

**Most Urgent**

**Email**

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From

The Director of Prosecution (General),  
Haryana, Bays 9-10, Sector-14, Panchkula.

To

1. All the District Attorneys posted at District level in the state of Haryana
2. The Deputy District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney, Haryana Legal Cell, U.T, Court, Chandigarh.

Memo No.AP(5)-2024/159 Dated: 09-01-24

**Subject: Uploading of data for 2<sup>nd</sup> Online Transfer Drive of Clerks (Field).**

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Reference on the subject noted above.

It is brought to your kind notice that the Government is going to conduct the general transfer of Clerks (Field) through online web portal i.e. <https://onlinetransfer.hkcl.in/Transfers/> for the current year. The qualifying/cut of date for this year transfer driver has been decided as 30.11.2023. For the proper implementation of transfer policy well in time, you are required to collect all relevant data in the enclosed web form (physical) alongwith documents as mentioned therein as per enclosed instructions from all Clerks (Field) working under your control so that same may be uploaded online by you in the web portal of the Department, especially being designed by Haryana Knowledge Corporation Ltd. (HKCL), Panchkula. For this same purpose HKCL has created login credentials i.e user and password for all District Attorneys to access the web portal for uploading the data. The User ID and Password for your office is as under :-

User id :- (enter the name of your "district name" in small letters for example district attorney Ambala shall use word "**ambala**" as user id)

Password:- \_\_\_\_\_

URL for webportal :- <https://onlinetransfer.hkcl.in/Transfers/>

Keeping in view of the above decision taken by Government you are hereby directed to act immediately as follows :-

1. You are directed to get filled all the information in Web Form (Copy enclosed from the all Clerks (Field) working under your control and also obtain the self-attested copies of all the relevant documents as per "enclosed instructions"
2. You are further directed to upload the complete and correct data of Clerks (Field) from their duly filled up of web form/documents submitted by them, in the above mentioned online web portal by using your user-id

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and password. The Web Form must be duly signed by the concerned Clerks (Field) and countersigned by you. The record of these Web forms and relevant documents submitted by the Clerks (Field) shall be kept in your office for future reference and a copy of the same may be sent to this department for record.

3. The time for Clerks to submit Web Form after filling all columns alongwith documents to concerned office is 10.01.2024 to 12.01.2024.
4. The concerned District Attorney and Head Clerk-cum-Accountant shall be jointly responsible for uploading of complete and correct data of all the Clerks (Field) on or before 19.01.2024 on the online web portal and the District Attorney shall sent the complete list of Clerks (Field) whose data was uploaded by him upto 19.01.2024 to the Directorate and shall ensure that data of Clerks (Field) posted in your district and no Clerks (Field) is left out. If any Clerks (Field) is on leave or under suspension the 'Web Form' and relevant documents shall be obtained from him through special messenger and written information must be given to him/her for filling up 'Web Form' and submitting required documents.
5. It is further clarified that if any Clerks (Field) who are on leave or under suspension are failed to fill up 'Web Form' and submit required documents despite efforts by the concerned District Attorney office, his/her data shall be uploaded on the basis of available record by the concerned District Attorney office.
6. That in case of any difficulty in uploading the data on online portal, DA/DDO can contact on Haryana Knowledge Corporation Ltd, Panchkula help desk No 0172-5210290.
7. The copy of letter alongwith enclosed Web Form", instruction must be provided to Clerks (Field).

You are, therefore, directed to make available all the relevant data alongwith required documents in hand as per enclosed instructions, so that same may be uploaded immediately by you otherwise you shall be held liable for delaying the process and strict action will be taken against you.

Encl:- As above

Endst No AP( )-2023/

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for Director of Prosecution (General), Panchkula

Dated 09-24/09-24

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09-24  
Superintendent

A copy is forwarded to the Managing Director, Haryana Knowledge Corporation Limited Pvt. Ltd with the direction to open the transfer portal for entering the data of Clerks (Field).

