



SHAHEED UDHAM SINGH GOVT. COLLEGE
MATAK-MAJRI-132041, KARNAL
E-mail: susgcomm@gmail.com, www.gcmatakmaajri.com

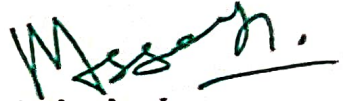
SUSGcomm/2025/Dec-4

NOTICE

Date - 08/12/25

All the staff members are required to submit the latest colored photocopy of document(s) by 08/12/2025 till 11:00 AM for claiming the weightage availed by the employee under "Special Factors" category for Model Online Transfer Policy (MOTP).

Note: If the document is not found valid as per the MOTP guidelines than the concerned employee has to raise the objection from intra-haryana portal using his/her id credentials.


Principal
S.U.S. Govt. College
Matak Majri-Indri (Karnal)



Nodal Officer
MOTP

- (xiii) 'Transfer' for the purpose of this policy means posting/transfer from a unit to another, on or before completion of prescribed tenure to/in a unit;
- (xiv) 'Vacant Post for transfer' means posts available after rationalization to employees participating in a transfer drive and will include post from amongst:
1. a post not occupied by any employee shall be called an **actual vacancy**;
 2. a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee shall be called a **deemed vacancy**;
 3. a post occupied by an employee, who has completed the minimum tenure at a unit and has exercised her/ his option to participate in the general transfer drive under this policy shall be called a **voluntary vacancy**;
 4. A post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority, after the preceding online transfer drive shall be called a **notional vacancy**;
- (xv) 'Unit' means an area(s), such as Office, Tehsil, Sub Division, Block, Circle, District, Zone, Division etc., as prescribed by the competent authority for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy.

4. Merit Criteria for allotment of post

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 80 points, as described below :-

- (i) Age will be the prime factor for calculation of merit points, as tabulated below:

Sr. No.	Major Factor	Maximum Points	Criteria for calculation
1.	Age (Qualifying date minus Date of birth)	60	Age in number of days ÷ 365 (Maximum four decimal points only)

- (ii) Special Factors: A weightage of maximum 20 points can be availed by the employees as indicated below: -

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1	Gender	Female	10	10 points will be given to all female employees
2	Special Category Female employees	Unmarried employees of more than 40 years of age, Widow, Divorced, Judicially separated	10	All female employees of this category will be given 10 points
3	Special Category Male Employees	Divorced/ Judicially separated/ Widower who have not remarried and have one or more minor child/ Children and/or unmarried daughters	10	Eligible employees will be given 10 points
4	Couple Case	Applicable to employees working in any Department/ Organization under any State Government/ Government of India	5	The benefit will be admissible only in case the preferred station shall result in decrease of distance between the current respective posting stations of the couple

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
5	Spouses of Military/Paramilitary personnel	Spouse of serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
6	Diseases of Debilitating Disorders (Refer Annexure-1)	Self/ Spouse/ unmarried son/ daughter	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/ PGI-Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
7.	Differently abled or mentally challenged child/ children	Employee having 100% differently abled or Mentally challenged child/ children	10	Employee having 100% differently abled or Mentally challenged child/ children will be given maximum 10 points
8	Differently abled Persons	All kind of disabilities as defined under RPWD Act 2016	20	For employees having disabilities, the points will be given based on the percentage of disability, which is as following Between 40% to <50% - 10 marks Between 50% to <60 % - 15 marks Between 60% to 70% - 20 marks
9	Disciplinary Proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016	(- 10) marks	Negative Marks During the currency of the punishment

Note

- (i) List of Diseases of debilitating disorder has been mentioned in the Annexure-I.

5. Procedure to be adopted**(i) Creation and Initiation of Transfer Drive**

- The entire process is to be carried out through the "department's transfer application/module" which shall be integrated with HRMS.
- The detailed schedule of online transfer drive including tentative cut off dates for each of the steps will be decided with the approval of the competent authority, well in advance, preferably at least one month before the initiation of online transfer drive.
- The competent authority will get the online transfer drive created and complete the process of updation of employee data (fetched from HRMS), within fifteen (15) days of creation of the drive.

(ii) Employee Data Verification and Authentication

- The Nodal Officer will publish score and tenure details of all the employees in the cadre.
- The employees will validate the data or raise objection(s) within seven (7) days of publication. The employee will submit the same through a One Time Password (OTP) based system. In case,

List of Severe and Chronic Diseases

1. Chronic Heart Diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure
2. Chronic Cardiac Dysrhythmias
3. Interstitial Lung Disease (ILD)
4. Cystic Fibrosis
5. Cirrhosis of Liver
6. Chronic Renal Failure
7. Epilepsy
8. Paraplegia/ Quadriplegia/ Hemiplegia
9. Parkinson's Diseases
10. Degenerative Disorders of Nervous System e.g. Motor Neuron Disease
11. Chronic Demyelinating disorders of central & peripheral nervous system
12. Autism Spectrum Disorders
13. Cerebral Vascular Accident (CVA)
14. Multiple Sclerosis
15. Myopathies
16. Thalassemia
17. Haemophilia
18. Aplastic Anaemia
19. Cancer - All types of Malignancies
20. Schizophrenia
21. AIDS
22. Organ Transplant (Heart/ Liver/ Kidney/ Lung/ Intestine)