

**OFFICE OF DIRECTOR SECONDARY EDUCATION, HARYANA**

**General Notice**

Schedule for Cadre Change Drive for 2004, 2008, 2011 Batch PRTs/HTs  
and for Permanent District allotment for 2017 Batch PRTs

**Timelines**

<b>Sr. No.</b>	<b>Activity</b>	<b>Tentative dates</b>
1.	Voluntary Participation for Inter District Transfer of 2004 Batch PRTs	29.08.2023 to 30.08.2023 (2 days)
2.	Data Preparation for seeking District choices from 2004 batch PRTs	31.08.2023 (one Day)
3.	Filling up of choices for Districts by 2004 batch PRTs	1.09.2023 to 02.09.2023 (2 days)
4.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers, Vacancy Preparation for 2008 batch PRTs	03.09.2023 to 04.09.2023 (2 days)
5.	Voluntary Participation for Inter District Transfer of 2008 Batch PRTs	05.09.2023 to 06.09.2023 (2 days)
6.	Data Preparation for seeking District choices from 2008 batch PRTs	07.09.2023 (one Day)
7.	Filling up of choices for Districts by 2008 batch PRTs	08.09.2023 to 09.09.2023 (2 days)
8.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers, Vacancy Preparation for 2011 batch PRTs	10.09.2023 to 11.09.2023 (2 days)
9.	Voluntary Participation for Inter District Transfer of 2011 Batch PRTs	12.09.2023 to 13.09.2023 (2 days)
10.	Data Preparation for seeking District choices from 2011 batch PRTs	14.09.2023 (one Day)
11.	Filling up of choices for Districts by 2011 batch PRTs	15.09.2023 to 16.09.2023 (2 days)
12.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers	17.09.2023 to 18.09.2023 (2 days)
13.	Data preparation for vacancies, Participants, for Inter District Transfer for 2017 Batch PRTs	19.09.2023 (1 day)
14.	Filling up of choices of Districts by 2017 batch PRTs	20.09.2023 to 25.09.2023 (5 days)

<b>Sr. No.</b>	<b>Activity</b>	<b>Tentative dates</b>
15.	Data preparation, Merit List preparation, District Allocation, Order preparation, Generation of Orders and Updation of New Districts in the login of Teachers	26.09.2023 to 27.09.2023 (2 days)

### **Guidelines**

1. Participation for the Cadre Change Drive for 2004, 2008, 2011 Batch PRTs/HTs is voluntarily. And the participation for 2017 Batch PRTs is compulsory for Permanent District Allocation Drive.
2. Teachers are advised to submit their preferences for voluntary participation carefully by verifying the district wise and category wise vacancies.
3. Once the teacher gives his/her consent to participate in the cadre change drive, he/she shall have to compulsorily fill up the choices of 21 districts (except his/her present district) for 2004, 2008, 2011 Batch PRTs/HTs. For the teacher of 2017 Batch it is necessary to fillup 21 districts (except Mawat).
4. In case of non-submitting of the choices of district by any teacher within stipulated time period due to any reason, he/she shall be liable to be transferred in any district based on the remaining vacancies after allocation of districts to those teachers who submitted their choice.
5. Deemed vacancies created due to submitting choice for voluntary participation of 2004 batch teachers shall be added in the actual vacancies and will be offered to the participants for 2004 batch.
6. The resultant vacancies created by 2004 batch PRTs/HTs after successful allocation of districts to them shall be considered as actual vacancies for 2008 batch PRTs/HTs and the deemed vacancies created due to submitting choice for voluntary participation by 2008 batch PRTs/HTs shall be added in the actual vacancies. Similar exercise shall be repeated for 2011 batch PRTs/HTs.
7. If any Head Teacher participates in the Cadre Change Policy, he will be treated as PRT teacher for the drive and will be posted in new district as PRT.
8. 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.

9. 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.
10. 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.
11. The list of eligible vacancies can be viewed from the website of Department i.e. <https://schooleducationharyana.gov.in/>.

