

From

Director Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

All the Principals of Govt. Colleges  
in the State of Haryana

Memo No : 100004/26-2021 ME (1)  
Dated, Panchkula 21.03.2022

**Subject:- Schedule for Online Transfer of Non- Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant Cadre Group-C) working in Government Colleges of Haryana.**

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Kindly refer to the subject cited above.

I have been directed to forward the schedule to be applicable on online transfer of Non-Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant Cadre Group-C) working in Government Colleges of Haryana.

Sr. No.	Activity	Dates	Remarks
1	Score Verification	21-3-2022 to 28-03-2022	During this period, all Principals of Government Colleges will verify the score filled by employees of their Colleges.
2	Freezing of Score	28-03-2022	Department will freeze the score. After it, score cannot be changed.
3	Voluntary participation	29-3-2022 to 03-04-2022	During this period, options for voluntary participation will be obtained from those employees who are otherwise not eligible for compulsory transfer.
4	Data processing and Rationalization/Blocking of posts	04-04-2022	This exercise will be carried out with the help of IT Cell. Rationalization and Blocking of posts will be made by the Department on the basis of shortage of employees.
5	Filling up of choices	05-04-2022 to 11-04-2022	All eligible employees will submit their choice of Government Colleges in order of preference.

6	Provisional Allocation	12-04-2022 to 15-04-2022	During this period, provisional allocation will be made on the basis of choices filled by employees.
7	Filling up of choices by those who miss the Government Colleges of choice during the above mentioned allocation, if any	18-04-2022 to 20-04-2022	If any employee fails to get one of his/her preferred options, before posting them anywhere in the State, such unsuccessful employees can submit their fresh choices against remaining vacancies.
8	Issuance of posting orders	21-04-2022	Orders will be generated and will be available in the login of employees and Government Colleges.
9	Relieving and Joining	22-04-2022 to 29-04-2022	All transferees will be relieved from their previous place of posting and join on their new Government Colleges.

So, you are requested to take further necessary action accordingly.

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Superintendent ME  
for Director Higher Education  
Haryana, Panchkula

Dated, Panchkula *21-3-2022*

Endst. No. Even

A copy of the above is forwarded to the following for information & necessary action:-

1. The State Information office, National Informatics Centre (NIC), 9<sup>th</sup> floor, Haryana Civil Secretariat, Chandigarh.
2. Deputy Superintendent HRMS Cell (Local).
- ✓ 3. Incharge IT Cell for uploading on Web Portal.

*Superintendent ME*  
Superintendent ME  
for Director Higher Education  
Haryana, Panchkula  
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