



**CORRIGENDUM**

From

The Director Secondary Education Haryana,  
Panchkula, Chandigarh.

To

1. The Director SCERT, Haryana, Gurugarm.
2. All the DEOs/ DEEOs/ Principals/In-charges, DIET/ BITE/ GETTI/ BEOs/ Heads of all Govt. Schools

Memo No. 8/2-2020 CO-I (2)

Dated, Panchkula, the 25<sup>th</sup> August, 2021

**Subject: - Amendments in Teacher Transfer Policy.**

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In continuation of this office memo No. 8/2-2020 CO-I(2) dated 28.06.2021 on the subject cited above.

It is clarified that the para No. 8(i)(b)(i) may be read as under:-

***"Involuntary deemed vacancy: A post of any cadre (whether teaching or non-teaching), held by a teacher previously or presently in the School Education Department in a regular capacity for a period of five years or more on the qualifying date in the present zone of posting; or***

***A post occupied by a teacher given temporary manual posting due to non-availability of online transfer drive or technical problems or compulsion of administrative or litigational nature or on new appointment or on promotion or otherwise."***

This may be brought to the notice of all the concerned.

  
Assistant Director Coord-I  
for Director Secondary Education,  
Haryana, Panchkula.

Endstt. No. Even

Dated, Panchkula, the 25-08-2021

A copy of the above is forwarded to the following for information and necessary action please: -

1. Director, Elementary Education, Haryana, Shiksha Sadan, Panchkula.
2. APS/CM, SS/Hon'ble Education Minister, PS/ACSSE.
3. Joint Director-IT with a request to upload this communication on web portal of the department for information of all the concerned.
4. Supdt. All Branches at Headquarter.

  
Assistant Director Coord-I  
for Director Secondary Education,  
Haryana, Panchkula.

**(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)**

From

Director Secondary Education Haryana,  
Panchkula, Chandigarh.

To

1. Director SCERT, Haryana, Gurugarm.
2. All DEOs/ DEEOs/ Principals/In-charges, DIET/ BITE/ GETTI/ BEOs/ Heads of all Govt. Schools

Memo No. 8/2-2020 CO-I (2)  
Dated, Panchkula, the 28.06.2021

**Subject: - Amendments in Teacher Transfer Policy.**

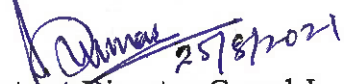
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I am directed to inform you that State Govt. has decided to amend the Teacher Transfer Policy and the following changes are made therein :-

Sr. No.	Amendment made
1	<b>Definition:</b>  <b>2. (iii)</b> 'Teachers', unless the context requires otherwise, means teachers working in Regular capacity or as adhoc/guest teachers.  <b>(iv)</b> 'Guest teacher' means as defined in Haryana Guest Teachers Service Act, 2019 (notified on 12.03.2019).
2	<b>7(3)(b)(4) Column No. 5: -</b>  (i) For persons having vision and locomotors disabilities, the following marks will be given: -  31% to 50% = 10 Marks, Above 50 % and upto 75% = 20 Marks. (ii) For persons having disability in deaf and dumb, the provision will remain unchanged.
3	<b>8 (i) (b) Deemed Vacancy:</b>  (i) <b>Involuntary deemed vacancy:</b> A post of any cadre (whether teaching or non-teaching), held by a teacher previously or presently in the school education department in a regular capacity for a period of five years or more on the qualifying date in present zone of posting; or (ii) A post occupied by a Guest/Adhoc teacher.
4.	<b>9 (i) (a)</b> More than 75% vision loss; or
5.	<b>9 (i) (b)</b> More than 75 % locomotor disability for any reason; or
6.	<b>9 (x)</b> Any teacher willing to participate in Transfer Drive can participate, if he/she desires so, irrespective of his/her stay in current zone/school.

7.	<b>9 (xviii)</b> After transfer of Regular Teachers every year, special drive will be run for those Guest/Adhoc Teachers dislocated during the drive or those Guest/ Adhoc teachers who are willing to participate in the transfer drive. Vacancies remained unfilled in the general transfer drive will be offered to such Guest/ Adhoc teachers. However, Guest/Adhoc teachers dislocated during the transfer drive will be relieved from the previous school only after their adjustment in next school without affecting the joining of incoming regular teacher against the said vacancy.
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This may be brought to notice of all concerned.

