

From

Excise and Taxation Commissioner,
Haryana, Panchkula.

To

All the JETCs,
All the DETCs (Sales Tax and Excise)
in the State.

Memo No. **697** /E-VI
Panchkula dated **02/02/2024**

Subject: Guidelines for the implementation of Online Transfer Policy in respect of Assistants and Clerks of Field Cadre for the year 2024.

MEMO

On the subject cited above you are intimated that the Online Transfer Policy for Assistants and Clerks of Field Cadre has been notified on 25.05.2022. It is available on official website **www.haryanatax.gov.in**.

The options of stations for transfer under the Policy shall be opened from **03.02.2024 till 07.02.2024**.

Following guidelines are issued for convenience of participants:

1. For making options for transfer or to know the status, the employee has to login to his/her account on **intrahry.gov.in** portal. On login the user will get a '**My Transfer**' option on the left side of the screen. Click on '**My Transfer**' link and enter the options for online transfer drive through '**Fill Transfer Preference**' link.
 2. The Assistants and Clerks of Field Cadre of the following categories have already given their online consent to participate in the transfer drive.
 - a) Employees who are posted in the same office for more than 3 years but less than 5 years.
 - b) Employees who are 100% Blind or have 80% or more locomotor disorder involving both legs.
 - c) Employees who are due for retirement till 30.11.2024
 - d) Widow/Widower (from 01.12.2022 till 30.11.2023).
- The list of such employees is attached as **Annexure-I(Assistants) and Annexure-II(Clerks)**.
3. It is mandatory for employees whose tenure at a station is more than 5 years as on 30.11.2023. The list of such employees is attached as **Annexure-III(Assistants) and Annexure-IV(Clerks)**.
 4. Option cannot be given for the station at which the employee is currently posted.
 5. The participant employees are advised to give options for minimum 5 stations in case of Clerks and minimum 3 in case of Assistants. However, there is no limit on maximum and it would be better if more options are given otherwise the system will select the station at its own if employee

does not get the station of his given options. Therefore, employees should give maximum options.

6. Once the options/preferences are locked by the employee it cannot be changed /withdrawn.
7. For equal distribution of the employees in working position and to ensure that each district gets at least minimum strength of staff it has been decided to block some posts. Meaning thereby the system will not allow posting of staff more than the maximum number of staff fixed in a district.
8. The recently married and recently divorced employee will be given preferred place of posting against the vacancy upon request after the transfer drive. The period considered for this exemption is from 01.12.2022 to 30.11.2023.
10. The list of vacancy position in respect of Assistants and Clerks of Field Cadre are enclosed as **Annexure-V(Assistants)** and **Annexure-VI(Clerks)** respectively.

You are directed to inform the concerned officials under your jurisdiction and ensure their participation in the Online Transfer Drive.


Jt. Excise & Taxation Commissioner (Admn.).
for Excise and Taxation Commissioner,
Haryana, Panchkula.

Endst. No. 698 /E-VI. Panchkula dated the 02/02/2024

A copy s forwarded to the following for information please

- 1) PS to PS&T for information of Worthy PS&T
- 2) PA to ETC for information of Ld. ETC
- 3) Sh. Vijay Bansal, NIC, Haryana, Chandigarh for information please.


Jt. Excise & Taxation Commissioner (Admn.).
for Excise and Taxation Commissioner,
Haryana, Panchkula.

District-wise list of Assistants who have given Consent

Sr. No.	District	Payee Code	Employee Name
1	DETC(Ex), Sonapat	7D964O	MANU JANGRA
2	DETC(ST), Ambala	7F8VTR	SANGEETA RANI
3	DETC(ST), Kaithal	3F2V48	SATYA PAL
4	DETC(ST), Panipat	SD1QUA	RAM PAL

District-wise list of Clerks who have given Consent

Sr. No.	District	Payee Code	Employee Name
1	DETC(ST), Ambala	3I4LD4	RAM PHAL I
2	DETC(ST), Bhiwani	BIAQ9P	DINESH KUMAR
3	DETC(ST), Faridabad(South)	0A61AI	DALBIR
4	DETC(ST), Faridabad(W)	2GA9A7	MONIKA
5	DETC(ST), Faridabad(W)	9BB91D	SIDHARTH
6	DETC(ST/PGT), Faridabad(E)	OAB8LY	BHARTI
7	DETC(ST/PGT), Gurgaon(E)	EGAWDN	BIJENDER Kumar

