

From

Additional Chief Secretary to Govt. Haryana  
School Education Department.

To

Director General Elementary Education,  
Haryana.

No. 13/102-2023 PRT(ART)(1).

Dated: 4/2/26

**Subject: - Amendment in Cadre Change Policy For District Cadre Teachers, 2025.**

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The Government of Haryana has approved some amendments in the Cadre Change Policy For District Cadre Teachers, 2025 notified vide No. 13/102-2023 PRT(ART)(1) 11.12.2025. Accordingly, the amended policy is given as under:-

**CADRE CHANGE POLICY FOR DISTRICT CADRE TEACHERS, 2025  
(Amended as on 02.02.2026)**

**1. OBJECTIVE:**

The policy aims to offer District Cadre teachers the opportunity to change their district on voluntarily basis in order to enhance their job satisfaction, and also to protect the academic interest of students.

**2. APPLICABILITY:**

This policy for the change of District Cadre will be applicable to District Cadre Teachers, i.e., Primary Teacher(PRT) or Junior Basic Teacher(JBT), Head Teachers(HT) and Classical & Vernacular (C&V) Teachers working on regular basis in the Department of School Education (Elementary), Haryana.

**3. DEFINITIONS**

In this policy unless the context requires otherwise:

- i. **'Change of Cadre'**: means Teacher going from one district to another district against the vacancy falling in the same category.
- ii. **'Competent Authority'**: means the Administrative Secretary of School Education Haryana.
- iii. **'Guest Teacher'**: A teacher as defined under Haryana Guest Teachers Service Act, 2019 (notified on 12.03.2019).
- iv. **'Immediate Family'**: All the members of a family holding common Parivar Pehchan Number issued under the Haryana Parivar Pehchan Act, 2021.
- v. **'Qualifying date'**: The date(s) fixed by the competent authority for the purpose of calculation of Merit point.
- vi. **'Rationalization of posts'**: An exercise to calculate actual requirement of posts of Teachers in a school based on the student strength on cut-off date.

- vii. **“Teacher”** shall mean District Cadre Teachers, i.e., Primary Teacher(PRT) or Junior Basic Teacher(JBT), Head Teachers(HT) and Classical & Vernacular (C&V) Teachers working on regular basis in the Department of School Education (Elementary), Haryana.

#### **4. ELIGIBILITY OF TEACHERS:**

- 1 Only District Cadre Teachers, i.e. Primary Teacher (PRT) or Junior Basic Teacher (JBT), Head Teachers (HT) and Classical & Vernacular (C&V) Teachers working on regular basis in the Department of School Education (Elementary), Haryana are eligible to be considered for Cadre Change under this policy.
- 2 All those teachers who have been recruited specifically against Mewat cadre shall not be transferred out of Nuh District. However, teachers not specifically recruited against Mewat cadre and working in Nuh District are eligible to be considered for Cadre Change under this policy.

#### **5. VACANCY IN A DISTRICT**

The vacant post available in a district will include vacancies amongst the following-There shall be two kind of vacancies available to participants for every category:

- 1 Actual Vacancy:-Difference in the rationalized requirement of posts of a district and the total regular teachers posted in a particular district shall constitute the actual vacancy.
- 2 Deemed Vacancy:-A teacher who is participating in the Online Cadre Change drive i.e. who has volunteered and filled at least one choice district on portal shall contribute to the vacancy in that district in his/her own category. A post occupied by a Guest/ Contractual/ Adhoc teacher/ Part time teacher shall also contribute to the vacancy in that district.

#### **6. BASIC PRINCIPLES:**

1. At any point of time, the department shall ascertain the district wise requirement of teachers based on the latest rationalization as approved by the Competent Authority
2. i) The percentage of various categories e.g. General, SC, BC-A, BC-B, Ex-Serviceman as ratio of requirement of the district shall be maintained as much as possible. However, if after offering category wise post to applicant, any post remains vacant then in the interest of students those posts will be filled up from applicant irrespective of categories.  
ii) The department shall maintain a category-wise roster in subsequent requisitions if the percentage of various categories specified in Clause 2(i) is disturbed due to any administrative requirement.
3. If a teacher volunteer to participate in the Cadre Change drive then it shall be assumed that he/she consents to the change of his/her cadre and that his/her lien and seniority shall be affected as specified in this policy.
4. Teachers working in Nuh district shall not be entitled for any additional incentive under this policy.



## 7. Calculation Table for the merit points (MARK CALCULATION)

Decision of allotment of a particular district shall be based on the total composite score of points earned by a teacher. Teachers shall be given marks as per the criteria described in this section.

