

From

Additional Chief Secretary to Govt. Haryana,
School Education Department, Chandigarh.

To

All DEOs/ DEEOs in the State

Memo No. 7/1-2025 Coord (2)

Dated, Chandigarh, the 04th day of December, 2025

Subject: - Schedule for online Teacher Transfer Drive and information for preparation of Medical Certificate to claim the marks during online Teacher Transfer Drive.

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Please refer to the subject cited above.

It is bring to your notice that Teacher Transfer Policy, 2025 has been notified by State Government vide No. 48-2025 dated 28th November, 2025. Accordingly, the Competent authority has finalised the schedule for Data Verification and Authentication which is as under: -

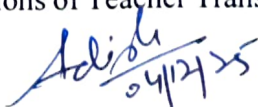
Sr. No.	Task description	Days	Start Date	End Date
1	Teacher will update and validate personal and service profiles	9	10-12-2025	18-12-2025
2	Calculation of merit points, Publication of score, Calculation of tenure and publication of list of all teachers	2	19-12-2025	20-12-2025
3	Claim / Raise objection by teachers	7	21-12-2025	27-12-2025
4	District Level Committee decision on claims/objections	7	28-12-2025	03-01-2026
5	Publication of District Committee decisions	1	04-01-2026	04-01-2026
6	Claim / Raise objection to State Level Committee	3	05-01-2026	07-01-2026
7	Decision by State Level Committee	3	08-01-2026	10-01-2026
8	Calculation of final merit points, Publication of final score, Calculation of final tenure and publication of final list of all teachers	2	11-01-2026	12-01-2026

The draft of the Undertaking, for claiming the marks for Couple Case, is also attached herewith.

Further, in view of Provision 3 (xvi) of Teacher Transfer Policy, 2025, the qualifying date for the purpose of calculation of Merit Point and calculation of Minimum and prescribed Tenure will be 10.12.2025.

You are, hereby, directed that all the Principal/Headmasters/Teachers working in Govt. Schools of your District be directed to update and verify their data on MIS Portal as per the provision of the Policy & above mentioned Schedule. In case of any discrepancy, if found later, the action will be taken against the concerned Principal/Headmasters/Teachers as per provisions of Teacher Transfer Policy, 2025.

Encl: Draft of Undertaking


04/12/25

Superintendent Coordination (Sec)
for Additional Chief Secretary to Govt. Haryana,
School Education Department, Chandigarh.

Undertaking by Employee claiming for Couple Case Marks

If spouse is an employee of State Government Haryana (Department/ Organization)

I, _____ Payee Code (_____) (Employee ID-_____) working as (PGT/TGT/PRT/Guest Teacher) in __ (subject) _ in __ (School) __, do hereby undertake that:

- i) My Spouse _____ is a regular employee of _____ (Organisation/State Govt./Centre Govt.) and posted at _____ (Station) in _____ (Name of Department).
- ii) I want to avail benefit of couple case marks in Online Transfer Policy drive and my spouse will not apply/avail the couple case marks benefit in their department.
- iii) All the information provided above is true and correct to the best of my knowledge and belief.

Signature of the Employee

VERIFICATION BY SPOUSE

I have no objection to award the marks to my husband/wife under Teacher Transfer Policy, 2025. I will not claim the marks during transfer drive of my department, if any.

Signature of Spouse

Name:-

Undertaking by Employee claiming for Couple Case Marks

**If spouse is not an employee of State Government Haryana
(Department/Organization)**

Certify that I, _____ (Payee Code-_____) (Employee ID-_____) am working as (PGT/TGT/PRT/Guest Teacher) in _____ School and my husband/wife Sh./Smt. _____ (Employee ID-_____) is working on regular basis on the post of _____ (in substantial capacity) in _____ and posted at _____.

Signature of the Employee