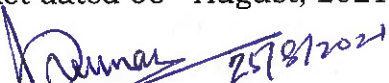
  
Assistant Director Coord-I  
for Director Secondary Education,  
Haryana, Panchkula.

Endstt. No. Even

Dated, Panchkula, the 25-08-2021

A copy of the above is forwarded to the following information and necessary action please: -

1. Director, Elementary Education, Haryana, Shiksha Sadan, Panchkula.
2. SS/PSCM, SS/Hon'ble Education Minister, PS/ACSSE.
3. Joint Director-IT with a request to upload this communication on web portal of the department for information of concerned.
4. Supdtt. All Branches at Headquarter.
5. Supdtt., Cabinet for Secretary, Council of Ministers, Haryana in reference to U.O. No. 9/90/2021-2Cabinet dated 05<sup>th</sup> August, 2021.

  
Assistant Director Coord-I  
for Director Secondary Education,  
Haryana, Panchkula.



**KARNATAKA ACT NO. 04 OF 2020**  
**THE KARNATAKA STATE CIVIL SERVICES (REGULATION OF**  
**TRANSFER OF TEACHERS) ACT, 2020**  
**Arrangement of Sections**

**Sections:**

1. [Short title and commencement](#)
  2. [Definitions](#)
  3. [Compulsory appointment of a teacher to Zone-C](#)
  4. [Rationalisation of teachers](#)
  5. [Zonal transfers](#)
  6. [Request transfer](#)
  7. [Transfer by counseling](#)
  8. [Transfer of teachers to specified posts](#)
  9. [Redressal of grievances during transfers](#)
  10. [Exemptions from rationalization, zonal transfers and priority for request transfers](#)
  11. [Prohibition of manual counseling](#)
  12. [Penalties](#)
  13. [Cognizance of offences](#)
  14. [An Act to override other laws](#)
  15. [Power to remove difficulties](#)
  16. [Power to amend the Schedule](#)
  17. [Protection of action taken in good faith](#)
  18. [Power to make rules](#)
  19. [Transitory provisions](#)
  20. [Repeal and savings](#)
- [SCHEDULE](#)

## **STATEMENT OF OBJECTS AND REASONS**

**Act 04 of 2020.**-It is considered necessary to partially repeal the Karnataka Civil Services (Regulation of transfer of teachers) Act, 2007 (Karnataka Act 29 of 2007) excluding matters pertaining to PUC teachers and principals and to bring new Legislation to regulate transfer of teachers in Government Primary Schools and Secondary schools in order to ensure transparency and equitable opportunities in transfers. It also aims at ensuring availability of teachers in rural areas. The teachers working continuously in 'C' and 'B' zone schools are to be provided an opportunity to opt for a school 'A' zone.

It also provides for rationalisation of posts and redeployment process at regular intervals to provide teachers to the schools as per the prescribed pupil: teacher ratio. It is also considered necessary to streamline the process of transfer and posting of teachers, by providing options and flexibility to teachers to seek postings of their preference.

The new legislation proposes a teacher friendly approach in the matter of transfer and rationalisation of the teacher resource with all the exemptions and priorities for various categories of teachers.

The salient features of the proposed Legislation are as follows, namely:-

- (1) It intends to specify minimum period of service of three years in a school to seek transfer;
- (2) Zonal transfers to achieve rotation of teachers from across Zones with exemptions;
- (3) To provide for exemptions to teachers with benchmark Disability as defined in Rights of persons with Disabilities Act, 2016 (Central Act 49 of 2016);
- (4) To provide exemption from Zonal transfers for teachers aged 50 in case of female and 55 in case of male; and
- (5) Certain other matters connected therewith or incidental thereto.

Hence the Bill.

[L.A. Bill No. 17 of 2020, File No. Samvyashae 12 Shasana 2020]

[Entry 41 of List II of the Seventh Schedule to the Constitution of India.]

[Published in the Karnataka Gazette Extra-ordinary No. 112 in part-IV dated: 27.03.2020]

**KARNATAKA ACT NO. 04 OF 2020**

(First Published in the Karnataka Gazette Extra-ordinary on the 27<sup>th</sup> day of March, 2020)

**THE KARNATAKA STATE CIVIL SERVICES (REGULATION OF  
TRANSFER OF TEACHERS) ACT, 2020**

(Received the assent of the Governor on the 26<sup>th</sup> day of March, 2020)

An Act to provide for regulation of transfer of teachers so as to ensure the availability of teachers in Government Primary school sand Government High schools.