District-wise list of Deemed Assistants

Sr. No.	District	Emp ID	Employee Name	Father Name	Service Duration
No DEEMED Employee					

District-wise list of Deemed Clerks

Sr. No.	District	Emp ID	Employee Name	Father Name	Service Duration
1	DETC(Ex), Jind	4M4B3S	AJMER singh	MALKHAN SINGH	Total years:- 5-Years 7-Month 0-Days
2	DETC(ST), Faridabad(North)	NCAQ2Q	JASBIR SINGH	BAHADUR SINGH	Total years:- 5-Years 8-Month 10-Days
3	DETC(ST/PGT), Gurgaon(E)	YDAP08	NEERAJ KUMAR	DHANPAT SINGH	Total years:- 5-Years 8-Month 11-Days
4	DETC(ST/PGT), Gurgaon(E)	7HAUJY	YASHWANT	PURAN SINGH	Total years:- 5-Years 2-Month 27-Days
5	DETC(ST), Gurgaon(W)	HIAQO4	HEMANT KUMAR	SATYAVEER	Total years:- 5-Years 8-Month 11-Days
6	DETC(ST), Gurgaon(W)	2NAMHY	DINESH KUMAR	PARBHU CHAND	Total years:- 5-Years 8-Month 10-Days
7	DETC(ST), Gurugram(North)	PEAP3V	SATYAWART	SUKHDEV SINGH	Total years:- 5-Years 8-Month 11-Days
8	DETC(ST), Gurugram (South)	VBAPDR	PRAVINDRA KUMAR	SATYVEER SINGH	Total years:- 5-Years 8-Month 5-Days
9	DETC(ST), Gurugram (South)	RIAPS0	PARVEEN	SUMER SINGH	Total years:- 5-Years 8-Month 10-Days
10	DETC(ST), Gurugram (South)	XDAPYB	SATYAPRAKASH	VIRENDER SINGH	Total years:- 5-Years 8-Month 10-Days
11	DETC(ST), Jagadhari	AHAN57	VIKAS Kumar	RAJ KUMAR	Total years:- 5-Years 8-Month 11-Days
12	DETC(ST), Panchkula	MHAQM2	RAMAN KUMAR	DATA RAM	Total years:- 5-Years 8-Month 11-Days
13	DETC(ST), Panipat	IIAQ9R	RANI	RANBIR SINGH	Total years:- 5-Years 8-Month 9-Days
14	DETC(ST), Panipat	ICA45E	PROPKAR	BALWAN SINGH	Total years:- 5-Years 8-Month 4-Days
15	DETC(ST), Panipat	LBAQQW	AJAY	RAM PHOOL -	Total years:- 5-Years 8-Month 10-Days
16	DETC(ST), Panipat	OFAQ3L	GAURAV MALIK	SURINDER KUMAR	Total years:- 5-Years 8-Month 10-Days
17	DETC(ST), Panipat	LFASB5	SURINDER KAUSHIK	KRISHAN CHANDER	Total years:- 5-Years 3-Month 1-Days
18	Jt. ETC(Range), Gurgaon	KPAI5L	NARESH	GAJENDER SINGH	Total years:- 5-Years 3-Month 1-Days

Vacancy Position of Assistants of Field Cadre for the Online Transfer Policy 2024

Sr. No.	District	Sanction Post	Working Strength	Blocked Post	Approved Sanction Strength of Assistants	Willing	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
1	DETC(Ex), Ambala	1	0	1	0	0	0	0	0
2	DETC(Ex), Bhiwani	1	0	1	0	0	0	0	0
3	DETC(Ex), Faridabad	1	1	0	1	0	0	0	0
4	DETC(Ex), Fatehabad	1	0	1	0	0	0	0	0
5	DETC(Ex), Gurgaon	2	2	0	2	0	0	0	0
6	DETC(Ex), Gurugram(West)	2	1	1	1	0	0	0	0
7	DETC(Ex), Hisar	1	1	0	1	0	0	0	0
8	DETC(Ex), Jagadhari	1	0	1	0	0	0	0	0
9	DETC(Ex), Jhajjar	1	0	1	0	0	0	0	0
10	DETC(Ex), Jind	1	1	0	1	0	0	0	0
11	DETC(Ex), Kaithal	1	0	1	0	0	0	0	0
12	DETC(Ex), Karnal	1	0	1	0	0	0	0	0
13	DETC(Ex), Kurukshetra	1	1	0	1	0	0	0	0
14	DETC(Ex), Mewat	2	1	1	1	0	0	0	0
15	DETC(Ex), Narnaul	1	1	0	1	0	0	0	0
16	DETC(Ex), Palwal	2	0	2	0	0	0	0	0
17	DETC(Ex), Panchkula	1	0	1	0	0	0	0	0
18	DETC(Ex), Panipat	1	1	0	1	0	0	0	0
19	DETC(Ex), Rewari	1	1	0	1	0	0	0	0
20	DETC(Ex), Rohtak	1	1	0	1	0	0	0	0
21	DETC(Ex), Sirsa	1	1	0	1	0	0	0	0
22	DETC(Ex), Sonapat	1	1	0	1	1	0	0	1
23	DETC(ST), Ambala	8	8	0	8	1	0	0	1

