No.1/71-2015-e.Gov.

From

Additional Chief Secretary to Government Haryana, School Education Department

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- 1. Director Secondary Education, Haryana, Panchkula
- 2. Director Elementary Education, Haryana, Panchkula

Dated: 29.6.2016

Sub: Teachers Transfer Policy- 2016 of School Education Department, Haryana

In supersession of letter No. 1/71-2015-e.Gov. dated 30.4.2016 the Government has approved the following policy to regulate the Transfers of Teachers working in the School Education Department Haryana:

1. VISION:

To ensure equitable, demand based distribution of teachers/Heads to protect academic interest of students and optimise job satisfaction amongst its employees in a fair and transparent manner.

2. Main features:

- (i) Teachers who are members of State Cadre and District Cadre are liable to be transferred anywhere in the State and anywhere in the District respectively, at any point of time.
- (ii) This Transfer Policy shall be applicable w.e.f. academic session 2016-17.
- (iii) The Transfer Policy shall be applicable to all teaching Cadre Posts including Principals and Headmasters. Posts of Ministerial Cadre, Block Officers, District Officers, Principal DIETs shall not be covered under the policy.
- (iv) The teaching post of Sarthak School, Govt. Model Sanskriti Schools and Aarohi Model Schools will be kept out of the purview of the Teachers Transfer Policy, as these posts are to be filled up through a selection process for ensuring that the teaching faculty so selected, is of high calibre and can teach in the English Medium.
- (v) While effecting transfers, the academic interest of students shall be supreme.

3. Zoning of schools

All Government Schools shall be categorized into following seven zones for the purpose of transfer of teachers:

Zone 1 Schools located within Municipal area of the City of District Headquarters.



- Zone 2 Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters.
- Zone 3 Schools located in the City/ Town of Educational Block Headquarters except those which are co-located with District Headquarters.
- Zone 4 Schools located on the State Highways or National Highways between 10 K.M. to 15 K.M. outside the M.C. area of the District Headquarters.
- Zone 5 Schools located in the radius of 5 K.M. of Block Headquarters. Distance shall be measured from Main Bus Stand of the City.
- Zone 6 Schools located between the radius of 5-10 K.Ms of Block Headquarters. Distance shall be measured from Main Bus Stand of the City.
- Zone 7 All remaining schools located in the farthest area and not covered in above categories.
 - **Note:** 1. For districts i.e. Bhiwani, Faridabad, Fatehabad, Gurgaon, Hisar, Jhajjar, Mewat, Rewari, Sirsa, Sonepat and Yamunanagar where the above stated zoning is not suitably applicable, district specific zoning shall be as per Annexure-I.
 - 2. The one-time exercise of categorization of schools into zones shall be completed by all DEOs and DEEOs within one month of the notification of the policy.
 - 3. Zonewise list of schools, once finalized will be hosted on the website seeking objections before it is notified by the Government.
 - 4. Any subsequent alteration or inclusion of schools in zone, if required, will be made with the approval of the Government.

4. TIME SCHEDULE:

i) Periodicity of the transfers

General Transfers will be made only once in a year, as per time schedule given in para 4(ii) below or as notified by the Government for a given year. However, transfers can be effected by the Government at any time during the year in cases of administrative exigency, transfer of spouses of employees of Departments/ Organizations of Government of Haryana and Central Government and on compassionate grounds other than those under para 6(iii) (b). The reasons for transfers under these grounds should be recorded on file.

- **Time Table**: The following time schedule shall be followed for various activities every year except the first year in which the online transfer policy is being implemented:
 - a) Decision about opening of new schools, upgradation of schools/section, addition of new subject/streams and redistribution/ rationalization of teaching posts will be done from 1st December to 31st December, every year.

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- b) Notification of "Actual Vacancies" and "Deemed Vacancies" will be done from 1st January to 15 January, every year.
- c) Eligible teachers will submit their choice of schools online, from 15 January to 15 February, every year.
- d) Transfer orders will be issued from 1st April to 30th April, every year.
- e) Qualifying date for actual vacancies, deemed vacancies, points calculation, count of stay shall be 30th April every year.

5. BASIC PRINCIPLES:

- (i) Transfer/posting to the opted zone/school will not be claimed or treated as a matter of right.
- (ii) Each year vacancy in the schools will be notified. Definition of vacancy and deemed vacancy is given in para 7(i).
- (iii) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (iv) No male teacher below the age of 50 years shall be posted in a Girls School.
- (v) Unless protected under a provision of this Policy, every teacher completing 5 years continuous stay in a particular school shall be transferred.
- (vi) In some cases no option may be received for a "deemed vacancy". In such a case, teacher occupying that post will be allowed to continue in the same school for the next tenure of five years, if he/she opts for this. In such a scenario, his/her immediate next option shall stand exhausted and after the completion of his extended tenure he/she will considered for his/her next priority zone and onwards. Such teacher shall not be allowed to seek transfer before the completion of his/her stretched tenure of next Five Years.

