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HARYANA GOVERNMENT

HUMAN RESOURCES DEPARTMENT

Notification

The 25th June, 2026

MODEL ONLINE TRANSFER POLICY, 2026

No. 15/27/2018-4HR-I.— In exercise of the powers under Articles 162 and 166 of the Constitution of India, the Governor of Haryana makes the following Model Online Transfer Policy for the Government Employees.

1. Vision

To ensure the optimal utilisation of available human resources in a cadre through a transparent mechanism aimed at enhancing administrative efficiency, promoting employee satisfaction and enabling effective public service delivery, in larger public interest.

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 Resources Department.

(ii) The Online Transfer Policy may also be made applicable for a cadre in a department where the strength of sanctioned posts is less than 50, if the Human Resources Department deems fit.

(iii) All posts of a cadre including Headquarter posts (wherever applicable) will be included in the Transfer Drive, under this policy.

(iv) Notwithstanding anything contained in this policy or any provision thereof, the Human Resources Department (HRD) shall, upon notification and with the prior approval of the Chief Minister, maintain and publish a list of cadres across departments to which this policy shall apply. The HRD shall also specify, for each such cadre, the Minimum Tenure, Prescribed Tenure and Unit/s. The said list may thereafter be revised by the HRD, on the request of the concerned department and with the prior approval of the Chief Minister.

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 available for transfer in an online transfer drive;

(ii) **'Cadre**' means as defined under Haryana Civil Services (General) Rules, 2016;

(iii) '**Category**' means a classification of employees within a cadre, to which she/ he belongs, for the purpose of participation in the transfer drive under this policy. All employees of a cadre shall be classified into the following categories:

a. **Deemed Category:** shall include an employee who has completed the prescribed tenure in a unit.

b. **Voluntary Category:** shall include an employee who has completed the minimum tenure but has not completed the prescribed tenure in a unit. This shall also include employees belonging to the protected category, subject to the provisions of this policy.

c. **Minimum Tenure Not Completed Category**: shall include an employee who has not completed the minimum tenure in a unit.

d. **Notional Category**: shall include an employee who enters a cadre on initial appointment/ deputation, on promotion, on reinstatement after suspension, on returning from study leave or on repatriation from deputation from another Organization/Government, after the qualifying date of preceding online transfer drive under this policy.

Further, for the first transfer drive under this Policy, separate instructions with regard to the Notional Category shall be issued by the Human Resources Department.

e. **Surplus Category**: shall include an employee who is posted in a unit where the number of employees exceeds the assessed administrative requirement of that unit under the rationalization exercise, and who is consequently required to mandatorily participate in the transfer drive under this Policy.

f. **Protected Category:** shall include

(1) an employee due for retirement on attaining the age of superannuation within 18 months from Qualifying Date of a drive of a cadre; or

(2) an 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

(3) an employee having disability - 70 % and above (all kinds of disabilities as defined under RPWD Act 2016); or

(4) employee who is a widow having youngest child upto 10 years of age.

g. **Excluded Category:** shall include

(1) In-service employees who are on deputation to another Organisation/ Government or on Study Leave or are absent from duty for more than 180 days or under suspension, as on qualifying date or during the course of transfer drive.

(2) Out of Service employees who have been compulsorily retired or prematurely retired or dismissed/ terminated from service or deceased as on qualifying date or during the course of transfer drive.

Note - An employee may fall under more than one category specified above. In such cases, where an employee simultaneously falls under multiple categories, the final applicable category for the purpose of participation in the transfer drive, including eligibility for consideration and determination of merit points, shall be decided in the manner prescribed below, subject to the other provisions of this Policy:-

S.No.	Category determined Initially	Subsequent Category	Final Applicable Category	Merit Point of Employee
1.	Deemed/Voluntary/Minimum Tenure Not Completed/ Surplus	Notional	Notional	Actual merit points of employee
2.	Deemed/Voluntary/Minimum Tenure Not Completed	Surplus	Surplus	Actual merit points of employee
3.	Deemed/Voluntary/ Minimum Tenure Not Completed/ Notional	Protected	Voluntary	120
4.	Deemed/Voluntary/Minimum Tenure Not Completed/ Protected/ Notional/ Surplus	Excluded	Excluded	Not Applicable

Finally, the employees will be classified into : -

1. **Participating Employees** means employees who shall participate in a drive and shall include employees falling under Deemed, Voluntary (Opted Yes), Surplus and Notional categories.
2. **Non Participating Employees** means employees who shall not participate in a drive and shall include employees falling under Voluntary (Opted No), Minimum Tenure Not Completed and Excluded categories;