Encl:- As above

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for Director of Prosecution (General), Panchkula

09-24

390  
09-24  
Superintendent

### Instructions for uploading data of Clerks (Field) in the web portal

1. District Attorney /DDO may ensure that all the columns in the web form must be correctly filled by the concerned Clerks (Field) and DDO shall verify the same from the service book and other service record of the Clerks (Field).
2. All the Clerks (Field) are required to fill up correct and true information in the web forms and must submit all the required documents as per these instructions along with 'Web Form' to the O/o Concerned District Attorney in the given time
3. The following documents shall be obtained by the District Attorney/DDO from all the Clerks (Field) and same may also be countersigned by the District Attorney/DDO:-
  - i. For claiming benefits as per serial no. 21, 22 and 23 of 'Web Form', the person suffering from the prescribe disease must have a **valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpna Chawla Medical Collage, Karnal, PGI Chandigarh or duly constituted medical board and such certificate is to be submitted by the concerned government employee as proof.**
  - ii. Any female or male Clerks belonging to special category as mentioned at sr. no. 4 or 18 and 19 of 'Web Form' shall submit self-declaration, wherein stating his/her particular status on the basis of which he/she is claiming benefit under Sr. no. 4 or 18 and 19. However, wife of serving military personnel/ paramilitary personnel working outside the State shall submit self attested copy of identity card of her husband duly issued by the competent authority and shall also submit self declaration to this fact.
  - iii. The official claiming benefit as per Sr. No. 24 and 26 of the 'Web Form' must submit the self attested copy of valid medical certificate duly issued by District Medical Board.
  - iv. The official claiming benefit as per Sr. no. 17 of the 'Web Form' must submit the self attested copy of posting order or appointment order of his/her spouse.
  - v. All official shall submit self declaration whether they are Charge sheeted for major punishment for misconduct at current place of posting or whether criminal case is registered against them at current place of posting.
  - vi. District Attorney may ask to furnish any official a written undertaking about any fact or information provided by him/her in a web portal to his satisfaction.
4. The physical Web Form shall be duly signed by the concerned official and shall be countersigned by the concerned District Attorney/DDO after due verification of the facts and information from service book, self attested copies of the documents supplied by official and from other relevance record of the official. Thereafter, District Attorney /DDO shall upload required data on online web portal as mentioned above from said

duly filled/signed web form. All these web forms alongwith documents provided by the concerned official shall be kept in record by the concerned District Attorney office for further reference. If any Clerks (Field) fails to submit his/her duly filled web form or any required document, District Attorney shall not be provided the benefits of special category as mentioned Para 5(c)(ii) of online transfer policy issued by Government vide its notification no 10/76/2021-2JJ(1)dated 29-09-2021 due to non available of valid documents required for availing such benefits.

5. If at any stage It is found that any official has provided wrong information in his/her Web Form and other documents submitted by him/her for uploading in his/her data on online portal, a strict action shall be taken against him/her.
6. The District Attorney shall ensure that while uploading the data, only those Clerks (Field) shall be provided the benefit of special category mentioned in para 5(c)(ii) of online transfer policy issued by Government vide its notification no 10/76/2021-2JJ(1)dated 29-09-2021, who have submitted all the relevant and valid documents as per these instructions for availing such benefits. Accordingly, if any Clerks (Field) fill up 'yes' in Sr.no 17 to 26 of his Web Form' availing such benefits without submitting valid documents, District Attorney shall ensure that while uploading his data on online portal 'No" shall be tick marked instead of 'Yes'. In this way 'yes' shall only be tick marked, when claim of official is supported by valid documents.
7. All the Clerks (Field) will enter their previous posting details for the last 5 years in column no 16 of 'Web Form' only their posting as Clerks (Field).
8. As the Government has decided the cutoff date for all purposes shall be 30.11.2023 for online transfer drive, 2024.

## Web Form

1. Name :
2. Father Name :
3. Gender :
4. Marital Status:
5. Email:
6. Mobile :
7. Unique code:
8. Designation:
9. Date of Birth (DD/MM/YYYY)

Age in days \_\_\_\_\_

As on \_\_\_\_

**(as per Para 5(c)(i)(1) of Policy)**

10. Date from which working on the Present Place of Posting
11. :Date of Retirement
12. :Home District
13. District of Present Place of Posting :
14. Office Name of Present Place of Posting

15. Sub office (if any)

16. Employee Previous posting details for last 5 years

Sr. No	District	Office name	Sub Office Name	From dated	To date

17. Is employee's spouses working in any department/Board/Corporation under any State Government or Government of India and **(as per Para 5(c)(ii)(8) of Policy)**

Yes  No

If yes, name of department/Board/Corporation.....

