



GOVERNMENT OF HARYANA / हरियाणा सरकार
TRANSPORT COMMISSIONER, HARYANA, CHANDIGARH.
परिवहन आयुक्त, हरियाणा, चंडीगढ़।

'TOP PRIORITY'

To

1. All the District Transport Officers-cum-Secretaries, Regional Transport Authorities, in the State.
2. All Branch Officer/Incharges at HQ

Memo No. /HRMS Asstt./ ASTC Dated:-

Subject:- Regarding implementation of Online Transfer Drive.

In continuation of this office letter No. 61699-729/HRMS Clerk/MVO(E) dated 06.12.2024 on the subject cited above.

It is to inform that the schedule for undertaking Online Transfer Drive for cadres covered under Online Transfer Policy i.e. Assistant/TIs and Clerks/TSIs is as under:-

Sr. No.	Detail	Proposed date
1.	Date of Start of Process	20.03.2025
2.	Date by which Head Office would send data to DDO's	21.03.2025
3.	Last date for employees to give consent to the data and send it back to DDOs	25.03.2025
4.	Date by which DDOs should freeze the data received from employee	26.03.2025
5.	Willing Consent Start Date	27.03.2025
6.	Willing Consent End Date	02.04.2025
7.	Date by which Head office would initiate the process of rationalizing of posts	03.04.2025
8.	Date by which Head office would complete the process of rationalization of posts	07.04.2025
9.	Choice Filling Start Date	08.04.2025
10.	Choice Filling End Date	15.04.2025
11.	Date by which final transfer order will be generated	17.04.2025
12.	Relieving by Date	18.04.2025
13.	Last date for completing all Reliving and Joining formalities	22.04.2025
14.	Cut-off date up to which Service verification is to be done	28.02.2025
15.	Period of Retirement to be considered	01.04.2025 to 31.03.2026
16.	Period of Marital status to be considered	01.12.2023 to 28.02.2025



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You are, therefore, requested to complete HRMS data including service verification upto 28.02.2025 of all employees working under your control for implementation of Online Transfer Policy by tomorrow positively. This may be brought to the notice of All Assistant/TIs and Clerks/TIs working your kind control. They may also be made clear to verify/check their data on **intra Haryana portal** in this regard.

sd
(Dharmender)
Assistant Transport Commissioner,
for Transport Commissioner, Haryana,
Chandigarh.

Endst. No. 12571-72 /HRMS Asstt./ASTC Dated:- 18/3/25

A copy of the above is forwarded for following for information and necessary action please.

1. State Informatics Officer, NIC, Haryana Civil Sectt. Chandigarh.
- ✓ 2. Sh. Arvind, J.P. with the direction to upload the above schedule on the official website of the department.

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(Dharmender)
Assistant Transport Commissioner,
for Transport Commissioner, Haryana,
Chandigarh.
18/3/2025