



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: admnssharyana2021@gmail.com | Website: www.hsspp.ir



Ref. No. Admn./SS/2022 | 24955-76

Dated 07/02/2022

To

All the District Project Coordinators
in Haryana State

Subject: Online transfer policy for HSSPP employees.

In reference to the subject cited above.

The Government has approved the following policy to regulate the transfer of HSSPP employees at State Headquarter (HQ), District Headquarter (DPC), Block Resource Centre(BRC) and Cluster Resource Centre(CRC):-

HSSPP Employees Transfer Policy 2021

1. Vision:

- To redress the request of employees to change their place of posting due to various reasons.
- To develop a transparent mechanism.
- To maximize job satisfaction amongst employees and further to improve performance of HSSPP.

2. Definitions:

In this policy, unless the context requires otherwise:

- i) Policy covers transfer of all Employees (except outsourcing employees) working at State Headquarter (HQ), District Headquarter (DPC), Block Resource Centre (BRC) and Cluster Resource Centre (CRC).

3. Main features:

- i) All employees of the HSSPP (except outsourcing employees) are liable to be transferred anywhere in the state at any point of time.
- ii) The transfer policy will be implemented using online application software.

4. Basic Principles:

All transfers (except on administrative ground) will be made only once in a year, as per time schedule as notified by the HSSPP for a given year and



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will be strictly on merit and shall be done through online system. The option once availed and confirmed will be final and can be changed only under the provisions of this policy.

5. Procedure to be adopted:

Transfer process will be initiated in the month of March and will be completed by the first week of April each year (during renewal of contract). It will involve following processes:

- a) Preparation of provisional actual vacancy list, blocked vacancies and deemed vacancy list.
- b) Seeking 'Yes/No' option for transfer from employees.
- c) Seeking preference for choice of station.
- d) Notification of list of eligible vacancies to be filled and blocked vacancies in public domain.
- e) Generation of transfer orders and notification of dates for each process will be made by the competent authority.

6. Definition of vacant posts:

- a) **Actual Vacancy:** A post not occupied by any official, a post which will become vacant due to resignation, death, termination of service of any employee or remain vacant during previous recruitment drive.(after leaving block vacancies)
- b) **Deemed Vacancy:** A post occupied by such official who has given option for transfer from his / her place of posting.
- c) **Blocked Vacancy:** A post which has been blocked by the HSSPP for specific purpose which is required to be kept vacant during the transfer drive.
- d) **Eligible vacancies for the transfer drive will be formulated as per the rule mentioned below:**

“Eligible Vacancies= (Actual Vacancies)-(Blocked Vacancies) + (Deemed vacancies)”



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7. Merit criteria for allotment of posts:

If there is more than one applicant for the post, then merit criteria will apply.

- i) Decision of allotment to a vacancy will be based on the total composite score of points earned by an employee, out of 80 points as described below. The employee earning highest points will be entitled to be transferred against a particular vacancy.
- ii) Age shall be the prime factor for deciding the claim of the employee against a vacancy since it shall have weightage of 60 points, out of total 80 points.
- iii) However, to take care of categories like women, widows, widowers, differently abled persons and employees with serious ailment, a privilege of maximum 20 points can be availed by the employees of these categories (hereinafter to be referred as Special Category).
- iv) In case employees have same marks then preference will be given to whom have elder in age.
- v) The division of points for the categories mentioned at clause No. 7(ii) & 7 (iii) is given below:

a) Service Tenure criteria marks:

| Sr. No. | Major Factor | Sub-Factor | Max. point: | Criteria for calculation |
|---------|--|--|-------------|---|
| 1 | Age (present date minus date of birth) | Eldest person shall get maximum points | 60 | Age in number of days * 365 (maximum four decimal points only) |

b) The second set of merit points will come from the special factors enumerated hereinafter (Maximum 20 point):

| Sr. No. | Major Factor | Sub-Factor | Maximum Points | Criteria for calculation |
|---------|--------------|------------|----------------|---|
| 1 | Gender | Female | 10 | 10 points shall be given to female employees. |



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| | | | | |
|---|--------------------------------------|--|----|---|
| 2 | Special Category female employee | Widow/ divorced/separated/un married female employee more than 40 years of age/wife of serving Military personnel/ Paramilitary personal working outside the State | 10 | All female of this category shall be given 10 marks only. |
| 3 | Special Category male employee | A widower (A male who has lost his wife and has not (re-married) and has one or more minor children and/ or unmarried daughter(s) | 5 | Eligible male widowers shall be given 5 points only. |
| 4 | Differently abled persons | Vision/Locomotors | 20 | 31% to 50%= 10 marks Above 50% and upto 75%=20 marks |
| | | Deaf & Dumb | 20 | 40% to 60% disability= 10 Marks. Above 60% to 80% = 15 Marks Above 80% =20 Marks |
| 5 | Diseases of "Debilitating Disorders" | Self/Spouse/unmarried Children | 10 | Valid certificate issued last year by All India Institute of Medical Science(AIIMS) (including its branches in Haryana), PGI Khanpur Kalan, Kalpana Chawla, Medical College Karnal, PGI Chandigarh or duly constituted Medical Board by the concerned district CMO only will be considered. |
| 6 | The Differently abled mentally | Men / Women employee having Mentally challenged or 100% differently abled child | 10 | Men/Women employee having mentally challenged or 100% differently abled children shall be |



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| | | | | |
|---|---------------------|--------------------|---|---|
| | challenged children | | | provided maximum of 10 points. |
| 7 | Couple case | Only female spouse | 5 | Employees' spouses working in HSSPP, State Government, Central Government, PSUs created under acts or rules |

8 General Rules:

- All employees shall be transferred within his/ her cadre post only.
- To avoid shortage of manpower HSSPP may block some vacant posts which shall be kept vacant in the transfer drive. State Project Director is competent to block some vacant post as per requirement /as per work load.
- All transfers against vacant post will be strictly as per the criteria adopted on merit basis mentioned at Clause No. 7.
- Transfer on Administrative Ground: In case there is administrative exigency or shortage / surplus of staff at HQ/ DPC/ BRC or CRC, HSSPP has right to take decision at administrative level for transfer/ short term adjustment, for maximum period of 1 years at a time for smooth functioning of work, at a particular place.
- Power of relaxation: Notwithstanding anything contained in the policy, State Project Director (SPD), HSSPP will be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.
- Clarification & Implementation: In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the SPD will be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
- At any stage, the candidate have similar score as per above said criteria, preference will be given to person who will be senior as per age.



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h) The post against which the person working temporary/time being/till further orders may be considered vacant.

The above transfer policy may be brought to the notice of all concerned for compliance.

Coordinator (Admn.)
For State Project Director
HSSPP, Panchkula

Endst. No. Admn./SS/2022 | 24977-80

Dated 07/02/2022

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

1. Sr. Secretary/ Addl. PSCM Haryana for kind information of W/Addl. PSCM Haryana.
2. PS/ACSSE for kind information of W/ACSSE
3. All Officials/Officers of HSSPP, Panchkula
4. System Analyst, IT cell, HSSPP for uploading on the website of HSSPP.

Coordinator (Admn.)
For State Project Director
HSSPP, Panchkula