17(a) If his/her spouse has availed the benefit of 05 marks being couple case for Online Transfer Policy ?

Yes  No

(All the Clerks have to submit self declaration in this regard)

**18. Special Category of female employees: (as per Para 5(c)(ii)(2) of Policy)**

- Widow
- Divorced
- Legally Separated
- Un-married female employees more than 40 years of age.
- Wife of serving military personal/paramilitary personal working outside the state.
- Not Applicable

**19. Special Category of male Employees (as per Para 5(c)(ii)(3) of Policy)**

- Widower (a male employee who has lost his wife and has not remarried and has one or more minor children and/or unmarried daughter(s).
- Not applicable

**20. Is employee differently abled persons? (as per Para 5(c)(ii)(4) of Policy)**

Yes  No

If yes, then tick below :

**Vision**

- 40% to 60 % disability
- Above 60% to 80 %
- Above 80 %

**Locomotors**

- 40% to 60% disability
- Above 40% to 60%
- Above 80 %

**Deaf and Dumb**

- 40 % to 60% disability
- Above 60% to 80%
- Above 80%

**21. Employee suffering from diseases of Debilitating Disorder?**

**(as per Para 5(c)(ii)(5) of Policy)**

Yes  No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone bypass heart surgery; or
- Kidney transplant; or
- Currently undergoing dialysis

**22. Unmarried child/children suffering from diseases of Debilitating Disorder?**

**(as per Para 5(c)(ii)(6) of Policy)**

Yes  No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone bypass heart surgery; or
- Kidney transplant; or

Currently undergoing dialysis

23. Spouse suffering from diseases of Debilitating Disorder?  
(as per Para 5(c)(ii)(6) of Policy)

Yes  No

If yes, then tick below :

- Currently suffering from cancer; or
- Having undergone by pass heart surgery; or
- Kidney transplant; or
- Currently undergoing dialysis

24. Employee having mentally challenged or 100% differently abled/child?  
(as per Para 5(c)(ii)(7) of Policy)

Yes  No

25. Whether employee is under suspension ?

- A. Yes
- B. No

26. Employee suffering from  
(as per Para 5(d) of Policy)

- 100 % vision loss;
- 80 % or more locomotors disability involving both the legs.
- Not applicable

Date :-

Signature of Employee

**VERIFIED BY D.D.O**

Name :

\_\_\_\_\_

Designation :

\_\_\_\_\_

Sign and Seal :

Date:-

Note:- Please fill up the above form in CAPITAL LETTERS and tick whichever applicable.



# Haryana Government Gazette

Published by Authority

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No. 40-2021] CHANDIGARH, TUESDAY, OCTOBER 5, 2021 (ASVINA 13, 1943 SAKA)

## PART - I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### ADMINISTRATION OF JUSTICE DEPARTMENT

#### Notification

The 29th September, 2021

#### ONLINE TRANSFER POLICY OF CLERKS (FIELD) & PEONS (FIELD and HQ)

No. 10/76/2021-2JJ(1).—In Exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy for the Clerks (Field) & Peons (Field and HQ) working in the Prosecution Department, Haryana:-

1. **Vision:**— To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:**— This policy shall be applicable to the cadre of Clerks (Field) & Peons (Field and HQ) of Prosecution Department, Haryana, working on regular basis.

It is clarified that this policy shall be applicable to the cadre of Clerks posted in field i.e. in the O/o District Attorney situated at each District of Haryana State, Haryana Legal Cell, New Delhi and Haryana Legal Cell, District Court, Chandigarh (U.T.), being common cadre.

It is further clarified that this policy will be applied to Peons of field i.e. O/o District Attorney situated at each District of Haryana State, Haryana Legal Cell, New Delhi and Haryana Legal Cell, District Court, Chandigarh (U.T.) as well as Headquarter of Prosecution, Panchkula being common cadre.

3. **Definition:**— In this Policy, unless there is anything repugnant in the subject or context;
  - (a) **'Blocked Posts'** means vacancies of Clerks (Field) & Peons (Field and HQ) worked out, by the department under clause 4(iv) of this policy.
  - (b) **'Employees of Special Category'** means the blind employees or the differently abled employees or their child(ren) and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
  - (c) **"Government"** means Additional Chief Secretary to Government of Haryana, Administration of Justice Department.



