

By Registered post.

From

Additional Chief Secretary to Government Haryana,
Higher Education Department, Chandigarh

To

✓ All the Principals of Government Colleges
in the State of Haryana

Memo No. DHE-100004/26/2021 ME(1)
Dated, Panchkula, the 16-10-2025

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

Kindly refer to this office Memo No. DHE-100004/26/2021 ME(1) dated 07.02.2022 on the subject cited above.

It is intimated that in accordance with provision of Model Online Transfer Policy dated 23.05.2025 issued by Haryana Government, Sub Clause (c) of Clause 3 of Online Policy dated 07.02.2022 shall be substituted as under:-

3 (c) 'Priscribed Tenure' means the tenure of appointment for a period of five years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a college on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum one year service in a college.

Indira Chaur

Joint Director ME

for Additional Chief Secretary to Govt. Haryana,
Higher Education Department

Endst No. Even

Dated, Panchkula

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

1. The Chief Secretary to Government Haryana, Chandigarh.
2. The Additional Chief Secretary to Government Haryana, Finance and Planning Department, Chandigarh.
3. The Director General Information and Public Relations, Haryana, Chandigarh.
4. The Director General, Health Services, Panchkula.
5. The Director Treasuries and Accounts Department, Haryana Chandigarh.
6. All the Deputy Commissioners of the State of Haryana.

7. The State Information Office, National Informatics Centre (NIC), 9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to develop the software for Online Transfers for Non-Teaching Staff (Deputy Superintendent, Assistant, Steno Typist, Clerk, Laboratory Attendant and Junior Lecture Assistant) College Cadre Group-C working in Govt. Colleges of Haryana and further necessary action under intimation to this department.
8. OSD/CM.
9. Secretary to Education Minister, Haryana.
10. PS/ACSHE, PS/DGHE.
11. Superintendent HRMS Cell (Local).
12. Incharge IT Cell for uploading on Web Portal.

- 3d -

Joint Director ME
for Additional Chief Secretary to Govt. Haryana,
Higher Education Department