Whereas it is expedient to provide for regulation of transfer of teachers so as to ensure the availability of teachers in Government Primary Schools and Government High schools and for the matters connected therewith or incidental thereto;

Be it enacted by the Karnataka State Legislature in the seventy first year of the Republic of India, as follows:-

**1. Short title and commencement.**-(1) This Act may be called the Karnataka State Civil Services (Regulation of transfer of teachers) Act, 2020.

(2) It shall come into force on such date as the State Government may by notification, appoint.

**2. Definitions.**-In this Act, unless the context otherwise requires,-

- (a) "**Appointment**" means appointment by direct recruitment, by absorption or by promotion;
- (b) "**Appointing authority**" means the authority competent to make appointment to the post of a teacher;
- (c) "**Competent authority**" means the authority competent to make orders of transfer of teachers as may be prescribed;
- (d) "**Minimum period of service**" means a continuous service of three years in a school including service rendered in a school from where he has been re-deployed.

- (e) "**Order of priority**" means priority list of teachers prepared based on weighted score obtained by the teacher as per the criteria as may be prescribed, for the purpose of counselling;
- (f) "**Re-deployment**" means re-deployment of any post from a school where it is excess, to any school where it is deficit as per pupil-teacher ratio and other norms specified by the State Government;
- (g) "**Schedule**" means the schedule appended to this Act;
- (h) "**Specified posts**" means posts of Cluster resource person, Block resource person, Educational co-ordinator, Technical Assistant, Block resource co-ordinator, Assistant project Co-ordinator, Subject Inspector and Assistant Director (mid day meal); and such other posts as may be notified by the State Government in this behalf;
- (i) "**Teacher**" means a person appointed to a category of posts of a teacher in a primary school or a high school or composite high school or composite junior college or such other posts belonging to the State Civil Services as specified in the Schedule;
- (j) "**Transfer**" means posting of a teacher from one place of working to another place of working in the same cadre;
- (k) "**Unit of seniority**" means for primary school teachers the Unit of Seniority is an Educational district and for high school teachers, the unit of seniority is a Revenue division; and
- (l) "**Zone**" means Zone-A, Zone-B and Zone-C as defined and prescribed by the State Government.

**3. Compulsory appointment of a teacher to Zone-C.-** (1) Every appointing authority while giving first posting on initial appointment or promotion of a teacher shall ensure that vacancies in Zone-C shall be filled in the first instance. Preferably the taluks with more than twenty percent vacancies shall be filled on priority.

(2) If no vacancy is available for posting on initial appointment or promotion in Zone-C, vacancy may be created by transfer of willing teachers working in

Zone-C who have completed minimum period of service to Zone-B in the order of priority and from Zone B-to Zone-A:

Provided that, posting of a teacher to Zone-C on initial appointment or promotion shall not apply to a teacher who has been appointed to a unit of seniority which does not comprise any area under Zone-C:

Provided further that, if no vacancies are available in Zone-C even after undertaking process under sub-sections (1) to (2), then a teacher may be posted to a school in order of Zone-B or Zone-A:

Provided also that, if a teacher who has already served more than ten years in Zone-C continuously or fifteen years in Zone-C cumulatively, such teacher on promotion may be posted to a school in the order to Zone-B or Zone-A through counselling subject to availability of such vacancies.

**4. Rationalisation of teachers.**-(1) Every alternate year the sanctioned posts and the teachers working thereof in a school shall be rationalized based on the Pupil-Teacher ratio fixed by the State Government from time to time.

(2) After rationalisation the excess posts of a teacher in any school shall be redeployed to any school where it is deficit. The excess teachers so determined shall be transferred through counselling based on the order of priority, subject to such other conditions as may be prescribed.

**5. Zonal transfers.**-Every alternate year,-

(i) every teacher who has not served minimum ten years in Zone-C and has served more than ten years continuously in Zone-A shall be transferred to Zone-C or Zone-B subject to such conditions as may be prescribed by the State Government.

(ii) if no vacancy is available for posting of a teacher transferred under sub-clause (i) to Zone-C, vacancy may be created by transfer of willing teachers working in Zone-C or Zone-B who have completed minimum period of service to Zone A in the order of priority.



