

To
All Employees
[Clerks, Assistant, Steno Typist, Taxation Inspector, Excise Inspector and Driver]
Excise and Taxation Department, Haryana.

Memo No. 85/E-VI/E-II
Panchkula dated the 10.02.2026

Subject: Update regarding schedule of ongoing transfer drive for the cadres of, Taxation Inspector, Excise Inspector, Assistant, Steno Typist, Clerk and Driver.

Kindly refer to the Model Online Transfer Policy notified by the Human Resources Department on 23.05.2025 and Letter no. 15/27/2018-4HR-1 dated 08.02.2026.

In this regard, it is informed that the HRD has issued a clarification concerning the interpretation of the terms **“Notional Vacancy”** and **“Notional Category”** in the context of the online transfer drive under the Model Online Transfer Policy, 2025.

The following decision have been taken for implementation of the ongoing online transfer drives:

1. Time Frame 1 (Before the Date of Notification of Policy):

No employee shall be placed under Notional Vacancy/Notional Category, being the first drive under the current policy.

2. Time Frame 2 (Between the Date of Notification and the Qualifying Date):

Employees falling within this period shall be considered under Notional Vacancy/Notional Category as a one-time measure only.

3. Time Frame 3 (After the Qualifying Date):

Employees falling within this period shall be considered under Notional Vacancy/Notional Category in the next transfer drive and not in the ongoing transfer drive.

In this regard, it is intimated that department is undertaking necessary action w.r.t. Identifying employees under “Notional Category”.

Accordingly, the current rationalization stage is being reviewed in compliance with the HRD instructions. After incorporating the required corrections, a **revised tentative list of offices/posts/units** that are to be opened alongwith list of surplus / deemed / voluntary/ notional employees, in the ongoing transfer drive will be published on the Intra Haryana Portal.

Subsequently, Within next three (3) days, the employees who had earlier given their consent under voluntary participation will be again given an option to withdraw their consent. It will also be One Time Password (OTP) based. Thereafter, the said employee will not be permitted to withdraw her/ his consent and will have to participate in the ongoing transfer drive.

Finally, after undertaking the final exercise for identifying blocked posts hereinabove, the department shall publish the vacant posts available for transfer, for which an employee can apply, along with list of employees under deemed/ voluntary/ notional/ surplus category.

Following that, the **Choice Filling Stage** will be opened. The schedule and dates for the same will be intimated in due course.

All employees are requested to regularly visit the **Intra Haryana Portal** for the latest updates and instructions regarding the transfer drive.

This may be treated as important.

14/10/2024
Nodal Officer - MOTP
Excise and Taxation Department,
Haryana