



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. 61699-729 /HRMS Clerk/MVO(E) Dated:- 6/12/24

**Subject:- Regarding implementation of Online Transfer Drive.**

Reference 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.	Event	Committed date
1.	Date of Start of Process	10.12.2024
2.	Last Date of Service verification and Score Generation	30.12.2024
3.	Last Date of process for obtaining consent of employee	07.01.2025
4.	Last Date of Adding/ Exempting employees process by department	09.01.2025
5.	Last Date of Rationalization/ Blocking of post	16.01.2025
6.	Last Date of Choice filling by employees	26.01.2025
7.	Last Date of Generation of Provisional Transfer Order	30.01.2025
8.	Last Date of re-choice by employee (Anywhere)	06.02.2025
9.	Last Date of Final Transfer Order Generation	13.02.2025
10.	Cut-off date up to which Service verification is to be done	30.11.2024
11.	Period of Retirement to be considered	01.12.2024 to 31.03.2026
12.	Period of Marital status to be considered	01.12.2023 to 30.11.2024

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You are, therefore, requested to complete HRMS data of all employees by tomorrow positively and service verification of employees upto 30.11.2024 working under your control for implementation of Online Transfer Policy. The above may be brought to the notice of All Assistant/TIs and Clerks/TSIs working your kind control. They may also be made clear to verify/check their data on **intra Haryana portal** in this regard.

(Dharmender)  
Motor Vehicle Officer (E)  
for Transport Commissioner,  
Haryana, Chandigarh

Endst. No. /HRMS Clerk/MVO(E) Dated:-

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.

(Dharmender)  
Motor Vehicle Officer (E)  
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