**6. Request transfer.**-A teacher who has served minimum period of service in a school shall be offered an option to seek transfer subject to availability of vacancies and such other conditions as may be prescribed:

Provided that, in case of transfer of teacher from one school to another consequent upon rationalisation or zonal transfer the service rendered in previous school shall be reckoned for the purpose of calculation of minimum service in a school.

Provided further that, a teacher working in any of the six districts of Kalyana Karnataka region, in addition to all other eligibility conditions shall also have completed a minimum of ten years of service in the region, for seeking transfer outside of Kalyana Karnataka region.

**7. Transfer by counselling.**-(1)The transfer of teachers under sections 4, 5 and 6 shall ordinarily be done during the General transfer in the month of April and May, in a year through a process of computerized counselling conducted in such manner as may be prescribed:

Provided that, the transfer may be made even after the month of April and May in special circumstances for the reasons to be recorded in writing on direction of the State Government:

Provided further that, where no teacher has opted for a place in the process of counselling and it is required to be filled in the public interest based on the pupil-teacher ratio, the State Government may transfer any teacher to such place who has completed minimum period of service, subject to such other conditions as may be prescribed:

Provided also that, a teacher undergoing a major penalty under the Karnataka Civil Service (Classification, Control and Appeal) Rules, 1957 or facing criminal charges in Court of Law shall be transferred to any vacancy in 'Zone-C' even if he has not completed minimum period of service:

Provided also that, the total number of transfers made under sections 5 and 6 under this Act in a year, for any cadre and in any unit of seniority shall not exceed fifteen percent or such lower limit as notified by the State Government:

Provided also that, the limit prescribed in the fourth proviso, shall not be applicable to mutual transfers and transfers made under special categories as defined in clause (i) to (iv) of sub-section (1) of section 10.

(2) The mutual transfer to a place outside the unit of seniority shall be permitted not more than once in-service subject to condition that both teachers must have completed minimum seven years of service; must be otherwise eligible to be transferred to that zone and must have minimum five years of leftover service. He shall not be eligible for protection of seniority and be subject to such other conditions as may be prescribed.

Provided that, in respect of mutual transfer of a teacher within the unit of seniority he shall be otherwise eligible for transfer to that post.

(3) The competent authority shall ensure that as far as possible the percentage of vacancies in all the districts are distributed equally.

**8. Transfer of teachers to specified posts.**-(1) All specified posts shall be filled only through counselling by posting of a teacher based on merit list prepared through the examination specified for such posts:

Provided that, the State Government may in its discretion, post any teacher to a specified post, who has passed the prescribed examination and has fulfilled eligibility norms.

(2) The minimum and maximum periods of posting to such posts shall be three years and five years respectively.

**9. Redressal of grievances during transfers.**-The departmental Officer not below the rank of a Joint Director of Public Instruction shall be designated as the Grievance Redressal Officer to oversee all transfer process under his jurisdiction and hear any written complaints and pass orders within seven days. The appeal against the order passed by the Grievance Redressal Officer shall lie with Additional Commissioner of Public Instruction, Dharwad for Belagavi division; Additional Commissioner of Public Instruction, Kalaburagi for Kalaburagi division and Director (Transfer Cell), Commissioner of Public Instruction office, Bengaluru in respect of Bengaluru and Mysuru Division. In case of violation of any provision of the

Act or the rules made there under by any officer, the same shall be reported to the concerned Disciplinary Authority.

**10. Exemptions from rationalization, zonal transfers and priority for request transfers.**-(1)The exemptions from rationalization, zonal transfers and priority for request transfers are as follows, subject to conditions specified in sub-sections (2) to (5),-

- (i) teacher or spouse or children suffering from terminal illness or serious ailments for which treatment is not available within the taluk in which teacher is working;
- (ii) teacher or spouse or children with bench mark disability as defined in clause (r) of section 2 of the Rights of persons with disabilities Act, 2016 (Central Act 49 of 2016);
- (iii) widow or widower or a divorcee teacher with dependent children; below the age of 12 years;
- (iv) teacher with spouse being a working soldier or retired or permanently disabled or deceased soldier of Indian Defence Forces or Para-Military Forces;
- (v) teacher with spouse working with the State or Central Government or aided educational institution;
- (vi) teachers above the age of fifty years in case of female teachers and fifty five years in case of male teachers; and
- (vii) pregnant teacher or a female teacher with a child of less than one year.

(2) The categories falling under clauses (i) to (iv) are eligible for both exemptions under rationalization and zonal transfers and also priority under request transfers. The priorities shall be claimed only once during the service of a teacher.