(i) Age is the prime factor for calculation of the merit points, as tabulated below:

SN	Major Factor	Max. Points	criteria for calculation
1	Age (Qualifying date minus Date of birth)	60	Age in number of days ÷ 365 (maximum four decimal points only)

(ii) **Special Factors:** A weightage of maximum 20 points can be availed by the Teachers as indicated below:

SN	Major Factor	Sub-factor	Max. points	Explanation
1.	Special Category female Teachers	Unmarried Teacher of more than 40 years of age, Widow, Divorced, Judicially separated	10	All female Teachers of this category will be given 10 points.
2.	Special Category of male Teachers	Divorced / Judicially Separated / Widower who have not re-married and have one or more minor child/children and/ or unmarried daughter(s)	10	Eligible Teachers will be given 10 points.
3.	Spouses of Military / Paramilitary personnel	Spouse of serving Military/ Paramilitary personnel	10	All Teachers of this category will be given 10 points.
4.	Diseases of Debilitating Disorders (Refer Annexure-I)	Self /Spouse/unmarried son /daughter	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS, PGI-Chandigarh/PGI- Rohtak, Government Medical colleges situated in Haryana or Delhi or Chandigarh
5.	Differently abled or mentally challenged child/ children	Teachers having 100% differently abled or mentally challenged child/children	10	Teachers having 100% differently abled or mentally challenged child/children will be provided maximum 10 points.

6.	Differently abled persons	All kind of disabilities as defined under RPWD Act 2016	20	For Teachers having disabilities, the points will be given based on the percentage of disability which is as follows:- Between 40% to <50% = 10 marks Between 50% to <60% - 15 marks Between 60% to 70% - 20 marks
7.	Couple case	Applicable to teachers eligible for transfer drive	5	An employee whose spouse is serving as a regular employee in any Department or Organization of the Government of Haryana, or as a regular employee under any other State Government or the Government of India, and is posted in Haryana, Delhi, or Chandigarh will be awarded these points. Furthermore, the merit points will be awarded only to one of the two employees of Government of Haryana comprising the couple.
8.	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	(-10) marks	Negative Marks  During the currency of the punishment.

**Note:**

- i) List of Diseases of debilitating disorder has been mentioned in the Annexure-I. The list may be reviewed by the Administrative Secretary School Education in consultation with the list maintained by Human Resource Department.
- ii) **The following category of Teachers will be given 80 merit points:**
  - a) The Teacher due for retirement on attaining the age of superannuation within 12 months from qualifying date for transfer order generation, as published at the time of creation of transfer drive.
  - b) The Teacher undergoing treatment for cancer or undergoing dialysis or having undergone bypass heart surgery (during last 2 years) or having undergone organ transplant; or
  - c) The Teacher having more than 70% disability (as defined under RPWD Act 2016); or



- d) The Teacher who is a widow having youngest child up to 10 years of age;

## 8. PROCEDURE

Cadre Change Drive will start as per schedule decided by the Administrative Secretary. It will involve the following process:

1. Female employees will be given preference for district cadre change under this policy.
  2. Participation in the Cadre Change drive is voluntary. Teacher, who wish to participate in the drive, shall have to give her/his consent on the online MIS portal.
  3. Following procedure will be adopted:
    - (a). The department shall publish the schedule for the entire process. The qualifying date will be same as published in the schedule for Teacher Transfer Drive under Teacher Transfer Policy 2025.
    - (b). The department shall calculate and publish merit points in accordance with Clause 7 of this Policy, based on the data updated during the Teacher Transfer Drive under the Teacher Transfer Policy, 2025, and shall also publish tentative district-wise / category-wise vacancy.
    - (c). The teachers will be asked to give their willingness for participation along with choice of districts through MIS Portal. A teacher will be allowed to fill any number of available district choices as per their preference (except present district). If teacher fails to exercise option at this stage, the said teacher will not be considered for participation in the on-going cadre change drive.
    - (d). The district allocation exercise will be undertaken in the following order:
      - (i) Female and Protected -category wise
      - (ii) Male -category wise
      - (iii) Female and Protected – irrespective of category
- Note:** If the competent authority deems fit, in the interest of students, the remaining vacancies may be offered to Male applicants irrespective of category.
- (e). During allocation, In case of tie amongst teachers, the following order will be adopted to allocate the district:
    - Older in age
    - Female
    - Name in alphabetic order (English Language)
  - (f). The cadre change orders will be generated and issued after the approval from the competent authority.
  - (g). In case any teacher does not get district out of her/his choice(s), such teacher will be allowed to continue in the present district.
  - (h). Since the teachers are participating voluntarily, the teacher on the allotment of new district shall have to compulsorily join the new district which shall be his/her new cadre.
4. Seniority after cadre change:
    - i) Teachers on joining new district shall be placed at the end of seniority list of teachers in their cadre of that district. Their lien in the previous district shall also end on joining the new district.