- (d) **'Prescribed Tenure'** means the tenure of appointment for a period of five years, while calculating the tenure of an employee for the purpose of compulsory transfer under this policy, the date from which someone is working in a zone on 1st January of the calendar year of transfer or any other date fixed by Government shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an employee may participate voluntarily in the transfer drive subject to completion of minimum three years service in a zone;
- (e) **'Qualifying date'** for the purpose of calculation of vacant post(s), merit points etc., shall be the 1st January of the calendar year of transfer or any other date fixed by Government for this purpose;
- (f) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Government employee during the prescribed tenure.
- (g) **'Transfer'** means posting/appointment from one Zone to another on or before completion of prescribed tenure in a Zone;
- (h) **'Vacant Post for transfer'** means-
- i. **Actual vacant post:** A post not occupied by any employee;
  - ii. **Deemed vacant post:**
    - (a) A post presently occupied by an employee for a period of five years or more;
    - (b) A post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
    - (c) A post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the zone where he is presently posted.
    - (d) A post held by employee who has completed minimum 03 years of service in a zone and opted for voluntary participation for the Online transfer drive.
- Note1.**— Where there are *Blocked Posts* in a cadre the same shall be excluded from the number of *vacant posts for transfer and option of employees shall be sought only against available vacant posts after blocking of posts.*
- Note 2.**— The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.
- Note 3.**— The Directorate of the Prosecution Department, Haryana, Panchkula shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders. Depending upon input from stakeholders, such list may be amended if required.

(i) **'Zone'**

- a) **For post of Clerks (Field),** means office of District Attorney situated at each District of Haryana State, Haryana Legal Cell, New Delhi and Haryana Legal Cell District Court Chandigarh (U.T.).
- b) **For the post of Peons (Field & Headquarter),** means office of District Attorney situated at each District of Haryana State, Director of Prosecution (HQ), Haryana Legal Cell, New Delhi and Haryana Legal Cell District Court Chandigarh (U.T.).

It is further clarified that if any Clerks (Field) & Peons posted in the Sub Division level offices cannot opt for District Attorney office/Sub Division level offices at same district.

4. **General Principles:**

i. **Time Schedule for online transfers:**

- (a) General transfers online will be made once in a year or as decided by Government. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in administrative exigencies and public interest, can be made manually anytime by the Administrative Secretary.
- (b) The online process will be completed upto 31st March and transfer order shall be implemented after 31st March; or

Any other date fixed by the department for this purposes.

ii. **Liabile to be posted anywhere:**

Employees are liable to be transferred under this Policy in any Zone or anywhere in the State, in public interest, on completion of prescribed tenure.

iii. **Computerization of relevant service record of employees:**

The Drawing and Disbursing Officer shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him anywhere in the State.

iv. **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned posts and also block actual vacant posts or deemed vacant posts to be kept vacant in the transfer drive. In the long run, however, the departments may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

## v. The Directorate's posts of Clerks (Field) &amp; Peons shall also be included in the Transfer Drive.

5. **Merit Criteria for allotment of post:**

a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earned highest points shall be entitled to be transferred against a particular vacancy.

(b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weight age of 58 points, out of total points.

(c) A privilege of maximum 22 points can be availed by the employees of special categories as indicated below:

(i) **Age:** The first set of merit points will be the Age of the Government employee concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date i.e. 1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points	58	Age in number of days + 365 (Maximum four decimal points only)

(ii) **Special Category:** The second set of merit points will come from the Special Category enumerated hereinafter:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female employees
2.	Special Category female employees	Widow/divorced/ separated/ unmarried female employee more than 40 years of age/wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All female of this category shall be given 10 marks only.
3.	Special Category male employees	Widower who has not re-married and has one or more minor children and/or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks
		Locomotors	20	Above 60% to 80% = 15 Marks

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
		Deaf & Dumb	20	Above 80 % = 20 Marks
5.	Diseases of "Debilitating Disorders" i.e. currently suffering from cancer; or having undergone bypass heart surgery; or kidney transplant; or Currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI, Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6.	Diseases of "Debilitating Disorders"	Spouse/unmarried Children	10	Valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI, Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7.	Differently abled or mentally challenged children	Male/Female employee having mentally challenged or 100% differently abled child	10	Male/Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8.	Couple Case	Male/Female Spouse	5	Employee's spouses working in any Department/Board/ Corporation under any State Government or Government of India.

