

## GOVERNMENT OF HARYANA

ADDL. PRINCIPAL CHIEF CONSERVATOR OF FORESTS, (ADMINISTRATION) HARYANA

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No.:-

Dated:-

To,

1. All CCFs, Haryana.
2. All CFs, Haryana.
3. All Divisional Forest Officers/DWLOs

### Subject: Online Transfers of Forest Guards (FGs)

As you are aware that the government of Haryana has placed high priority to implement online transfers of forest guards for transparency and good governance. For implementation of the policy, data of forest guards had been compiled at the Division level and subsequently was consolidated and sent to HKCL for the development of software. The forest guards who are eligible for transfers as well as the beats/posts that are vacant have been identified as per the policy and have been intimated vide letter no. E-II/1734-1739 dated 01-08-2018.

Now, HKCL has completed the software development work. Consequently, FGs eligible for transfer need to submit their preferences for the posting against the vacant posts identified. The preferences would be gathered through online web portal which was demonstrated before all DFOs in the meeting held on 03/08/2018 at Van Bhawan, Panchkula. The online transfer system shall be live on 09/08/2018.

For online submission of posting preferences, the FGs are required to login on the website <http://onlinetransfer.hkcl.in:8080/Transfers/>. FGs are being provided with individual username & password. The username for each FG is their **UCP number** and the password is **Hkcl@123**. After the initial login, system shall prompt for mandatory changing of password. FGs must note down/remember the new password.

The collection of preference by the FGs shall be done in three steps.

1. In the first step, on the welcome screen, FGs shall be able to view their personal details viz. Name, Father Name, DOB etc. On this screen, FGs would be required to update their mobile no. & email-id (If any).
2. In the next step, FGs shall view the merit points awarded to them and provide online confirmation that the point calculation is correct. Once a guard provide the confirmation to the merit points awarded to him/her, he/she shall proceed to 3<sup>rd</sup> and final step.

In case of perceived discrepancy/error in the merit points/data for a forest guard, same shall be brought to the notice of concerned DFO who shall reconcile the error by cross-referencing it with the office records/service book of the aggrieved FG and the transfer policy document. In

case the error is not reconciled than it shall be reported for correction in field provided therein. The DFOs shall submit consolidated report of all such errors which need to be corrected on daily basis at the [fgonlinetransfer@gmail.com](mailto:fgonlinetransfer@gmail.com). All such reported errors shall be resolved and corrected at the admin level within 2 days.

3. In the third step, FGs shall be able to provide their posting preference against the available vacant posts.

FGs are required to confirm correctness of the merit points awarded to them and fill their posting preference latest by **17/08/2018**. If no confirmation is given or a grievance is not raised for an error in the merit points by the due date; it shall be deemed that FG has consented to the merit points awarded to them. Similarly, If no preference is given by a guard, it shall be presumed that he/she is willing to be posted anywhere in Haryana. It may be noted that the deadline for filling of posting preferences is final and any request for extension of due date will not be entertained.

Respective DFOs shall facilitate filling of preference by the eligible forest guards under their jurisdiction and also ensure that all the eligible guards fill the online preference by the due date. For the monitoring of online preference gathering, DFOs are also being provided with usernames as per the list attached. The initial password which they would be able to change if they prefer, shall be **Forest#123**.

**Enclosure as above.**



(Vinod Kumar IFS)  
APCCF (Administration)  
Van Bhawan, Panchkula.

Endst. No :- E-II / 1876-1880

Dated:- 08-08-2018

A copy is forwarded to :-

1. PCCF, HoFF, Haryana Panchkula.
2. PCCF, Wildlife, Haryana Panchkula.
3. APCCF, Forestry, Haryana, Panchkula.
4. APCCF, Development, Haryana, Panchkula.  
for information.



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