(3) The categories falling under clauses (i) to (iv) are classified as special categories. The transfers made under these categories shall not be counted under fifteen percent transfer limits specified under section 7.

(4) The categories falling under clause (vi) and (vii) are eligible only for exemptions under rationalization and zonal transfers.

(5) The teachers falling under category (v) shall be given priority during request transfer. If the teacher is working in a different taluk as that of the spouse is allowed to seek transfer to the working taluk of the spouse only. If both are working in the same taluk then they are not eligible to make application under priority:

Provided that, during rationalization and zonal transfers the excess teacher shall be posted within the working taluk of the spouse.

**11. Prohibition of manual counselling.-** The carrying out of transfers through manual counselling is prohibited. If transfers are done through manual counselling they shall be considered as null and void and officers who are responsible for such transfers are liable for disciplinary action.

**12. Penalties.-** If any officer or staff acts or makes an order in contravention of the provisions of this Act or the rules made thereunder, such officer or staff as the case may be, shall be liable for disciplinary action under the Karnataka Civil Services(Classification, Control and Appeal ) Rules, 1957.

**13. Cognizance of offences.-**No Court shall take cognizance of any offence under this Act except on a complaint made in writing by an officer authorized by the State Government by notification published in this behalf in the Official Gazette.

**14. An Act to override other laws.-** The provisions of this Act shall have an over-riding effect on anything inconsistent therewith contained in any other law for the time being in force.

**15. Power to remove difficulties.-** If any difficulty arises in giving effect to the provisions of this Act, the State Government if it is necessary and expedient for removing the difficulty, may by order published in the official Gazette make provisions not inconsistent with the provisions of this Act:

Provided that, no such order shall be made after the expiry of a period of two years from the date of commencement of this Act.

**16. Power to amend the Schedule.-**The State Government may, by notification, add, alter or remove any of the entries specified in the Schedule.

**17. Protection of action taken in good faith.-** No suit, prosecution or other legal proceeding shall lie against any officer of the State Government for anything done in good faith or intended to be done under this Act.

**18. Power to make rules.-** (1) The State Government may by notification and after previous publication, make rules to carry out the purposes of this Act.

(2) Any rule made under this Act may be made with retrospective effect and when such a rule is made, the reasons for making the rule shall be specified in a statement to be laid before both Houses of the State Legislature and subject to any modification made under sub-section (3). Every rule made under this Act shall have effect as if it is enacted under this Act.

(3) Every rule made or notification issued under this Act, shall be laid, as soon as may be, after it is made before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following both Houses agree in making any modification, in the rule or notification or decide that any rule or notification should not be made, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.

**19. Transitory provisions.-** Any rule, notification, order or appointment, made or issued under the Karnataka State Civil Services (Regulation of transfer of teachers) Act, 2007 (Karnataka Act 29 of 2007) and Rules made there under or otherwise providing for or relating to any of



the matters for the furtherance of which this Act is enacted, before the date of commencement of this Act and in force on the date of commencement of this Act, to the extent they are not inconsistent with the provisions of this Act, shall continue to be in force and effective as if they are made or issued or appointed under the corresponding provisions of this Act unless and until superseded by anything done or any action taken or any rules, notification, order or appointment made under this Act.

**20. Repeal and savings.**-Except the provisions relating to transfer of Lecturer or Principal of Pre-University college, the Karnataka State Civil Services (Regulation of transfer of teachers) Act, 2007 (Karnataka Act 29 of 2007) is hereby repealed:

Provided that, such repeal shall not affect,-

- (a) anything done or any action taken under the said Act; or
- (b) the previous operation of the said Act or anything duly done or suffered thereunder; or
- (c) any right, privilege, obligation or liability acquired, accrued or incurred under the said Act; or
- (d) any penalty or punishment incurred in respect of any offence committed under the said Act:

Provided further that, the provisions of section 6 of the Karnataka General Clauses Act, 1899 (Karnataka Act III of 1899) shall be applicable in respect of repeal of the said Act.