Note.— If husband and wife, both are working in any Department/Board/Corporation under any State Government or Government of India, the benefit of 5 points under category of couple case above can be claimed by only one of them for which he/she has to submit a declaration in this regard that the spouse has not taken the benefit of this category. This self declaration should be uploaded on the portal at the time of participating in the drive.

(d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choices of posting against vacant posts only as per Clause 3(h) of this policy. However, if more than one employee of such category opted for same place posting, than the posting shall be allotted on the basis of merit points among employees of this category.

6. Procedure to be adopted:

- (i) Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.

- (iii) An employee who is due for superannuation within one year or less than one year shall not be eligible to participate in the transfer drive unless he so desires.
- (iv) Merit criteria for allotment of station will be as per Para 5 above.
- (v) All transfers shall be implemented within seven days of their issuance. The DDO concerned shall not draw the salary of the employees who have not complied with the orders. However, in exceptional circumstances, the Government may extend time period for implementation of orders.
- (vi) The employee who falls under category of clause 5(d) shall be considered first for allotment of vacancy as per their choice and the female employees falling under any category shall be considered thereafter and the case of transfer of all other employees shall be considered as per merit points against available vacancy after allotment to above mentioned categories.

- (vii) A Committee headed by the Deputy Commissioner, Chief Medical Officer and District Attorney of concerned district where employee joined after his online transfer, may recommend deputation/temporary transfer or otherwise of an employee after the online transfer drive, on the basis of genuine and compelling reasons.

Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the said Committee after joining at the new place of posting, on a Grievance Redressal Forum to be provided for this purpose. The Committee will scrutinize such cases and send their recommendations through Director of Prosecution, Haryana (Head of Department) to the Government, which will be dealt under relaxation clause of the Transfer Policy or otherwise.

The case of employee posted at Chandigarh through online transfer drive, shall be considered by Committee headed by Deputy Commissioner, Panchkula.

- (viii) Online general transfer due to competition of prescribed tenure of five years shall be treated as transfer in public interest and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services (Travelling Allowances) Rules, 2016/Government instructions.
- (ix) All Clerks (Field) & Peons, who have completed 5 years of service in any Zone shall be liable for compulsory transfer through online transfer drive. However, if they did not opt for any station/office, they shall be transfer to anywhere on vacant post by online portal.
- (x) Clerks (Field) & Peons, who has completed 3 years of service in a Zone shall be eligible for voluntary participation in online transfer drive. However, if he fail to opt any station/office after providing his consent for voluntary participation, he shall also be liable to be transferred to anywhere on a vacant post by online portal.
- (xi) All the Clerks (Field) & Peons shall be eligible to opt any number of stations/offices from the station/offices offered to him on online portal. If the Clerks (Field) & Peons could not be allotted opted station/office as per his merit, he shall be posted on un-opted station in anywhere category by the online portal. Hence, all the Clerks (Field) & Peons may ensure filling up of maximum preference of their choice of posting against all available choice of vacant posts as per vacancy list to avoid "anywhere in the state posting".
- (xii) Every Drawing & Disbursing Officer will be responsible for the accuracy and regular updation of data of Clerks (Field) & Peons in the Management Information System (MIS) on the web portal of the department or HRMS portal as the case may be, in respect of credentials of employees meant for online transfer and also shall be responsible for accuracy and regular updation of data of Clerks (Field) & Peons on HRMS.
- (xiii) No Clerks (Field) & Peons shall be posted in his home district as per policy dated 13.09.2001 issued by Govt. as amended from time to time. The Clerks (Field) & Peons working in their home district without any relaxation in Govt. instructions, will be compulsorily transferred online out of their home districts, notwithstanding their tenure of posting in such district.
- (xiv) Any Clerks (Field) & Peons may be transferred by Director of Prosecution, Haryana, Panchkula at any time manually, if a decision is taken to initiate any regular departmental inquiry or any criminal case is under inquiry, investigation or trial against such Clerks (Field) & Peons, so that such Clerks (Field) & Peons could not influence such inquiry etc. or to maintain discipline at that office.
- (xv) No change in the data of any Clerks (Field) & Peons shall be allowed, once the same is seized for conducting online transfer drive.
- (xvi) In case, employees are having equal merit points, then the employee senior in age shall be given preference over other for posting.