Provided that such post is not to be kept vacant as per provisions of para 7(ii) below.

6. CRITERIA FOR DECIDING THE CLAIM AGAINST VACANCY:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a teacher, out of 78 points as described below. The teacher earning highest points shall be entitled to be transferred against a particular vacancy.
- (ii) Age shall be the prime factor for deciding the claim of the teachers against a vacancy since it shall have weightage of 58 points, out of total 78 points.
- (iii) However, to take care of categories like women, women headed households, widows, widowers, differently abled persons, serious ailment, and teachers showing improvement in results, a privilege of maximum 20 points can be

availed by the teachers of these categories (hereinafter to be referred as Special Category). The division of points shall be as given in para 6 (iii)(a) and 6 (iii) (b) below:-

a) Age:

| Sr No | Major Factor | Sub-Factor | Maximum Points | criteria for calculation |
|----------|--|------------|-------------------|--|
| 1 | Age (Present date minus Date of birth) | | 58 | Age in number of days ÷ 365 (maximum four decimal points only) |

b) Special Category:

| Sr No | Major Factor | Sub-factor | Maximu m points | criteria for calculation | |
|----------|---|--|--------------------|--|--|
| 1. | Gender Female | | 10 | 10 points shall be given to female teachers | |
| 2. | Special Category female teachers | Widow/divorced/ separated/ unmarried female teacher more than 40 years of age/ wife of serving Military personal/ Paramilitary personal working outside the State | 10 | All female of this category shall be given 10 marks only. | |
| 3. | Special Category male teachers | Widower (A male who has lost his wife and has not re-married) and has one or more minor children and/ or unmarried daughter(s) | 5 | Eligible male widowers shall be given 5 points only. (in case of remarriage of self/ children becoming major/daughter getting married, the employee will have to update his profile in the MIS and will not be eligible for this advantage any more) | |
| | | Vision | 20 | 40% to 60% disability = 10 | |
| | Differently | Locomotors | 20 | Marks. | |
| 4. | abled persons | Deaf & Dumb | 20 | Above 60% to 80% = 15 Marks Above 80% = 20 Marks | |
| | | Self | 10 | Certificate issued by AIIMS | |
| 5. | Diseases of "Debilitating Disorders" | Spouse/ unmarried Children | 10 | (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh or Duly Constituted Medical Board only. | |
| 6. | Differently abled or mentally challenged children | Men/Women having Mentally challenged or 100% differently abled child | 10 | Men/Women teachers having mentally challenged or 100% differently abled children shall be provided maximum 10 points. | |



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| 7. | Well performing teachers | Teachers giving good results in the last board exam. | 5 | be enti 75% 80% 85% | the tlement of to 80 % to 85% to 90% | = 2 = 3 | shall for |
|----|--------------------------------|--|---|---------------------------------|--|------------|--------------|
| | | last board exam. | | Į. | 6 to 90% 6 to 95% | | |
| | | | | 1 | 6 to 100% | | |

Note:

- 1. Teachers entitled for weightage under "Special Category" shall be entitled to avail such parameters bearing maximum 20 points under this category.
- 2. List of diseases to be considered under "Diseases of "Debilitating Disorders" shall be notified separately.
- 3. Number of teachers belonging to Special Category as defined in Para 6(iii) b above, posted in one school shall not exceed 50% of the total sanctioned strength. Therefore, the teachers shall not be considered for transfer in a school already having 50% staff of Special Category, even if they become eligible to be transferred to that school without availing the above mentioned privileges.
- 4. For teachers teaching both 10th and 12th classes, average of the two pass percentages will be taken for calculation of the privilege points.
- 5. If husband and wife, both are working in School Education Department, the benefit of 10 points under para 6(iii)(b)(6) above can be claimed by only anyone of them.