**SCHEDULE**  
**(see section 2 and 16)**

<b>Sl. No.</b>	<b>Cadre of teachers</b>
<b>I</b>	<b>Posts in Government Primary Schools.-</b>
1.	Head master/Head mistress in Government Higher Primary school
2	Senior Headmaster/Head mistress in Model higher primary school/ Higher Primary School
3	Primary school Assistant master/mistress consisting of the following categories .- (i) Primary School Teachers (for class 1 to 5) (ii) Graduate Primary Teachers (for class 6 to 8)
4	Music teacher
5	Physical education teacher
6	Drawing Teacher in Government Higher primary school/Model Higher primary school / any other special teachers.
<b>II)</b>	<b>Posts in Government High schools :</b>
1	Head Master/Head Mistress in Government High schools by whatever name called including Head Master/Mistress of Government Higher Secondary / Multipurpose High School and Head Master/Head Mistress of Government High School / Vice Principal of composite Pre-University college/ Karnataka Public School / Composite High school consisting of the following categories of posts
2	Secondary school assistant (Grade - I)
3	Secondary school assistant (Grade - II)
4	Graduate Assistant Master/Mistress in Government High school, composite Pre-University college, Composite High school, consisting of the following categories of posts, namely:- (i) Assistant Master Arts in Kannada, English, Urdu, Hindi, Marathi, Tamil and Telugu mediums of instruction; (ii) Assistant Master in Physical Science in Kannada, English, Urdu, Hindi, Marathi, Tamil and Telugu mediums of instruction; (iii) Assistant Master in Biological Science in Kannada, English, Urdu, Hindi, Marathi, Tamil and Telugu mediums of instruction; (iv) Language Assistant in Kannada, English, Urdu, Hindi, Marathi, Tamil, Telugu and Sanskrit languages.
5	Physical Education Teacher in Government High Schools and Composite Pre-University Colleges
6	Drama Teacher
7	Dance Teacher
8	Drawing Teacher
9	Music Teacher
10	All Special Teachers

The above translation of ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸಿವಿಲ್ ಸೇವೆಗಳು (ಶಿಕ್ಷಕರ ವರ್ಗಾವಣೆ ನಿಯಂತ್ರಣ) ಅಭಿನಿಯಮ, 2020 (2020ರ ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ ಸಂಖ್ಯೆ:04) (be published in the official Gazette under clause (3) of Article 348 of the Constitution of India.

**VAJUBHAI VALA**  
**GOVERNOR OF KARNATAKA**

By Order and in the name of  
the Governor of Karnataka,

**(K.DWARAKANATH BABU)**  
Secretary to Government  
Department of Parliamentary Affairs  
and Legislation

No. 2020/DSE/ Estt.I/E1/2022  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION  
PUDUCHERRY

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Puducherry, dt.19/01/2022

CIRCULAR

Sub: DSE – Estt.I Draft Transfer Policy for Teachers in the  
Directorate of School Education - Comments of  
Stakeholders – Called for.

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The Directorate of School Education, Puducherry proposes to revise the existing Transfer Policy for Teachers working under the control of Directorate of School Education, Puducherry, notified vide G.O. Ms. No. 34 dated 29.09.2016.

As per G.O. Ms. No. 3, dated 21.01.2019 of the Under Secretary to Government DP&AR (PW), Puducherry, the proposed Transfer Policy for teachers is revised and the draft of the same is uploaded in the official website of the Directorate of School Education, for comments of the stakeholders.

The comments may kindly be sent to the undersigned latest by 15.02.2022 and soft copy of the comments may also be sent through e-mail to [esttdteschooleducation@gmail.com](mailto:esttdteschooleducation@gmail.com).

*F.P. Verbina Jayaraj*  
(F.P VERBINA JAYARAJ)  
DEPUTY DIRECTOR (ADMN)

**To**

All concerned Stakeholders

Copy to

1. The Director,  
Directorate of School Education,  
Puducherry.

✓ 2. The EDP Section,  
Directorate of School Education,  
Puducherry.

-With a request to upload the draft  
Transfer Policy for Teachers in the  
official website and email it to the  
Inspecting Officers.





Revised draft  
10/12/11

**DIRECTORATE OF SCHOOL EDUCATION**  
**PUDUCHERRY**  
**"TRANSFER POLICY" FOR TEACHERS**

(1) SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- (1) The Policy may be called the "Transfer Policy for teachers".
- (2) This Policy takes effect on and from the date of issue of the Government Order.
- (3) This Policy is applicable to all teachers for whom the Directorate of School Education, Puducherry is the Cadre Controlling Authority.

(2) OBJECTIVE OF THE POLICY:

The "Transfer Policy" is devised with the objective of serving the needs of the Directorate and at the same time providing exposure to teachers to schools in different areas / region in an objective or transparent manner.

