

To

**All the Drawing and Disbursing Officer at HQ and District Level,
Sports Department,
Haryana, Panchkula.**

No.: 6257-80

Date: 19/02/2026

Subject: Extension of time till 27 Feb, 2026 for Preliminary Updation of Employee Data on Intra Haryana Portal – Forthcoming Online Transfer Drive of Cadre Deputy Superintendent (Cadre No. 65), Assistant/Store Keeper (Cadre No. 69), Clerk (Cadre No. 66).

In continuation of this office letter issued earlier regarding the Preliminary Updation of Employee Data on the Intra Haryana Portal for the forthcoming Online Transfer Drive of the said cadre, it is hereby informed that the last date for updation has been extended up to **27.02.2026**.

All regular employees covered under the Model Online Transfer Policy (MOTP), who have not yet updated their data, are once again directed to log in to their respective user accounts and carefully review their complete profile details available on the portal.

Employees must ensure that:

1. All required fields are correctly and completely updated.
2. Supporting documents, wherever required, are submitted to the designated authority/checker for verification.
3. Claims under special categories, merit parameters, and other relevant factors are duly supported with valid documents strictly as per policy provisions.

It is reiterated that the correctness of the data is directly linked to the calculation of merit points, length of service in a unit, eligibility under special categories, and other parameters prescribed under the MOTP.

Further, attention is again invited to Clause 5(ii)(g) of the Model Online Transfer Policy, 2025, which provides that in case any wrong, incorrect, or false information is detected during or after the transfer drive, the concerned employee shall be removed from the transfer drive and may be posted anywhere in the State by the competent authority.

All concerned employees are, therefore, directed to complete the necessary updation positively on or before **27.02.2026**.

This matter may be treated as **Most Urgent**.



**Nodal Officer – OTP
Sports Department
Haryana, Panchkula**