse |
| 7 | Diseases of Debilitating Disorders (Refer Annexure-1) | Self/ Spouse/ unmarried son/ daughter | Medical 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 |
| 8 | Differently abled or mentally challenged child/ children | Employee having 100% differently abled or Mentally challenged child/ children | UDID as issued by competent authority |
| 9 | Differently abled Persons | All kind of disabilities as defined under RPwD Act 2016 | UDID as issued by competent authority |
| 10 | Disciplinary Proceedings under major penalty | An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016 | As per official record (The currency of Major penalty already awarded in in use i.e. withholding of increments/reduction to lower post/pay scale for a specified period) |

6. Further, attention is also invited to Clause 5.(ii).(g) of the Model Online Transfer Policy, which stipulates that if any wrong, incorrect, or false information is found during or after the transfer drive, the employee shall be removed from the transfer drive and may be posted anywhere in the State by the competent authority.

Hence, all employees are hereby instructed to carefully go through the Model Online Transfer Policy, 2025 and subsequent amendment, and ensure necessary updation, if any, on or before 20 February, 2026.

This matter may be treated as Most Urgent and accorded top priority.


DA: Copy of Model Online Transfer Policy, 2025 and subsequent amendment


Nodal Officer – OTP
for Director General Health Service
Haryana, Panchkula

Endst. No. MOTP/2026/ 105 - 270

Dated:- 14.02.2026

A copy of the above is forwarded to all respective Checkers of the above mentioned cadre with the direction to ensure timely facilitation of employees for updation of data after due verification, positively before 20 February, 2026. They are also directed to go through the Model Online Transfer Policy, 2025 and subsequent amendment for strict compliance.



Nodal Officer – OTP
for Director General Health Service
Haryana, Panchkula

A copy of the above is forwarded to the following for information please:-

Endst No. MOTP/2026/ 271- 298

Dated:-14.02.2026

1. PS to W/ACS (Health)
2. PS to Secretary (Health)
3. PA to DGHS-I, Department of Health
4. PA to DGHS-Programme, Department of Health
5. ADGHS, Department of Health
6. All Civil Surgeons of the District for circulation among respective employees
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