

Important Notice

General Transfer Drive (July-August 2022)
of Principal, Headmaster, PGT, ESHM and TGT/C&V Tr.

In continuation of this office Memo No.1/65-2022-eGov. dated 25.07.2022, the options for filling up of choices by the eligible teachers for General Online Teachers Transfer Drive (July-August-2022) will be started w.e.f 13.08.2022. All eligible Teacher shall be able to fill up options for the schools of their choices in order of preference. The last date to fill options is 16.08.2022 upto 23:59:59 hours.

All Teacher eligible for transfer are requested to fill up maximum options of schools in order of preferences to ensure merit based posting within the choices/preferences filled up by them and to avoid any inconvenience or disadvantage.

Eligible Teacher may kindly refer the guidelines to fill up their options, which are attached herewith for their convenience. In case of any technical issue, they may call helpdesk at 0172-5049801 during office hours.

The list of eligible employees and eligible vacancies for Online Transfer drive can be viewed from the website of Department i.e. <https://schooleducationharyana.gov.in/>.

The detailed guidelines have been issued by the Department in this regard which may be viewed by visiting website of Department i.e. <https://schooleducationharyana.gov.in/>.

9/13/8/22

Director-cum-Special Secretary to Govt. Haryana
School Education Department
Panchkula

Date: 13.08.2022

Guidelines for filling up the preferences for Posting

in Online General Teacher Transfer Drive (July-August 2022)
(of Principals, Headmasters, PGTs, ESHMs and TGTs/C&Vs Cadres)

1. The options to fill up the preferences for schools & zones and final submission thereof shall be available between 13.08.2022 to 16.08.2022 (i.e. upto 23:59:59 hours).
2. The employees eligible for this transfer drive due to various reasons (Voluntary Participation, Compulsorily Participation, Forceful Participation (newly appointee/ Promotee/ manual appointee/ surplus due to rationalization, court orders etc.) should complete the exercise of giving preferences much before the end time.
3. The posts occupied by various guest teachers shall be treated as vacant posts and are being offered for preferences.
4. The preferences should be filled up carefully by verifying the name of School, School Code, Block, District, Zone and distance from your residence to avoid selection of any wrong school of similar name.
5. The employees after filling up their preferences should review them carefully before final submission. Although, 'edit' option will be available, but it is advised to use it rarely. It is again advised not to use 'edit' option repeatedly and once 'edit' option is used, do not forget final submission, otherwise preferences will not be considered by the system.
6. The employees belonging to the State cadre can opt schools of their choice across the State and District Cadre employees (C&V teachers) can opt schools of their choice from respective District only.
7. Please 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 if filled up by your aide, before final submission. Ensure successful log out of your account after final submission of preferences.
8. In case, the password of any employee is not working or facing any issue in login, use 'forget password' option to reset the same or contact respective District Education Officer/ District Elementary Education Officer for new password.
9. Do not play with the system after final 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 land you in a position of non-confirmation of your preferences.
10. The employees eligible for transfer should give as many options of schools in order of preferences to ensure their posting within the choices/preferences filled up by them and to avoid any inconvenience or disadvantage. In case of submission of less number of preferences, they may not get school of their choice failing which they can be switched to

the list of unallocated Teachers who will be having limited option in second round.

11. The list of eligible vacancies after rationalization process can be viewed from the website of Department i.e. <https://schooleducationharyana.gov.in/>.
12. The cutoff date for calculation of merit point and tenure of employees in Zone is considered as 31.08.2022.