(3) DEFINITIONS:

Unless the context otherwise requires:

- (a) "The Competent Authority" mentioned in para 1 of the policy means the Administrative Secretary with the approval of Chief Secretary in respect of Group-B Level 6 & 7 [GP Rs. 4,200 & Rs. 4,600 - Pre-revised] and the Lieutenant Governor in respect of Group-B & Group-A Level 8 & above [GP Rs. 4,800 – pre-revised & above]
- (b) "Government" means the Administrator appointed by President under Article 239 of the Constitution.
- (c) "Official" means all officials for whom the cadre controlling authority is the Directorate of School Education, Puducherry irrespective of their rank or status.
- (d) "Outlying regions" means the regions other than their native region.
- (e) "Policy" means the "Transfer Policy for teachers".
- (f) "Station Seniority" means their entire period of tenure in the school in any post in the zones annexed hereto and includes periods of service placement as well.
- (g) "Teaching staff" means the categories for which the Cadre Controlling Authority is the Directorate of School Education, Puducherry.

(4) MODE:

The posting of teachers on promotion / transfer will be done through counseling or otherwise and also either through online or offline mode.

(5) GENERAL NORMS FOR TRANSFER:

1. An Official who has served for four years in one School shall ordinarily be liable for rotational transfer from one school to another school based on their station seniority in a school.
2. An official due for superannuation within one year may be exempted from rotational transfer, provided that the official has not worked for more than five years in that school in any post.
3. Transfer of the officials who are facing disciplinary proceedings/criminal proceedings or who have been imposed penalty after conclusion of disciplinary proceedings to sensitive assignments shall be governed by extant instructions of CVC/DoPT.
4. On promotion or otherwise, an official will ordinarily be posted out of the School in which he/she is working. In case of necessity to post him/her in the same School, he/she may be considered for retention only till completion of the tenure in the School (combining both pre- promotion and post-promotion).
5. If an official is due to retire on superannuation within a period of six months, he/ she may be retained in the same Institution on promotion even if he/she has completed the prescribed tenure, subject to availability of vacancy.
6. The Authority Competent to approve transfer/posting, may order transfer/ posting of any official at any point of time, if public interest or administrative exigency so requires.
7. While submitting requests for transfer, the officials shall not bring or attempt to bring any political or outside influence for getting transfer in their favour. Violation, if any, will lead to rejection of the transfer request besides inviting disciplinary action against the official concerned under the CCS (Conduct) Rules, 1964.

(6) REGIONAL TRANSFERS:

1. **On initial appointment**, an official posted in the region other than his/her native region, should work in outlying region for 3 years. This is applicable in the case of Official posted in the native region itself on initial posting also, so that equality is maintained when he/she is transferred for the first time to outlying region on rotational transfer.
2. **On promotion**, the official transferred to outlying regions should work for a period of one year or till the end of the academic year whichever is later. After the completion of tenure, transfer will be considered to their native region according to region-wise station seniority, subject to availability of vacancies.
3. **On rotational transfer**, the officials posted in outlying regions other than on initial appointment or after first posting in outlying region, after the completion of tenure in outlying region shall be considered for transfer to their native region on the completion of following tenure period as fixed hereunder:-

Native region	Region in which they can be posted	Period of tenure
Puducherry	Karaikal / Mahe / Yanam	2 years
Karaikal	Puducherry / Mahe / Yanam	
Mahe	Puducherry/Karaikal/Yanam	
Yanam	Puducherry/Karaikal/Mahe	

Note: The period of one / two / three years excludes any kind of leave including study leave, Child Care Leave, service placement periods and training exceeding 15 days.

4. On completion of the tenure in outlying regions as mentioned above, the officials will be eligible for transfer to their native region. If juniors are not available in the seniority list to fill up the resultant vacancy in the outlying region, substitutes will be operated from the beginning of the seniority list once again. In case of tie transfer to the native region, preference will be given to the official who has stayed for a longer tenure outside his native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the region concerned and the period of deputation or service placement to their native region, long leave/training for more than 15 days, if any, shall be excluded.
5. Request for transfer from employees retiring within a year for transfer to other regions may be considered subject to availability of vacancies.

(7) Transfers within the region:

1. The officials posted at native regions shall be considered for transfer within their native region on completion of the tenure as per the annexure.

