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THE HARYANA STATE COOPERATIVE AGRICULTURE AND RURAL
DEVELOPMENT BANK LTD;

Sahkarita Bhawan, Bays No. 31-34, Sector-2, Panchkula, Haryana

No. EA/HDB/2024/ 30053

Date: 2-12-2024

Through E-mail

✓ The Technical Director,
National Informatics Centre,
Haryana Civil Secretariat, Chandigarh

**Subject: To initiate the Online Transfer Drive for four cadres i.e. A.M., F.O.,
Clerk & LVO.**

Sir,

It is informed that a meeting was convened on 28.11.2024 under the chairmanship of Sh. Sudhanshu Gautam, OSD to the Hon'ble Chief Minister, Haryana to review the progress of the implementation of the Online Transfer Policy (OTP) in various Departments/Boards/Corporations. All the Departments were directed to initiate the process of Online Transfer drive for all the respective cadres covered under the Online Transfer Policy of the Department.

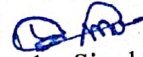
So, in order to implement the Online Transfer Policy, the schedule of events of transfer drive is as under:-

Sr. No.	Event	Committed date
1.	Date of Start of Process (Should be before 11 th Dec 2024)	10-12-2024
2.	Last Date of Service verification and Score Generation (Should be done before 31 st Dec 2024)	27-12-2024
3.	Last Date of process for obtaining consent of employee (Should be before 7 th Jan 2025)	04-01-2025
4.	Last Date of Adding/ Exempting employees process by department (Should be before 10 th Jan 2025)	08-01-2025
5.	Last Date of Rationalization/ Blocking of post (Should be before 17 th Jan 2025)	15-01-2025
6.	Last Date of Choice filling by employees (Should be before 27 Jan 2025)	23-01-2025
7.	Last Date of Generation of Provisional Transfer Order (Should be before 31 Jan 2025)	29-01-2025
8.	Last Date of re-choice by employee (Anywhere) (Should be before 07 Feb 2025)	04-02-2025
9.	Last Date of Final Transfer Order Generation (Should be before 14 Feb 2025)	11-02-2025

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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

In this regard, it is requested to initiate Online Transfer Policy of four cadres i.e. Asstt. Manager, Field Officer, Clerk & LVO as per the above mentioned schedule.



(Rajender Singh)
Secretary-cum-
Nodal Officer, OTP
HSCARDB Ltd; Pkl

Endst. No. EA/HDB/2024/ 30054-30083

Date: 2-12-2024

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

1. Sh. Vijay Bansal, Scientist, NIC Team, Chandigarh.
2. All the Section Heads in H.O. Panchkula and all the CEOs, DPCARDBs Ltd; in the state of Haryana with the direction to strictly adhere to the above mentioned schedule to all the employees working under their jurisdiction without any failure.


(Rajender Singh)
Secretary-cum-
Nodal Officer, OTP
HSCARDB Ltd; Pkl