

## **REVISED NOTICE**

### **Important information/guidelines for filling up school preferences for General Transfer Drive (Intra-district) of Head Teachers and PRTs/JBTs**

1. The options for filling up and submitting the preferences for schools will be now available between **15.01.2022 to 21.01.2022, 11:59:59 (midnight)** and revised scheduled to be processed as per following timelines:-

Filling up of School Preferences	15.01.2022 to 21.01.2022, 11:59:59 (midnight)
Provisional allocation	22.01.2022 to 24.01.2022
Filling up of choices by those who miss the school of choice during provision allocation	25.01.2022 to 26.01.2022
Final Allocation	27.01.2022 to 28.01.2022
Issuance of final orders	29.01.2022

2. All teachers eligible for transfer are required to fill up their choice of schools in order of preference between 15.01.2022 to 21.01.2022, 11:59:59 (midnight) Midnight. They are advised to follow the below given guidelines:-
- a. While filling up their choices teachers are advised to select carefully by verifying the name of Schools and Block and distance from their residence to avoid selection of wrong school of similar name.
  - b. Fill up the choice in order of preference i.e. most convenient school should be added at first preference and so on.
  - c. After filling up preferences, they should review the choice carefully before final submission. Although, edit option will be available till the closure date but teachers are advised to use it only in case of dire need. Please do not use edit option repeatedly.
  - d. Do not share your login and password with anyone. If you need to take help from any other person, put your password yourself and verify your preferences being filled up by your aide, before final submission. Ensure successful log out of your account after final submission of preferences.
  - e. Do not play with the system after submission of your preferences. This can put your preferences into edit mode without final submission unknowingly. Also avoid last hour login to your account. This could also propel you into a position of non-confirmation of your preferences.
  - f. Non-confirmed choices shall not be considered for allocation, hence it should be ensured that the choices filled up are finally submitted.
  - g. Teachers can opt schools of a zone of their choice **across blocks within district**.
  - h. Teachers eligible for transfer should give ample number of options of schools to ensure school of their choice.
  - i. To avoid the posting under anywhere category, those teachers who will miss the school allocation from their filled preferences during provisional allocation, shall be again asked to fill choices from the left unfilled after provisional allocation out of left out vacancies after provisional allocation. Even after repeated exercise if any teacher does not get school of his choice, will be considered for posting anywhere in the district as per policy.
3. In case of any technical difficulty faced while filling preferences, please contact MIS Helpdesk at 0172-5049801.

Director Elementary Education  
Haryana, Panchkula