

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. 8/5-2021 Co(2)

Dated, Chandigarh, the 20-12-2021

**Subject:- Online transfer policy for Block Education Officers (BEOs) working
in the School Education Department, Haryana.**

In reference to the subject cited above.

The Government has approved the following policy to regulate the transfers of Block Education Officers (BEOs) working in the School Education Department, Haryana:-

- 1. Objective:** To ensure Merit based posting of Block Education Officers in a fair and transparent manner, to maximize job satisfaction amongst them for improvement of administrative performance of the School Education Department.
- 2. Application:** This policy shall be applicable to Block Education Officers working on regular basis in the field offices of School Education Department of the State.
- 3. Definitions:** In this policy, unless specified categorically;
 - a) **'Blocked Posts'** means the vacancies of Block Education Officer to be kept unfilled at any given point of time due to shortage of officers in the department.
 - b) **'Employee'** means Block Education Officer working on regular basis in the School Education Department, Haryana.
 - c) **'Employees of Special Category'** means the employees eligible for the benefits specified in Para 5(b).
 - d) **'Prescribed Tenure'** means the tenure of posting for a period of **three** years on the post of Block Education Officer. The tenure of an employee will be counted for the purpose of this policy w.e.f. the date of joining in the Block Education Office i.e. eligibility date for general transfer and will be irrespective of joining by temporary transfer or otherwise. However, an employee can also participate voluntarily in the transfer drive as and when scheduled **in respect of his stay**.
 - e) **'Qualifying date'** for the purpose of calculation of vacant post(s), weightage/merit points calculation defined by the competent authority for conducting the General Transfer Drive in 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 office to another on or after completion of prescribed tenure in an office;
 - h) **'Vacant post for transfer'** means a post not occupied by any employee; a post presently occupied by an employee for a period of **three** years or more; a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive; 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 Block Education Office where he/she is presently posted; a post occupied by an employee opting to participate in the Transfer Drive voluntarily.

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

Note 2. 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) **'Block Education Office'** means an office of Block Education Officer situated in the State.

4. General Principles:

i) Time Schedule for online transfer:

- (a) General transfer online will be made only once in a 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 31st March and implemented after 31st 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 office or anywhere in the State, in the public interest.

iii) Computerization of relevant service record of employees:

It will be ensured that all the employees enter their accurate service record on 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 based on the available data

iv) Blocking of posts:

To avoid larger number of vacancies in a district, the department may block any actual vacant post in the transfer drive in case actual number of employees are less than the cadre strength.

v) Procedure to be adopted:

- (a) If an employee has completed **three** years of stay in a Block Education Office, it shall not be available to him/her **in the next** online transfer drive or for offline manual/ temporary allocation.
- (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 many options as suitable to them so that their chances of getting posted on an opted station may increase.

5. Merit Criteria for allotment of post :

- i) 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.
- ii) 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.
- iii) 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)	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 employees	Widow/Divorced/ Separated/unmarried female employee more than 40 years of age, wife or husband of serving Military personnel/ Paramilitary personnel working outside the State	10	Eligible officers 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	20	From 31% to 50% disability=10 Marks
		Locomotors	20	Above 50 % and upto 75% = 20 Marks
		Deaf & Mute	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 children	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	Employees' spouses working on regular basis 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.

- iv) Employees suffering from more than 75% vision loss; or having more than 75% 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 irrespective of age of such employee and 20 for special points factor) if they are willing to participate in online transfer drive. Otherwise, they shall not be transferred even after completing the tenure of **three** years. Further, there will not be any bar to opt any Block Education office for these categories of employees.

6. Procedure to be adopted :

- (i) Head of Department shall seek preferences online for choice of Block Education Office 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 can only be changed under the provisions of the policy.
- (iii) An employee who is due for superannuation within one year or less as on the date of eligibility, shall not be made to participate in the online transfer drive unless he/she so desires.
- (iv) Merit criteria for allotment of station will be based on the points earned by an employee as per Para 5 above.
- (v) All transfers shall be implemented within seven days of issuance of orders, 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 **three** 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 the Haryana Civil Services Rules, 2016.

7. Bar against canvassing: No employee shall canvass for his/her case except through a representation to the Director 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 promotion/ repatriation shall be posted in the Block Education Office as per eligibility and availability under the provision of this policy.

9. Opportunity of option to certain categories: After the regular transfer drive: A female employee 'newly married' or 'recently divorced/death of spouse' shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or divorced/widow and at that time they shall be adjusted at any of their top three choices against available vacant posts.

10. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

11. **Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary School Education 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.

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

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Dated: 20-12-2021

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 Gurugram.
7. Joint Director/In-Charge IT Cell (HQ).

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