

**From**

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

**To**

1. All District Education Officers in the State.
2. All District Elementary Education Officers in the State.

**Memo. No. 08/2-2021 Coordination (2)  
Dated, Chandigarh, the 07-09-2021**

**Subject: - Online transfer policy for Lab Attendants working in Govt. Schools, Haryana.**

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In reference to the subject cited above.

The Government has approved the following policy to regulate the transfers of Lab Attendants working in Govt. Schools, Haryana: -

1. **Vision:** To ensure equitable distribution of Lab Staff working in Govt. Schools 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 Lab Attendants working on regular basis in the field offices of School Education Department of State.
3. **Definitions:** In this policy, unless specified categorically;
  - a) **'Blocked Posts'** means the vacancies of a cadre to be kept unfilled at any given point of time due to shortage of employees in the department.
  - b) **'Employee'** means Lab Attendant working on regular basis in any Govt. School/field office of School Education Department, Haryana.
  - c) **'Employees of Special Category'** means the blind employees or the differently abled employees or employees having differently abled child(ren) or spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
  - d) **'Prescribed Tenure'** means the tenure of posting for a period of five years. The tenure of an employee will be counted for the purpose of this policy w.e.f. the date of joining in a zone till 31<sup>st</sup> March of the calendar year of transfer and will be irrespective of joining by temporary transfer or otherwise. However, an employee can also participate 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), weightage/merit points calculation shall be the 31<sup>st</sup> March of the calendar year of transfer.;
  - f) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. 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) a post not occupied by any employee;
  - (ii) a post presently occupied by an employee for a period of five years or more;
  - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
  - (iv) 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/she has not completed the prescribed tenure in the zone where he/she is presently posted.

**Note 1. Where there are Blocked Posts in cadre the same shall be excluded from the number of vacant posts for transfer.**

**Note 2. The post, against which an employee has been posted/transferred on compulsion of administrative reasons or due to any litigation, shall also not be included in the vacant posts for transfer.**

**Note 3. The Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders before inviting the online options for transfer. Depending upon input from stakeholders, such list may be amended if required and deemed fit in the administrative/public interest.**

- i) 'Zone'** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone to another under this policy.

#### **4. General Principles:**

##### **i) Time Schedule for online transfer:**

- (a) General transfer online will be made only once in year. However, transfer/posting necessitated by promotions, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The online process will be completed upto 31<sup>st</sup> March and implemented after 31<sup>st</sup> March or as per exigency/ convenience of the Department.

**ii) Liable 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:**

It will be ensured that all employees enter their service record in MIS or HRMS portal whichever is used for the transfer of the employee. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System (MIS) in respect of his/her credentials, otherwise the Department shall be at liberty to post him/her 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 post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per the assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.**v) Procedure to be adopted:**

The definition of zones prescribed in transfer policy for Clerk would be applicable for the purpose of this policy also.

- (a) In case of Zone-1, Zone-2, Zone-3 and Zone-4, if an employee has completed five years of stay then such zone shall not be made available to him/her giving option of stations whether in online transfer drive or offline manual/ temporary allocation. But in case of Zone-5, Zone-6 and Zone-7 the stations shall be made available to the employees regardless of their stay in these zones as these three zones comprise of rural as well as far-off areas from urban centres.
- (b) The Department would be at liberty to post an employee 'Anywhere in the State' if he/she fails to get one of his/her preferred options. Therefore, all eligible employees shall fill up as maximum options as suitable to them so that their chances of getting posted on an up-opted station may be reduced.

**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 earning

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 weightage of 60 points, out of total points.
- c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated below: -

**(A) 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. (1 <sup>st</sup> January of the year of consideration minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days/ 365 (Maximum four decimal points only)

**(B) 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 or Separated or unmarried female employee more than 40 years of age/wife or husband of serving Military personnel/ Paramilitary personnel working outside the state	10	Male/female eligible under this category shall be given 10 marks only
3.	Special Category male employees	Widower who has not remarried and has one or more minor children and/ or unmarried daughter(s)	5	Eligible widowers shall be given total 5 points for this category.
4.	Differently abled persons	Vision Locomotors Deaf & Dumb	20 20 20	From 40% to 60% disability=10 Marks Above 60 % to 80% =15 Marks Above 80%=20 Marks
5.	Diseases of "Debilitating Disorders	Self	10	Medical Certificate valid on the qualifying date issued 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	10	Certificate valid on qualifying date, issued 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	Only applicable to females	5	Employee's spouses working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.

**Note: The debilitating diseases notified by the department for the purpose of teacher transfer policy would be applicable to this policy.**

d) Employees suffering from 100% vision loss; or having 100% locomotors disabilities; or currently suffering from cancer; or having undergone bye-pass surgery; or kidney transplant; or currently undergoing dialysis shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in online transfer drive. Otherwise, they shall not be transferred subject to condition that the post occupied by them does not fall in non-existent/ blocked category. Further, there will not be any bar to opt any school/ office/ institution of any zone for these categories of employees.

**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 service as on date of eligibility, shall not be eligible to participate in the transfer drive unless he/she 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 if not ordered otherwise. The Treasury Officers concerned shall not

draw the salary of the employees who have not complied with the orders.

- (vi) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose, his/her representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him/her as deemed fit.
- (vii) Online general transfer due to completion 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 Rules, 2016.

**7. Baragaint canvassing:** No employee shall canvass for his/her case except through a representation to the Director General Secondary Education or to higher authorities, 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:** Employees taken in a cadre through direct recruitment/ promotion/ repatriation shall be posted in the zone of eligibility and availability.

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

Unmarried female employees upon marriage, married employee (male/female) upon divorce/death of spouse, employees having 12 months or less in retirement on the date of eligibility of transfer, can on request, be permitted to participate in the next transfer drive after the event.

**10. Posting in remote areas:**

***Incentive for serving on the choice of Anywhere in the State:*** If an employee opts for special zone called 8<sup>th</sup> zone i.e. 'anywhere in the State' and is thereafter posted in a school/office/institution in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he/she 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.

**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.

**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.

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

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**Joint Secretary School Education  
 for Additional Chief Secretary to Govt. Haryana  
 School Education Department**

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**Dated Panchkula: 07-09-2021**

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

1. Chief Secretary to Government Haryana, Chandigarh.
2. Additional Chief Secretary to Government Haryana, Finance and Planning Department Chandigarh.
3. Director General Information and Public Relations, Haryana Chandigarh.
4. Director Treasuries and Accounts Department Haryana Chandigarh.
5. Secretary Board of School Education Haryana Bhiwani.
6. Director SCERT Haryana Gurugram.
7. Joint Director/In-charge IT Cell (Headquarter)
7. All Principal DIETs/BITEs/GETTIs.

*Nalini*  
**Joint Secretary School Education  
 for Additional Chief Secretary to Govt. Haryana  
 School Education Department**  
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