7. DEFINING VACANT POSTS:

- i) There shall be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy.
 - a) Actual Vacancy: A post not occupied by any teacher, a post which will become vacant due to retirement, promotion, voluntary retirement or otherwise as on date of publication of vacancies as per schedule given in Para 4 (ii) (b) above.
 - b) Deemed Vacancy:- A post occupied by a teacher for a period of Five Years or more on the qualifying date; or
 - a post occupied by such teacher who has given option for transfer from his/her school under special dispensation given in Para- 8 (xiii) below but has not completed tenure of five years in that particular school.
 - c) Posts occupied by the contractual/ guest teachers shall not be considered as "Vacant".
 - Provided that such vacancies/deemed vacancies are not covered under the provision of para 7(ii) below.
- ii) Some vacancies of all categories of teachers will remain unfilled at any given point of time. To avoid their concentration in some schools, percentage of such vacancies shall be maintained proportionately amongst all schools (except posts of heads of institutions).



8. PROCEDURE TO BE ADOPTED:

- i) With a view to transfer the teaching staff in excess of sanctioned/ assessed strength in a school to other school having requirement, the task of creating/ shifting sanctioned posts shall normally be carried out before General Transfers.
- ii) Keeping in view the criteria mentioned in Para 7 above, school wise vacancies will be assessed before carrying out the transfer exercise. All teachers shall give option of zones in order of preference. State Cadre teachers shall be able to select zones of various Districts but choice of one zone shall be limited to one district only. For example if a State Cadre Teacher selects zone 1 of Ambala District, he/she shall not be entitled to select zone 1 of Panchkula or other District. However, he/she shall be able to select zone 2 of any other district and so on.
- iii) In case a teacher has 35 years of service left, then he/she gets to select 7 zones in order of his/her preference. However for teachers who have less service left, they will submit options only for the remaining period in multiples of 5 years i.e. a teacher having 13 years of service left, will submit his/her preference only for 3 zones of his/her choice, as per the provisions of this policy.
- All teachers shall be asked to select the zones in order of their preferences, across districts. They shall further opt for a minimum five or available number of schools, whichever is more, in order of preference within each zone, so that their claim could be considered against multiple vacancies within a zone. In case he/she does not get his/her preferred choice then he/she shall be given any available school in the same zone. In case there is no school available in the said zone then he/she will be considered for the next zone of preference and so on.
- v) The option of zone shall be taken once in the whole career of teacher and can only be changed under the provisions of this Policy. Teachers shall be entitled to change the option of zones after every 10 years or as decided by Govt. from time to time. However, choice of schools within the opted zone shall be taken as and when transfer exercise is to be carried out or decided by Govt. from time to time.
- vi) Unmarried female teachers shall be given a chance to change options after their marriage, within two months, subject to the fulfilment of other conditions. Further married female teachers shall also have an opportunity to change their option in case of the death of husband or in case of Legal Divorce from husband. A Male teacher shall also be given the opportunity to change his option in case of death of his wife.
- vii) Teachers joining for the first time on direct recruitment/promotion shall also be asked to give their option of zones. However, teachers recruited by promotion, shall not select such zone(s) of Category 1-5 again in case they have already served for a period of five years or more in those zones.
- viii) Teachers joining the department on repatriation from U.T. Administration or other States or other department of the State Government, where they were on deputation, shall also be asked to give their option of zone/ school as per policy.

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- ix) Teachers not interested to opt schools in zones 1 and 2 and wanting to stay in the zone in which they are working, can exercise the option for other schools located in zone 3 to 7.
- x) Teachers, who have already completed the span of five years' stay in zone 1 or/and 2, shall not be entitled to opt for the respective zone(s) again, whichever is applicable. However, teachers having one year or less in retirement shall be exempted from this condition.
- xi) There shall be 8th choice of "Anywhere in the State/District" which could be utilized by the Department at any point of time. This option shall be optional. Teachers giving choice for posting "Anywhere in the State" will fill up option for other Zones also including zone 6 and 7.
- xii) Minimum stay for seeking transfer shall be three years. However, for the first time, all teachers irrespective of their stay shall be entitled to give their choices for transfer, if they desire so.
- xiii) In administrative exigency, the Department shall be at liberty to post any teacher at any of the choices given by him/her, irrespective of preference given.
- xiv) All teachers who are found "teachers without requisite workload" on the basis of redistribution exercise enumerated in para 8 (i) above, shall compulsorily be shifted from their place of posting even if they have not completed their tenure of five years in that school. Teachers due for retirement within next one year will not normally be considered for transfer except Administrative exigency or on their own request.
- xv) To ensure uninterrupted NCC program in the schools having NCC units, Associate NCC Officers (ANO) will be replaced by the teachers working as Associate NCC Officers only.