ii) The teacher whose date of joining in the existing district prior to the Cadre Change is earlier shall be considered senior after getting transferred to the next same district/cadre.

iii) In the eventuality of tie, the seniority shall be decided as under:

- Older in age
- Female
- Name in alphabetic order (English Language)

5. Grievance Redressal: Within 05 days of issuance of Cadre Change orders, the teachers aggrieved with the process can represent, on the grievance redressal portal (SugamSampark Portal). Such representation shall be considered and decided within 03 days as per provisions of this policy by the grievance redressal committee to be constituted by the competent authority.

6. After allotting the district the teacher has to participate in General Transfer Drive for the permanent posting in the school.

#### **9. POWER OF RELAXATION**

Notwithstanding anything contained in this policy, the Administrative Secretary, School Education Department, Haryana with the prior approval of Hon'ble Chief Minister, Haryana, shall be competent to relax any or all of the above provisions after recording the reasons justifying such relaxation.

#### **10. CLARIFICATION & IMPLEMENTATION**

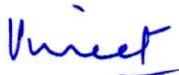
In case of any doubt(s) or ambiguity in the interpretation of any provision of this policy the Administrative Secretary School Education Department, Haryana shall be competent to clarify such doubt(s) or ambiguities, as the case may be through reasoned orders/ directions. Such reasoned orders/ directions shall be binding on all stakeholders.

#### **11. BAR AGAINST CANVASSING**

No teacher shall canvass for his/her case except through the grievance redressal mechanism provided in the policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process.

#### **12. SAVINGS & REPEAL**

The General Principles for Cadre Change Policy For District Cadres issued vide No. 2/12-2018-CO(2) dated 06.09.2018 and along with subsequent instruction/ notification/ clarification/ amendments etc. are hereby repealed/withdrawn from the date of notification of this policy. Any pending action/grievance under the Cadre Change Policy for District Cadres 2018 shall be decided as per the provisions of Cadre Change Policy For District Cadres 2018.



Additional Chief Secretary to Government Haryana,  
School Education Department  
Chandigarh



**Endst. No. 13/102-2023 PRT(ART)**

**Dated, Chandigarh the**

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

1. Chief Secretary to Govt. Haryana, Chandigarh.
2. Additional Chief Secretary to Govt. Haryana, Finance & Planning Department, Chandigarh.
3. Principal Secretary to Chief Minister, Haryana.
4. OSD to Chief Minister, Haryana
5. Director General, Secondary Education Haryana.
6. Director General Information & Public Relation, Haryana, Chandigarh.
7. Director Treasuries & Accounts Department, Haryana, Chandigarh.
8. Secretary, Board of School Education, Haryana, Bhiwani.
9. Director, SCERT Haryana, Gurugram.
10. All District Education Officers & All District Elementary Education in state of Haryana.
11. All Principal DIET/BITE/GETTI in State of Haryana.



Additional Director Admin  
O/o Director General Elementary Education  
Haryana, Panchkula.

## Annexure-I

List of disease of debilitating disorder referred in note below Special Factors of Merit Criteria of the Teacher Transfer Policy:

1. Chronic Heart Diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure
2. Chronic Cardiac Dysrhythmias
3. Interstitial Lung Disease (ILD)
4. Cystic Fibrosis
5. Cirrhosis of Liver
6. Chronic Renal Failure
7. Epilepsy
8. Paraplegia/ Quadriplegia/ Hemiplegia
9. Parkinson's Diseases
10. Degenerative Disorders of Nervous System e.g. Motor Neuron Disease
11. Chronic Demyelinating disorders of central & peripheral nervous system
12. Autism Spectrum Disorders
13. Cerebral Vascular Accident (CVA)
14. Multiple Sclerosis
15. Myopathies
16. Thalassemia
17. Haemophilia
18. Aplastic Anaemia
19. Cancer - All types of Malignancies
20. Schizophrenia
21. AIDS
22. Organ Transplant (Heart/Liver/Kidney/Lung/Intestine)
23. Behcet's disease.