(iv) **'Competent Authority'** means the Administrative Secretary of the concerned Department;

(v) **'Head of Department'** means as defined under Rule 8(38) Chapter-II of Haryana Civil Services (General) Rules,2016;

(vi) **'Immediate Family'** means all the members of a family holding common Parivar Pehchan number issued under the Haryana Parivar Pehchan Act, 2021;

(vii) **'Minimum Tenure'** means the minimum period 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. Duty period in a unit will be included;

b. Period of training/deputation will be included provided posting is made in the same unit where posted before proceeding on training/deputation;

c. Period of suspension will be included; if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;

d. Period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay, will also be included;

e. Period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will **not** be included;

(viii) **'Nodal Officer'** means an authority designated by competent authority to undertake tasks under this policy;

(ix) "**Organization**" means and includes:

a. Departments of a State /Central Government;

b. Statutory Bodies created under a Statute/Act of State/Central Government; and financed wholly or substantially from the Cess or Central/State Government grants. "Substantially" means that more than 50% of the expenditure of the autonomous bodies is met through Cess or Central/State Government grants;

c. Municipal Bodies, Universities provided they come under the control of Central/State Government, such as the sanctioning of their budgets, sanction for the creation or filling up of posts, the enactment of rules of pay, leave, pension, etc.; and

d. Societies/Councils, Public Sector Undertakings, Public Sector Enterprises owned and managed by Central/State Government;

Note-

1. It does not include Government aided or affiliated institutions;

2. The list of all such organizations shall be separately maintained by the Human Resources Department (HRD). Further, for a particular transfer drive, only those organizations included in the HRD list as on the qualifying date of that transfer drive shall be considered for the purpose of awarding couple case merit points;

(x) '**Prescribed Tenure**' means the maximum period of stay of an employee at one given unit, as prescribed by the competent authority. While calculating the prescribed tenure of an employee at one unit on the qualifying date:

a. Duty period in a unit will be included;

b. Period of training/deputation will be included provided posting is made in the same unit where posted before proceeding on training/ deputation;

c. Period of suspension will be included if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;

d. Period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;

e. Period spent by the employee on Extraordinary Leave/ Child Care leave will not be included;

(xi) **'Qualifying date'** means the date as fixed by the competent authority for the purpose of calculation of Merit points (Age/ Experience in Cadre/ Special Factors), Tenure and determination of category initially, of an employee;

(xii) **'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.;

(xiii) **'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. It will be for limited period not exceeding 180 days;

(xiv) '**Transfer**' for the purpose of this policy means posting/ shifting from a unit to another;

(xv) '**Vacant Post available for transfer**' means a post which becomes available to participating employees after rationalization;

(xvi) **'Unit'** means an area(s)/ establishment, such as Office, Tehsil, Sub Division, Block, Circle, District, Zone, Division etc., as prescribed by the Human Resources Department for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy, within or across Departments/ Organisations. A cadre can have single or multiple unit/s.

4. Criteria for Determining Rank of An Employee

Criteria for determining the rank of an employee will be based on the total points earned by the employee, out of 120 points, as described below :-

TABLE A - Total Points

Sr. No.	Major Factor	Maximum Points	Weigthage	Remarks
1.	Age	30	25 %	For calculation refer Table - B
2.	Experience in Cadre	30	25 %	For calculation refer Table - B
3.	Special Factors	60	50 %	For calculation refer Table - C
Total		**120**		

TABLE B - Calculation of Age Points and Experience in Cadre points (Each Major Factor points will be upto maximum four decimal places)

Sr. No.	Major Factor	Maximum Points	Criteria for calculation
1.	Age	30	[Number of Days (Qualifying Date - Date of Birth) ÷ 365] X (½)
2.	Experience in Cadre	30	Number of Days (Qualifying Date - Date of Joining in Cadre) ÷ 365

TABLE C - Calculation of Special Factor Points: A weightage of maximum 60 points can be availed by an employee

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1.	Gender	Female	10	Ten (10) points shall be awarded to all female employees. However, no such points shall be admissible to any employee, in cases where all employees within a particular cadre are females.
2.	Special Category Employees	Divorced/ Judicially separated/ Widower/ widow / Single Parent	10	Eligible employees will be given 10 points
3.	Couple Case	Applicable to all regular employees	10	An employee whose spouse is serving as a regular employee in any Organization and is posted in Haryana, Delhi or Chandigarh
4.	Spouse of Military/ Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
5.	Diseases of Debilitating Nature (Refer Annexure-1)	Self/ Spouse/ Unmarried Son/ Unmarried 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
6.	Differently abled child/children of an Employee	All kind of disabilities as defined under RPwD Act 2016	10	Benchmark Disability Percentage-40 % and above
7.	Differently abled Employee	All kind of disabilities as defined under RPwD Act 2016	10	Benchmark Disability Percentage between >= 40% and less than 70%

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
8.	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	(-10) Points	Negative points If an employee is under the currency of the punishment on the qualifying date.

