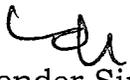


Some important information for filling up preferences for schools for General Transfer Drive of (Principal, TGT/Master, C&V Teachers)

1. The options for filling up and submitting the preferences for schools and zones shall be available between **28.08.2017 04:15:00 (Evening)** to **01.09.2017, 10.59:59 (Morning)**. Therefore, all teachers eligible for transfer should complete the exercise of giving preferences much before the end time.
2. Fill up carefully by verifying the name of schools Block, District and distance from your residence to avoid selection of wrong school of similar name.
3. After filling up your preferences, review them carefully before final submission. Although, edit option will be available but teachers are advised to use it only in case of your firm opinion. Please do not use edit option repeatedly.
4. Do not share your login and password with anyone. If you need to take help from any other person, put your password yourself and verify your preferences being filled up by your aide, before final submission. Ensure successful log out of your account after final submission of preferences.
5. Do not play with the system after submission of your preferences. This can put your preferences into edit mode without final submission unknowingly. Also avoid last hour login to your account. This could also propel you into a position of non-confirmation of your preferences.
6. Condition of non-posting of teachers of below 50 age in Girls Schools has been removed in the revised transfer policy.
7. Teachers can opt schools of a zone of their choice across districts.
8. Teachers eligible for transfer should give ample number of options of schools to ensure school of their choice. In the absence of less number of preferences they may not get school of their choice failing which they can be posted anywhere in the State.


Virender Singh, HCS
Joint Secretary to Govt. Haryana
School Education Department
Haryana, Panchkula
28.08.2017