

From

Director Secondary Education, Haryana, Panchkula

To

1. Director SCERT, Haryana, Gurugram
2. All the District Education Officers
3. All the District Elementary Education Officers
4. Principals/In-charges, DIET, BITE, GETTI,
5. All the Block Education Officers.
6. All Heads of Govt. Schools.

Memo No. 1/65-2022 eGov.

Dated Panchkula, the 25.07.2022

Sub: Online Teacher Transfer Drive 2022 – Schedule thereof.

Please refer to the subject cited above.

The Govt. has decided to carryout Online Transfer Drive 2022 for Principals, Headmasters, PGTs, ESHMs, TGTs & C&Vs as per following schedule:

Sr. No.	Activity	Timelines
1.	Voluntary participation Rationalisation of Schools/posts	25.7.2022 (11.00 PM) to 31.7.2022
2.	Data preparation- Calculation of eligible vacancies, preparation of list of eligible teachers, normalization of posts	1.8.2022 to 4.8.2022
3.	Filling up of choices by the eligible teachers in order of preference	5.8.2022 to 13.8.2022
4.	Data preparation, provisional allocation,	14.8.2022
5.	Final allocation for successful teachers	15.8.2022
Repeat exercise for unsuccessful teachers for the sake of maximum satisfaction and to avoid "Anywhere" situation:		
1.	Publication of unsuccessful applicants and remaining vacancies	15.8.2022
2.	Filling up of choices by unsuccessful teachers against remaining vacancies	16.8.2022 to 18.8.2022
3.	Provisional allocation of remaining teachers, and issuance of final orders	19.8.2022

You are, therefore, requested to bring the above schedule to the notice of all concerned to fill up their choices within the timelines.

To submit the choice of voluntary participation, the teachers would require to visit the MIS portal and login their account using their credentials and follow the steps mentioned in Annexure 'A' enclosed herewith.

Deputy Director (IT)
for Director Secondary Education
Haryana Panchkula

Endst . No. Even

Dated Panchkula, the 25.07.2022

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

1. Secy. /ACSSE for kind information of W/ACSSE.
2. PS/DSE for kind information of W/DSE
3. PA/DEE for kind information of W/DEE
4. All Officers, Superintendents, In-charges of Cells of Directorate of Secondary Education and Elementary Education.

Deputy Director (IT)
For Director Secondary Education
Haryana Panchkula

Annexure-A

Steps to be followed for voluntary participation

Step 1: Open MIS Portal through URL hryedumis.gov.in. Employee needs to login from their **Login ID and password**.

Step 2: Employee needs to click on **Profile correction request** and then click on update and verify profile from top menu.

Step 3: Employee will see the **Dashboard** of his/her profile in which user needs to click on **voluntary participation** link available on left side.

Step 4: The employees will see the Drive details along with the voluntary participation option only if his/her job position comes under the currently running **Transfer Drive**.

Step 5: Employee will see **YES, I want to participate** and **SKIP Participation** button only if his/her job position justify and is **eligible** for the currently running Transfer Drive.

Step 6: The employees who are not eligible as per the criteria of the Transfer Drive will not be able to participate and will see the message (You are not eligible to take voluntary participation in this transfer drive) regarding the same.

Step 7: As per the Job position if the job position not comes under the specific Transfer Drive then the user will not be able to participate and will see the message (There are no active transfer drives for your job post) regarding the same.