Note

(i) In case of tie amongst employees, the following order will be adopted to determine the rank of the participating employees:-

- Older in age
- Female
- First Name in alphabetic order

(ii) List of Diseases of Debilitating Nature has been mentioned in the Annexure-I.

(iii) The employees under the Protected category will be assigned one hundred and twenty (120) merit points.

5. Procedure to be adopted

(i) Stage 1 - *Creation and Initiation of Transfer Drive*

a. The entire process is to be carried out through an online transfer software platform integrated with HRMS.

b. The Nodal officer will create the drive after getting the tentative schedule, qualifying date etc decided by the competent authority.

c. The department will update the data of units/ posts, employees etc, within seven (7) days of creation of the drive.

d. Lastly, the nodal Officer will publish a preliminary list of employees with respective merit points, tenure, category determined initially etc.

(ii) Stage 2 - *Employee Data Verification and Authentication*

a. The employees will validate the data or raise objection(s) within five (5) days of publication of preliminary data. 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.

b. The Nodal Officer will get the objections decided, if any, from the Head of Department and publish the decision taken within seven (7) days.

c. After the communication of decision, if the employee is still not satisfied with the decision so taken, may again raise an objection within three (3) days of receipt of said decision. On re-examination of the Objection, the decision of the Head of Department will be final.

d. No further representation with respect to merit points, tenure, category determined initially etc will be entertained for the respective drive, after this stage.

e. The Nodal Officer will complete this entire stage within maximum twenty (20) days.

f. The Nodal Officer will publish the complete list of employees including their category determined initially, final merit points, tenure etc.

(iii) Stage 3- *Voluntary Participation*

a. After publication, initial consent for voluntary participation will be taken from the employees falling under voluntary category including protected category. The authentication by employees in this stage will also be One Time Password (OTP) based.

b. The said employees may be given a period of maximum five (5) days to opt for voluntary participation.

c. If an employee fails to exercise the option at this stage, the said employee will not be considered for participation in the ongoing transfer drive.

(iv) Stage 4 - *Rationalization Process*

a. The Department shall undertake the rationalization process in accordance with the vision of this policy, and shall complete the entire process within fifteen (15) days. The Head of Department shall be the Authority to approve the rationalization process.

b. **Step-1: Preliminary Rationalization Exercise-** Under this stage, within the first seven (7) days, based on the vision of this policy and administrative requirement, the department shall undertake identification of number of surplus and deficient posts in units, and thereafter shall determine tentative posts that shall be available for transfer and that are to be blocked.

Provided that where the number of employees posted in any Unit exceeds the administrative requirement, such excess employees shall be treated as **surplus employees** and shall mandatorily participate in the ongoing transfer drive. Among such employees, the employee having the longest stay in the Unit shall be identified first and in case of equal stay, the younger employee shall be identified first, as surplus employees.

Provided further that employees belonging to the **Protected Category** shall ordinarily not be displaced during rationalization without their consent, provided that not more than fifty percent (50%) of the surplus employees in that Unit belong to the Protected Category.

c. **Step-2**: **Publishing Data-** After the Preliminary rationalization Exercise, the department shall publish the list of vacant post(s) available for transfer. Further, the department shall publish a tentative list of participating employees falling under following categories:

- Deemed
- Voluntary opted Yes
- Notional
- Surplus

d. **Step-3**: **Withdrawal of Voluntary Consent-** Within the next three (3) days, employees who have opted for voluntary participation may withdraw their consent through an OTP-based process. Thereafter, the employee will not be permitted to withdraw her/his consent and will have to participate in the ongoing transfer drive.

e. **Step-4: Final Rationalization Exercise-** After completion of the period prescribed for withdrawal of voluntary consent, the department shall undertake the final rationalization exercise in accordance with the vision of this policy and administrative exigencies/requirement. Thereafter, the Department shall publish the list of vacant posts available for transfer, along with the list of participating employees and non-participating employees. This exercise will be completed in a maximum five (5) days.

f. The entire Rationalization process involves an element of administrative discretion, hence, the Department will ensure that such discretion is exercised in a fair manner, having due regard to the vision of this policy.