(xvii) If vacancies still remained unfilled in any court at district or sub divisions level or at any office due to non option by any employee or due to any other reason after completion of online transfer drive, the Director Prosecution, Haryana, Panchkula may transfer any employee manually against these vacancies, so that work of court/office may not suffer.

**7. Bar against canvassing:**

No employee shall 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 shall 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.

**8. Appointment by Promotion/Direct Recruitment etc.,:**

- a) Employee taken in a cadre through direct recruitment/ promotion/repatriation or become surplus due to any reason, shall be posted in the zone of eligibility and availability of vacant posts by the Director of Prosecution, Haryana, Panchkula at anytime manually.
- b) The Director of Prosecution, Haryana being Head of the Department may shift/change headquarter of any Clerks (Field) & Peons, or give additional charge, manually at any time keeping in view of rule 8 (40) of Haryana Civil Services (General) Rules, 2016 and clause 4.6(1) of 'Haryana Law Department Manual to meet out the immediate requirement of administrative exigencies.

Notwithstanding anything in this policy, Head of the Department may transfer or adjust any Clerks (Field) & Peons manually at any time for making compliance of directions issued by any Court.

**9. Opportunity of option to certain categories:**

After the transfer drive, the newly married or recently divorced or widow female employees shall be given preferred place of posting manually against vacancy upon request. However, they shall have to participate in the next transfer drive being married or divorced or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts. However, if the same choice of place of posting claimed by more than one female employee of this category then place of posting shall be allotted as per merit point.

Further, if more than three female employee comes under this category then top three choices may not available. Therefore, female employees of this category may ensure filling up of maximum preference of their choice of posting against all available choices of vacant posts to avoid "anywhere in state posting".

10. **Posting in remote areas:** Incentive for serving on the choice of anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay +D.A. during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula. However, if no one opt 'Anywhere in State' or for remote areas as defined in this para and got posted by online portal against vacancy in remote area in "Anywhere" in the State category, then said employee shall also entitle for said benefit.
11. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect and this order shall be treated as a part of this policy.
12. **Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.
13. No TA/DA will be given, if transfer is done on the request of the employee himself/herself by giving relaxation of the transfer policy and he/she is given a posting of his/her choice.
14. **Out of Cadre Transfer:** Any employee, who is governed by this policy, can be transferred and posted in any Department/Board/Corporation of the State in public interest and administrative exigencies without his/her consent.

Chandigarh:  
The 29th September, 2021.

RAJEEV ARORA,  
Additional Chief Secretary to Government, Haryana,  
Administration of Justice Department.



# Haryana Government Gazette

Published by Authority

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No. 15-2022] CHANDIGARH, TUESDAY, APRIL 12, 2022 (CHAITRA 22, 1944 SAKA)

PART - I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

ADMINISTRATION OF JUSTICE DEPARTMENT

Corrigendum

The 25th March, 2022

No. 10/76/2021-2JJ(1).— In the notification No. 10/76/2021-2JJ(1), dated 29.09.2021, in respect of on Online Transfer Policy of Clerks (Field) & Peons (Field and HQ), in clause 5 (c) (i) "Criteria for calculation" shall be read as under :—

"Criteria of calculation.

Age in number of days+365

(Maximum four decimal points only)".

Chandigarh:  
The 25th March, 2022.

RAJEEV ARORA,  
Additional Chief Secretary to Government, Haryana,  
Administration of Justice Department.

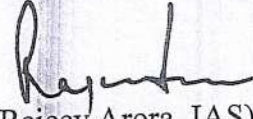
9543—C.S.—H.G.P., Pkl.

CORRIGENDUM

No. 10/76/2021-2JJ(1)

Dated, Chandigarh the 30-06-2022

In the notification No. 10/76/2021-2JJ(1), dated 29.09.2021, regarding Online Transfer Policy of Clerks (Field) & Peons (Field and HQ), sub-clause 13 of clause 6 shall be omitted.



(Rajeev Arora, IAS)

Additional Chief Secretary to Government, Haryana  
Administration of Justice Department

Dated Chandigarh  
the 30-06-2022.