**Further instructions will be issued in due course of time. Kindly keep checking departmental website.**

Schedule for General Transfers for PRTs/Head Teachers, C&V/TGTs, ESHMs, PGTs, HMs, Principals

#### **Timelines**

<b>SNO</b>	<b>Activity</b>	<b>Tentative dates</b>
1.	Configuration of General Transfer Drive	03.10.2023 to 04.10.2023 (2 days)
2.	Options for Voluntary Participation by teachers	05.10.2023 07.10.2023 (3 days)
3.	Data Preparation - identifying eligible teachers, rationalization of posts, surplus teachers	08.10.2023 and 09.10.2023 (2 days)
4.	Filling up of Choice of Blocks by all eligible teachers	10.10.2023 to 12.10.2023 (3 days)
5.	Preparation of merit list, allocation of blocks, preparation of data for seeking of choice of Block again from the unsuccessful teachers	13.10.2023 and 14.10.2023 (2 days)
6.	Filling up of Block choices again by unsuccessful teachers	15.10.2023 to 16.10.2023 (2 days)
7.	Normalization of posts, notifying of eligible vacancies and eligible teachers, configuration of drive for seeking school choices from eligible teachers	17.10.2023 to 19.10.2023 (3 days)
8.	Seeking choices of schools from eligible teachers	20.10.2023 to 25.10.2023 (6 days)
9.	Data preparation for category wise merit list, allocation of schools to teachers, preparation of orders, generation of bulk / individual orders, showing orders in the login of schools and teachers	26.10.2023 to 28.10.2023 (3 days)
10.	Issuance of Transfer orders,	29.10.2023 (1 day)

<b>SNO</b>	<b>Activity</b>	<b>Tentative dates</b>
11.	Relieving and Joining of concerned Teachers	30.10.2023 to 04.11.2023 (6 days)

1. After completion of Cadre Change Drive and Permanent District Allocation Drive, gap for one week will be given to allow data Updation for the General Transfer Drive.
2. All teachers are directed to update their profile, if required during that period. Teachers are personally liable for Updation of their personal profiles and get it approved from their authorities within time period.

**Note:**

The date for this schedule starts at 12:00:01 AM and ends at 11:59:59 PM. For any query, teachers can call helpdesk at 0172-5049801 during office hours on working days.

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District	Rationalized posts of PRTs	Category wise distribution of actual vacancies for 2004 batch															Total (actual vacancy)
		Gen	SC	BCA	BCB	ESM Gen.	ESM SC	ESM BCA	ESM BCB	OSP-GEN	OSP SC	OSP BCA	OSP BCB	PH-Low vision	PH-LoCo motor	Deaf & Dumb	
Ambala	1352	13	6	5	4	2	0	0	0	0	0	0	0	-10	-10	4	14
Bhiwani	1534	0	19	15	14	4	1	1	1	1	1	0	0	-4	-5	3	52
Charkhi Dadri	589	0	20	6	15	0	0	0	0	0	0	0	0	0	0	1	42
Faridabad	1646	125	51	34	16	21	6	6	9	3	3	8	8	-31	4	0	263
Fatehabad	1604	23	-81	-80	23	66	17	18	27	9	8	12	12	-7	-28	15	34
Gurugram	1911	279	105	80	51	29	13	13	11	6	6	8	8	-7	18	0	620
Hisar	2075	33	15	12	10	-3	-2	-2	-3	-1	-1	0	0	-3	-3	2	54
Jhajjar	879	89	-37	-37	-36	33	16	13	16	7	8	9	9	7	-13	12	96
Jind	1693	87	37	28	23	-3	-3	-3	-6	0	-1	0	0	-4	-5	4	154
Kaithal	1532	51	20	16	20	-25	-5	-6	-13	-2	-5	-2	-2	-17	-16	7	21
Karnal	2045	397	160	119	63	67	19	19	29	9	10	12	12	-2	-2	13	925
Kurukshetra	1446	146	65	53	43	-5	-6	-7	-11	0	-3	-1	-1	-8	-8	7	264
Mahendragarh	1158	-58	-23	-17	-13	-9	-2	-2	-4	-1	-1	0	0	-5	-5	0	-140
Nuh Mewat	3935	724	297	121	299	-11	-6	-13	-16	13	-1	0	3	-13	-13	25	1409
Palwal	1973	287	124	101	83	-17	-11	-13	-22	-2	-6	-2	-2	-17	-16	14	501
Panchakula	1062	93	37	29	23	-7	-2	-2	-5	0	-2	0	0	-3	-3	3	161
Panipat	1527	41	9	-5	1	4	2	2	2	0	1	2	0	-16	-16	7	34
Rewari	1101	147	17	3	-368	66	22	19	6	10	11	5	3	9	-14	11	-53
Rohtak	861	11	4	2	1	2	0	0	0	1	1	1	1	-1	3	0	26
Sirsa	2120	-58	27	22	27	2	1	1	1	1	1	4	4	-14	-14	9	14
Sonipat	1717	149	65	52	40	1	-3	-3	-7	0	-2	0	0	-10	8	0	290
Yamunanagar	1878	-74	26	82	74	11	3	3	4	2	2	8	8	-31	-32	13	99
Total vacancy	35638	2505	963	641	413	228	60	44	19	56	30	65	63	-187	-170	150	4880