

**TO BE SUBSTITUTED BEARING THE SAME NUMBER AND DATE**

**MOST URGENT**

**IMMEDIATE**

**DATE BOUND**

From

Director Elementary Education  
Haryana, Panchkula

To

All District Elementary Education Officers  
In the State of Haryana.

Memo No. 3/20-2014 GS (1)

Dated:- 08.11.2021

**Sub:- Schedule for General Transfers Intra-district (within district) and Rationalization of PRT/JBT & Head Teachers.**

Please refer to the subject cited above.

The department has decided to carry out General Transfers Intra District (within district) for PRTs/JBTs & Head Teachers and implement the rationalization through online intra district transfer drive as per schedule given below:

Sr. No.	Activity	Dates	Remarks
1	Options for voluntary participation	08.11.2021 to 10.11.2021	During this period options for voluntary participation will be obtained from those teachers who are otherwise not eligible for compulsory transfer.
2.	Data Preparation for Rationalization, Identification of Surplus teachers, Calculation of Vacancies, blocking of posts, Identification of eligible teachers, publication of list of vacancies and eligible teachers etc.	11.11.2021 to 13.11.2021	This exercise will be carried out with the help of IT Cell.
3.	Submission of choices of schools by the teachers found eligible for the transfers.	14.11.2021 to 21.11.2021	All eligible teachers will submit their choice of schools in order of preference with the liberty to make changes till the closer time.
4.	Preparation of Data for allocation of schools, Provisional allocation, Re-filling of choices by those teachers who do not get the schools of their choice.	22.11.2021 to 30.11.2021	During this period provisional allocation will be made on the basis of choices, unsuccessful teachers will be asked to submit their fresh choices against remaining vacancies so that they can be allocated school of their choice.
5.	Generation of final Transfer orders	01.12.2021	Final orders will be generated and will be available in the login of teachers and schools.
6.	Reliving and Joining	02.12.2021 to 05.12.2021	All transferees will be relived from their previous place of posting and shall join in their new school.


It has also been decided to include Govt. Model Sanskriti Primary Schools too in the General Transfer Drive for transfer of teachers keeping them at par with General Schools. Teachers transferred

to these schools will be provided special training for their grooming. All Guest teachers will be declared deemed vacancies and the posts occupied by them will be offered to the teachers during transfer drive. Guest teachers shall be relived from their present school after they are allocated new School through an online portal. Identification of surplus teachers will be done through inbuilt algorithm on the portal. All provisions of teachers transfer policy and clarifications issued in this regard will be applicable to these transfers.

Rationalization of Govt. Primary Schools prepared as per RTE Act-2009 norms will be applicable henceforth in the Government Primary Schools.

**It is also infomed here that eligibility to be decided as 30.11.2021 for Qualifying date for actual vacancies, deemed vacanacies, weightage/merit points calculation, count of stay has been configured as on 31.11.2021.**

You are requested to bring the above instructions to all stakeholders under your control for necessary action at their end as per schedule given above.


  
Assistant Director GS (NC)  
O/o Director Elementary Education  
Haryana, Panchkula

Endst No. 3/20-2014 GS (NC)

Dated:- 08.11.2021

A copy is forwarded to following for information and necessary action.

1. PS/APSCM, Secy/EM
2. PS/Additional Chief Secretary School Education, Haryana Chandigarh.
3. PA/DEE
4. Supdt. ET-III Now PRT-III (PRT/HT-Recruitment appointment & transfer.
5. Supdt. ET-I Now Establishment of PRT and Guest Teachers (JBT).
- ✓ 6. Joint Director (IT Education), for carrying out online Rationalization and General Transfer as per above instructions and teacher transfer policy on the basis of rationalized posts shared earlier vide letter No. 3/20-2014 GS (NC) (1) dated 02.11.2021.

  
Assistant Director GS (NC)  
O/o Director Elementary Education  
Haryana, Panchkula