Sr. No.	District	Sanction Post	Working Strength	Blocked Post	Approved Sanction Strength of Assistants	Willing	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
24	DETC(ST), Bhiwani	4	4	0	4	0	0	0	0
25	DETC(ST/PGT), Faridabad(E)	12	9	3	9	0	0	0	0
26	DETC(ST), Faridabad(North)	10	7	3	7	0	0	0	0
27	DETC(ST), Faridabad(South)	8	3	5	3	0	0	0	0
28	DETC(ST), Faridabad(W)	11	4	7	4	0	0	0	0
29	DETC(ST), Fatehabad	3	2	1	2	0	0	0	0
30	DETC(ST), Gurgaon(W)	10	9	1	9	0	0	0	0
31	DETC(ST/PGT), Gurgaon(E)	12	9	3	9	0	0	0	0
32	DETC(ST), Gurugram(North)	10	9	1	9	0	0	0	0
33	DETC(ST), Gurugram (South)	9	4	5	4	0	0	0	0
34	DETC(ST), Hisar	6	6	0	6	0	0	0	0
35	DETC(ST), Jagadhari	7	4	3	4	0	0	0	0
36	DETC(ST), Jhajjar	4	4	0	4	0	0	0	0
37	DETC(ST), Jind	3	3	0	3	0	0	0	0
38	DETC(ST), Kaithal	3	3	0	3	1	0	0	1
39	DETC(ST), Karnal	7	5	2	5	0	0	0	0
40	DETC(ST), Kurukshetra	2	2	0	2	0	0	0	0
41	DETC(ST), Mewat	2	1	1	1	0	0	0	0
42	DETC(ST), Narnaul	1	1	0	1	0	0	0	0
43	DETC(ST), Palwal	6	3	3	3	0	0	0	0
44	DETC(ST), Panchkula	3	2	1	2	0	0	0	0
45	DETC(ST), Panipat	7	7	0	7	1	0	0	1
46	DETC(ST), Rewari	3	3	0	3	0	0	0	0
47	DETC(ST), Rohtak	4	4	0	4	0	0	0	0
48	DETC(ST), Sirsa	4	4	0	4	0	0	0	0
49	DETC(ST), Sonapat	7	6	1	6	0	0	0	0
50	Jt. ETC(Range), Ambala	1	0	1	0	0	0	0	0

Sr. No.	District	Sanction Post	Working Strength	Blocked Post	Approved Sanction Strength of Assistants	Willing	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
51	Jt. ETC(Range), Faridabad	1	0	1	0	0	0	0	0
52	Jt. ETC(Range), Gurgaon	1	1	0	1	0	0	0	0
53	Jt. ETC(Range), Hisar	1	1	0	1	0	0	0	0
54	JT.ETC(Range), Rohtak	1	1	0	1	0	0	0	0
Grand Total		197	143	54	143	4	0	0	4

