

कार्यालय प्राचार्य, राजकीय महाविद्यालय, नलवा (हिसार)

कार्यालय आदेश

सभी रेगुलर टीचिंग व नॉन टीचिंग स्टाफ सदस्यों को सूचित किया जाता है कि ऑनलाइन ट्रांसफर पॉलिसी के लिए बनाए गए सॉफ्टवेयर MOTP के अंतर्गत Employee Information को Update करने के लिए CCL details with order copy, Special category Female and Male employee (with proof), Couple Case (with Undertaking), Deputation details with orders से संबंधित data की आवश्यकता है। अतः आप सभी attached Performa सहित उपरोक्त जानकारी संबंधित जानकारी श्री सोनू, प्रयोगशाला सहायक (HRMS Dealing) के पास एडमिन कार्यालय में 28 नवंबर तक जमा करवाएं। इसे अति आवश्यक समझा जाए, देरी के लिए कर्मचारी खुद जिम्मेवार होगा।

प्राचार्य

Govt. College Nalwa

Details of Employee for MOTP Nov 2025

Name :

Payee code :

Designation :

Subject :

Date of joining

Date of joining in GC Nalwa

Service Tenure in College as on Date 31/10/2025 :

	Order No:	Date	From	To
Extra ordinary leave				
child care Leave				
Earned Leave				

1 Age on 31/10/2025 :

2 Disciplinary Proceedings under major penalty :

3 Gender :

4 Special Category Female employees :

(Unmarried employees of more than 40 years of age, Widow, Divorced, Judicially separated

5 Special Category Male Employees :

Divorced/ Judicially separated/ Widower who have not remarried and have one or more minor child/ Children and/ or unmarried daughters

6 Couple Case :

(applicable to employees working in any Department/ Organization under any

State Government/ Government of India)

(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)

7 Spouses of Military/ Paramilitary personnel :

8 Diseases of Debilitating Disorders :

Self/ Spouse/ unmarried son/ daughter

9 Differently abled or mentally challenged child/ children :



Employee having 100% differently abled or Mentally challenged child/ children

10 Differently abled Persons :

All kind of disabilities as defined under RPWD Act 2016

Protect category : Yes/ No

Date of Retirement If within 31/01/2027 :

Deputation Details DHE Only:-				
Order No.	Date	To College	Date From	Date To

Signature