

To

All the Employees working on regular basis
HSAS CADRE (CAO, SAO, AO & SO),
Treasuries and Accounts Department (Parent Department),
Haryana Chandigarh.

Endst. No. SPL- 9 (MOTP) /2026

Dated: 16.02.2026

Subject: Preliminary Updation of Employee Data on Intra Haryana Portal – Forthcoming Online Transfer Drive of Cadre HSAS CADRE (CAO, SAO, AO & SO).

It is informed that prior to the commencement of the Online Transfer Drive of the said cadre, an interface titled "Updation of Employee Data" has been made available on the Intra Haryana Portal.

2. All regular employees who are covered under the Model Online Transfer Policy are directed to login in their respective user and carefully review their complete profile details as available in the departmental records.

3. In case any information is missing or incorrect, the concerned employee must immediately contact the respective authority as reflected alongside each table on the portal for necessary updation. The employee shall provide relevant supporting documents to the designated checker so that, after due verification, the correct details are updated in the employee's profile. The required fields must be updated as it is directly linked to various parameters under the Model Online Transfer Policy (MOTP), including calculation of length of service in a unit, merit points, etc.

4. Employees may access their profile through: -

Intra Haryana Portal → Login in respective employee user → Preliminary Updation of Data

5. Further for calculation of merit points following documents will be required, as mentioned against each factor:-

SN	Major Factor	Sub-Factor	Remarks
1	Age		As per Official record
2	Gender	Female	As per Official record
3	Special Category Female employees	<ul style="list-style-type: none">• Unmarried employees of more than 40 years of age• Widow• Divorced• Judicially separated	<ul style="list-style-type: none">• As per Official record• Death certificate of Husband• A valid decree from court as on qualifying date• A valid decree from court as on qualifying date

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

Hence, all employees are hereby instructed to carefully go through the Model Online Transfer Policy, 2025 and subsequent amendment, and ensure necessary updation, if any, on or before 20 February, 2026.

This matter may be treated as Most Urgent and accorded top priority.

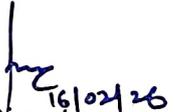
DA: Copy of Model Online Transfer Policy, 2025
and subsequent amendment


Joint Director-cum
Nodal Officer -MOTP
Treasuries and Accounts Department
Haryana Chandigarh

Endst. No. SPL- 10(MOTP) /2026

Dated: 16.02.2026

A copy of the above is forwarded to all concerned DDO/checker of the employees of HSAS CADRE (CAO, SAO, AO & SO), with the direction to ensure timely facilitation of employees for updation of data after due verification, positively before 20 February, 2026. They are also directed to go through the Model Online Transfer Policy, 2025 and subsequent amendment for strict compliance.


Joint Director-cum
Nodal Officer -MOTP
Treasuries and Accounts Department
Haryana Chandigarh