9. MECHANISM TO BE ADOPTED

- (i) Every teacher will be responsible for the accuracy and regular updation of data in the MIS in respect of his/ her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the competent authority. He/she shall be responsible for updation of profile as and when any status is changed.
- (ii) All the options once exercised will be available for view to all concerned teachers in their login.
- Teachers on fresh appointment/ promotion shall be considered for appointment against vacancies not-occupied by any incumbent across zones. However, allocation shall be made on the basis of their choice and in accordance with score obtained by them allocating the least scorer to the lowest zone and going upwards.
 - (iv) The transfer exercise shall be carried out through Application Software. However, 1% cases shall be checked manually on random basis.





10. POST TRANSFER EXERCISE:

- (i) All Transfers shall be implemented within fifteen days of their issuance. The copy of transfer orders shall be sent to the Treasury Officer concerned with a request not to draw the salary of such transferred teacher from the institution he/she has been transferred.
- (ii) The teachers transferred on administrative grounds will not be transferred back to same school from where they were transferred out on administrative grounds.
- (iii) Aggrieved teachers can represent to the competent authority within 15 days of issuance of orders, after joining at new place of posting. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 15 days.

11. **OUT OF CADRE TRANSFER**

- (i) Teachers appointed in "Mewat" Cadre shall not be considered for "Out-of Cadre transfer". Similarly teachers not belonging to "Mewat" Cadre and working in Mewat shall not be transferred from there unless their replacement is provided.
- (ii) JBT and C&V teachers being District cadre, shall be considered for transfer out of Cadre (Inter district) on request in accordance with the policy framed to this effect or in public interest.
- (iii) Seniority of those teachers who belong to other cadres and opt for posting/transfer on willingness to "Anywhere in the State", and posted out of their cadre will be protected in their parent Cadre.

12. INCENTIVE FOR SERVING ON THE CHOICE OF "ANYWHERE IN STATE"

If a teacher opts for 'anywhere in the State' and is thereafter posted in a school in Morni Hills Area or Mewat District against a vacancy for which no teacher has opted, he/she will be paid additional 10% of the Basic Pay+D.A. during the said posting.

13. **DISCLAIMER**

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any teacher with any right to transfer.

14. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the policy, the Administrative Secretary, School Education, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any teacher to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

15. INTERPRETATION OF GUIDELINES

Administrative Secretary, School Education shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed



appropriate and essential to facilitate the implementation of the policy for the purpose of effect, control and administration of the department as a whole.

16. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Teachers shall not bring in any outside influence. If such an influence from whichever source espousing the cause of teacher is received it shall be presumed that the same has been brought in by the teacher. The request of such a teacher shall not be considered. Action may also be initiated against such a teacher under relevant Service Rules/ Employees Conduct Rules and an entry to this effect shall be made in his/her service record.

The above transfer policy may be brought to the notice of all concerned for compliance.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Dated: 29.06.2016

Dated: 29.06.2016

Dated: 29.06.2016

Endst. No.1/71-2015-e.Gov.

A copy is forwarded to the following for information:-

- 1. Chief Secretary to Government Haryana, Chandigarh.
- 2. Additional Chief Secretary to Government Haryana, Finance and Planning Department, Chandigarh.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Endst. No.1/71-2015-e.Gov.

A copy is forwarded to the following for information and necessary action:-

- 1. Director General, Information and Public Relations, Haryana, Chandigarh.
- 2. Director Treasuries and Accounts Department, Haryana, Chandigarh.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Endst. No.1/71-2015-e.Gov.

A copy is forwarded to the following for information and necessary action:-

- 1. Secretary Board of School Education, Haryana, Bhiwani.
- 2. Director SCERT, Haryana, Gurgaon.
- 3. All District Education Officers.

- 4. All District Elementary Education Officers.
- 5. All Principal DIETs/BITEs/GETTIs

The above transfer Policy may be brought to the notice of all concerned working under their control.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Endst. No.1/71-2015-e.Gov.

A copy is forwarded to the following for information:-

- 1. Principal Secretary to Chief Minister, Haryana, Chandigarh
- 2. OSD to Chief Minister, Haryana, Chandigarh,.
- 3. Secretary/Education Minister, Haryana, Chandigarh
- 4. PS/Additional Chief Secretary School Education, Haryana, Chandigarh.
- 5. PA/Director Secondary Education, Haryana, Panchkula.
- 6. PA/Director Elementary Education, Haryana, Panchkula.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Endst. No.1/71-2015-e.Gov.

Dated: 29.06.2016

Dated: 29.06.2016

A copy is forwarded to Secretary, Council of Ministers, Haryana with reference to their U.O. No. 9/159-2016--2Cabinet dated 28th June, 2016.