Vacancy Position of Clerks of Field Cadre for the Online Transfer Policy 2024

Sr.No.	District	Sanctioned Strength of Clerks	Working Strength of Clerks	Blocked Post	Approved Sanction Strength of Clerks	Willing Consent	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
1	DETC(Ex), Ambala	4	3	1	3	0	0	0	0
2	DETC(Ex), Bhiwani	4	2	2	2	0	0	0	0
3	DETC(Ex), Faridabad	5	4	1	4	0	0	0	0
4	DETC(Ex), Fatehabad	3	2	1	2	0	0	0	0
5	DETC(Ex), Gurgaon	5	4	1	4	0	0	0	0
6	DETC(Ex), Gurugram(West)	5	2	3	2	0	0	0	0
7	DETC(Ex), Hisar	3	2	1	2	0	0	0	0
8	DETC(Ex), Jagadhari	3	2	1	2	0	0	0	0
9	DETC(Ex), Jhajjar	3	2	1	2	0	0	0	0
10	DETC(Ex), Jind	3	3	0	3	0	1	0	1
11	DETC(Ex), Kaithal	3	2	1	2	0	0	0	0
12	DETC(Ex), Karnal	3	2	1	2	0	0	0	0
13	DETC(Ex), Kurukshetra	3	2	1	2	0	0	0	0
14	DETC(Ex), Mewat	3	2	1	2	0	0	0	0
15	DETC(Ex), Narnaul	3	1	2	1	0	0	0	0
16	DETC(Ex), Palwal	3	2	1	2	0	0	0	0
17	DETC(Ex), Panchkula	3	1	2	1	0	0	0	0
18	DETC(Ex), Panipat	3	2	1	2	0	0	0	0
19	DETC(Ex), Rewari	3	2	1	2	0	0	0	0

Sr.No.	District	Sanctioned Strength of Clerks	Working Strength of Clerks	Blocked Post	Approved Sanction Strength of Clerks	Willing Consent	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
20	DETC(Ex), Rohtak	3	1	2	1	0	0	0	0
21	DETC(Ex), Sirsa	3	3	0	3	0	0	0	0
22	DETC(Ex), Sonapat	3	1	2	1	0	0	0	0
23	DETC(ST), Ambala	21	15	6	15	1	0	0	1
24	DETC(ST), Bhiwani	15	8	7	8	1	0	0	1
25	DETC(ST), Faridabad(North)	25	17	8	17	0	1	0	1
26	DETC(ST), Faridabad(South)	29	20	9	20	1	0	0	1
27	DETC(ST), Faridabad(W)	29	19	10	19	2	0	0	2
28	DETC(ST/PGT), Faridabad(E)	25	20	5	20	1	0	0	1
29	DETC(ST), Fatehabad	13	8	5	8	0	0	0	0
30	DETC(ST), Gurgaon(W)	21	17	4	17	0	2	0	2
31	DETC(ST/PGT), Gurgaon(E)	30	28	2	28	1	2	0	3
32	DETC(ST), Gurugram (South)	26	22	4	22	0	3	0	3
33	DETC(ST), Gurugram(North)	34	32	2	32	0	1	0	1
34	DETC(ST), Hisar	26	15	11	15	0	0	0	0
35	DETC(ST), Jagadhari	21	14	7	14	0	1	0	1
36	DETC(ST), Jhajjar	22	14	8	14	0	0	0	0
37	DETC(ST), Jind	14	9	5	9	0	0	0	0
38	DETC(ST), Kaithal	14	7	7	7	0	0	0	0
39	DETC(ST), Karnal	30	19	11	19	0	0	0	0
40	DETC(ST), Kurukshetra	15	10	5	10	0	0	0	0
41	DETC(ST), Mewat	14	6	8	6	0	0	0	0

Sr.No.	District	Sanctioned Strength of Clerks	Working Strength of Clerks	Blocked Post	Approved Sanction Strength of Clerks	Willing Consent	Deemed	Total Forceful	Vacancy (7+8)
1	2	3	4	5	6	7	8	9	10
42	DETC(ST), Narnaul	12	6	6	6	0	0	0	0
43	DETC(ST), Palwal	16	9	7	9	0	0	0	0
44	DETC(ST), Panchkula	21	12	9	12	0	1	0	1
45	DETC(ST), Panipat	31	20	11	20	0	5	0	5
46	DETC(ST), Rewari	21	12	9	12	0	0	0	0
47	DETC(ST), Rohtak	19	11	8	11	0	0	0	0
48	DETC(ST), Sirsa	19	12	7	12	0	0	0	0
49	DETC(ST), Sonapat	26	17	9	17	0	0	0	0
50	Jt. ETC(Range), Ambala	2	1	1	1	0	0	0	0
51	Jt. ETC(Range), Faridabad	2	2	0	2	0	0	0	0
52	Jt. ETC(Range), Gurgaon	2	2	0	2	0	1	0	1
53	Jt. ETC(Range), Hisar	2	1	1	1	0	0	0	0
54	Jt. ETC(Range), Rohtak	1	1	0	1	0	0	0	0
Grand Total		672	453	219	453	7	18	0	25