(v) Stage 5 - *Preference Filling*

a. The choice will be given to all participating employees for submitting preferences of their unit(s)/posts. 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'. Participating employees under the Deemed category will not be eligible to opt for the unit/post in which she or he has already served the prescribed tenure.

b. The said employees may be given a maximum period of five (5) days to fill in their preferences. The authentication by employees in this stage will also be One Time Password (OTP) based.

c. Participating Employees should fill the maximum number of preferences, to avoid being posted under the "Anywhere in the State". In case a participating employee fails to submit preferences within the prescribed time period, she/he shall be liable to be posted to any unit under the "Anywhere in the State".

(vi) Stage 6 - *Unit Allocation*

a. The allocation of units to employees shall be made strictly on the basis of inter-se ranking of employees within the respective cadre, as determined in accordance with the criteria prescribed under Clause 4 of this policy

b. The Nodal Officer will check whether all employees have been allocated unit(s), within maximum five (5) days.

c. 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.

d. In case, still employees are left who have not been allocated any unit, will be posted anywhere in the State.

e. In the event of a deadlock during unit allocation, where a participating employee participating under the

(A) Deemed category is to be allotted the same unit from which she or he became due for transfer, such employee shall not be considered as transferred and shall mandatorily participate in the immediately succeeding transfer drive under the Deemed category.

(B) Other than the deemed category is to be allotted the same unit from which she or he became due for transfer, such employee shall not be considered as transferred.

(vii) Stage 7 - *Generation of Transfer Order*

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) Stage 8 - *Grievance Redressal Mechanism*

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 Nature mentioned in Annexure-I) of self or immediate family member 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; or

b. On the ground of death of member of immediate family; 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 department/ organization to the Chief Minister for approval in public interest or on administrative ground. Further, the Chief Minister retains the prerogative to transfer or exclude any employee from transfer by giving relaxation in this policy.

iv. 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.

v. Under this policy, Employees are liable to be transferred in/at any unit and/or posts or anywhere in the State.

vi. 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 her/his 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 her/him anywhere in the State.

vii. Every Department shall designate a Nodal Officer (Only Group A or Group B employee) who will assist the competent authority and Head of Department in implementation of this policy for various cadres in the same department.

viii. If any department proposes to amend or introduce any additional provision in this policy specific to a particular cadre, based on administrative requirements, such proposal shall be submitted for approval to the Human Resources Department. Such amendments or additions shall not alter, dilute, or be inconsistent with the basic structure and guiding principles of this policy.

ix. Being a Model Online Transfer Policy, in addition to the Government departments it may be adopted by any Organisation of Government of Haryana.

x. Instructions issued by the State Government with regard to transfer/ posting of Government employees in Home District, from time to time, shall be read as part of this policy.

xi. 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 Resources Department (HRD) may extend the said timeline maximum by one month (in total) after recording the reasons in writing.

xii. No transfer/posting of an employee of the Cadre, shall be undertaken when the online transfer drive is in process. During this period, only temporary deployment can be done, if required.

xiii. 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 the transfer drive and will be posted anywhere in the State by the competent authority.

xiv. For the cadres covered under this policy, in the event of any inconsistency or conflict between the provisions of this policy and any other Government instructions relating to transfers and postings, the provisions of this policy shall prevail and supersede such Government instructions to the extent of such inconsistency.

xv. Notwithstanding anything contained in this policy, at the time of generation of final transfer orders, if an employee is due to attain the age of superannuation within one year from the date of order generation, such employee shall not be transferred without her/his written consent.

xvi. No employee shall canvass or seek intervention in his or her case except by way of a formal representation to the Head of Department or to higher authorities in the State of Haryana, in accordance with this policy. Any other form of individual representation, communication, or attempt to influence the process shall be deemed to be an effort to exert extraneous influence on the due process and may invite disciplinary action.

7. Clarification & Implementation

In the event of any doubt, ambiguity, or difficulty arising in the interpretation, implementation, or application of any provision of this policy, the Human Resources Department shall be the competent to issue such clarification, instruction, or direction as may be deemed necessary for resolving such doubt, ambiguity, or difficulty and for giving effect to the true intent and purpose of this policy.

8. 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.

9. Savings & Repeal

(i) The Model Online Transfer Policy 2025 issued vide notification No. 15/27/2018-4HR-I. dated 23.05.2025 and subsequent instructions & notifications in this regard, are hereby repealed from the date of notification of this policy.

(ii) Anything done or any action taken by the competent authority or Head of Department under the said policy shall be deemed to have been validly done or taken under this policy.

ANURAG RASTOGI,
Chief Secretary to Government Haryana.

Annexure-I

List of Diseases of Debilitating Nature

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/Pancreas/Bone Marrow)
23. Behcet
24. Muscular Dystrophy

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