Special Secretary School Education for Additional Chief Secretary to Government Haryana, School Education Department

Annexure-I

Zoning Definition for peculiar 11 districts (refer note 1 below para 3)

| Sr. No | District | Definitio | n of zones |
|-----------|-----------|-----------|---|
| 1. | Bhiwani | | Government Schools of district shall be categorized into seven zones for the purpose of transfer of teachers: |
| | | Zone 1 | Schools located within Municipal area and within radius of 5 KM from the boundary of Municipal area. |
| | | Zone 2 | Schools located within 5-15 KM radius from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters and within 5 KM radius of Block Headquarters except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 15-20 K.M. outside the M.C area. |
| | | Zone 5 | Schools located in the radius of 5-10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters, Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 2. | Faridabad | Zone 1 | Schools located within radius of 10 KM from Mini Secretariat, Faridabad. |
| | | Zone 2 | Schools located within the radius of 10-15 KM from Mini Secretariat, Faridabad. |
| | | Zone 3 | Schools located in rest of M.C area of Faridabad but not covered under Zone 1 & Zone 2. |
| | | Zone 4 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 5 | Schools located in the City/ Town of Educational Block Headquarters (and within radius of 5 KM of Block HQ) except those which are co-located with District Headquarters. |
| | | Zone 6 | Schools located on the State Highways or National Highways between 10 K.M. to 15 K.M. outside the M.C. area of the District Headquarters. |



| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
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| 3. | Fatehabad | Zone 1 | Schools located within Municipal area of the City of District Headquarters. |
| | - | Zone 2 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10 K.M. to 20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 4. | Gurgaon | Zone 1 | Schools located within radius of 15 KM from bus stand Gurgaon as centre point but located in M.C. area Gurgaon. |
| | | Zone 2 | Rest of the Schools located in M.C. area Gurgaon not covered in Zone1. |
| | | Zone 3 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of Gurgaon and Schools located in the City/ Town of Educational Block Headquarters except those which are covered in Zone 1 & Zone 2. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10 K.M. to 20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 5 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 5-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
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| 5. | Hisar | Zone 1 | Schools located within Municipal area and within radius of 15 KM from bus stand as centre point. |
|----|---------|--------|---|
| | | Zone 2 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters and within radius of 15 KM. |
| | , | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters and within radius of 5 KM except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10 K.M. to 20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 5-10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-20 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 6. | Jhajjar | Zone 1 | Schools located within Municipal area and within radius of 5 KM from M.C. area. |
| | | Zone 2 | Schools located within 5-10 KM radius starting from the boundary of Municipal Area of Jhajjar. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10 K.M. to 20 K.M. outside the M.C. area of the District Headquarters. |
| | | Zone 5 | Schools located in the radius of 10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 7. | Mewat | Zone 1 | Schools located within Municipal area and within radius of 5 KM of the City of District Headquarters. |
| | | Zone 2 | Schools located within the 5-10 KM radius starting from the boundary of Municipal Area of District Headquarters. |



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| | | Zone 3 | Schools located in 0-5 KM from Educational Block Headquarters except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located within 10 KM from State Highway on approach road. |
| | | Zone 5 | Schools located in the radius of 5 to 10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-20 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 8. | Rewari | Zone 1 | Schools located within Municipal area of the City of District Headquarters. |
| | | Zone 2 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters and within radius of 5 KM except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10 K.M. to 15 K.M. outside the M.C. area of the District Headquarters. |
| | | Zone 5 | Schools located in the radius of 5-10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 9. | Sirsa | Zone 1 | Schools located within Municipal area of the City of District Headquarters. |
| | | Zone 2 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters and within radius of 5 KM except those which are co-located with District Headquarters. |



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| | | Zone 4 | Schools located on the State Highways or National Highways between 10-20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 5-10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 10. | Sonipat | Zone 1 | Schools located within Municipal area of the City of District Headquarters. |
| | | Zone 2 | Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters except those which are co-located with District Headquarters. |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10-20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |
| | | Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
| | | Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |
| 11. | Yamuna- nagar | Zone 1 | Schools located within Municipal area of the City of District Headquarters. |
| | | Zone 2 | Schools located within 5 KM radius starting from the boundary of Municipal Area of District Headquarters. |
| | | Zone 3 | Schools located in the City/ Town of Educational Block Headquarters and within radius of 10 KM except those which are co-located with District Headquarters |
| | | Zone 4 | Schools located on the State Highways or National Highways between 10-20 K.M. outside the M.C. |
| | | Zone 5 | Schools located in the radius of 5-10 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City. |

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| Zone 6 | Schools located between the radius of 10-15 K.Ms of Block Headquarters. Central point being the bus stand of the City. |
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| Zone 7 | All remaining schools located in the farthest area and not covered in above categories. |