2. The choice of schools shall be in the order as indicated below:-

Puducherry : A to B, B to C, C to D and D to A

Karaikal : A to B, B to A or as per station seniority

Mahe : A to B, B to A or as per station seniority

Yanam : A to B, B to A or as per station seniority

(The TGTs who have served in the Middle / High Schools should opt other than Middle / High Schools in the other zone.)

3. Generally rotational transfer will be done within the region. In case of shortfall in outlying regions, the teachers from one region shall be transferred to another region to the extent required. While effecting such transfers the total length of service rendered by the teachers throughout their service in the outlying region shall be considered.

(8) POSTING OF HUSBAND AND WIFE:

- (1) As far as possible, husband and wife (other than the officials appointed on regional basis), if both of them are serving under the Government of Puducherry, may be posted in the same region. In other words, they can be transferred together, if they wish so.
- (2) When one of them is transferred to other region on promotion or for any other reason, his/her spouse may also be considered for transfer to the other region, if such a request is received from him/her subject to availability of vacancies in the said region and not vice versa.
- (3) They will however be considered for transfer to their native place only on completion of the tenure period in the region where they have been posted, subject to availability of vacancies.

(9) TRANSFER ON MEDICAL GROUNDS:

The officials suffering from serious illness such as Cancer, Kidney failure etc., may be considered for transfer to a school or nearer to their residence to the extent possible or in place of their choice on merits, subject to availability of vacancies and subject to the certificate issued by the Medical Board of the Government of Puducherry.

(10) PRIORITY LIST:

(1) PERSONS WITH DISABILITIES :

1. As far as possible, the persons with disabilities drawing TA at double the rates may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same zone. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.
2. The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained, where their services could be optimally utilized.
3. Even if vacancies are not available, they may be accommodated in their native region by rotating another official according to seniority/service in other regions.
4. Request for transfer from officials having children with disabilities or severe ailment duly certified by the Medical Board of the Government of Puducherry may also be considered on case to case basis.

- (2) Spouses of serving Defence personnel will also be placed in the priority list.

The officials considered under priority list can choose the Zone but cannot demand a particular school and allotment of school shall be decided by the Directorate.

(11) IMPLEMENTATION OF TRANSFER ORDERS :

- (1) Transfer/posting orders issued by the Directorate of School Education, Puducherry shall be implemented within 20 working days from the date of issue of the Orders.
- (2) Deployment of official on "Service Placement" or "Office Order" basis may be avoided if regular transfer arrangement is possible. Service Placement of officials necessitated due to retirement, promotion, long leave, death or otherwise resulting in shortage at the school level may be done by the Director of School Education. All other service placement arrangement shall be done only with the approval of the Authority Competent to transfer/post them.
- (3) In order to ensure transparency, orders effecting transfer and postings, promotion, deputation, repatriation, service placement, etc., shall be hosted in the official website of the Directorate of School Education, Puducherry.

- (12) Eligibility for priority category shall be decided by the Director of School Education and the decision made shall be final.

(13) GENERAL COUNSELLING

Every time promotion is given or Direct Recruitment is done, full fledged counseling need not be done and the Department can effect transfers without counseling as well.

(14) SPECIAL PROVISIONS

Notwithstanding anything in the above said provisions transfers can be effected on need basis. Selective postings can be done in certain schools for furthering academic excellence. List of such schools shall be notified by the Directorate.

(15) DISCLAIMER:

- (1) Notwithstanding anything contained in this Policy, the Competent Authority may order transfer or cancel / alter any order of transfer in relaxation of the provisions of the Policy in the exigencies of public service or for administrative reasons to be recorded in writing.
- (2) If any doubt arises in the implementation of the Policy, the decision of the Competent Authority shall be final.



( F.P. VERBINA JAYARAJ )  
UNDER SECRETARY TO GOVERNMENT

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## Schools in Puducherry

Zone	Primary	Middle	High	Higher Secondary
A	<b>SECTOR – I</b> 1. GPS, Sinnayaiyanpet 2. GPS, Pakkamudayanpet 3. GPS, Solai Nagar 4. GPS, Kurusukuppam 5. GPS, Muthialpet 6. Soucilabai GGPS, Visyal St. 7. GPS, Sithankudisai 8. GPS, Thattanachavady 9. GPS, Jeevanandapuram 10. GPS, Saram 11. GPS, Pettichettipet 12. GPS, Navarkulam 13. GPS, Karuvadikuppam 14. GPS, Pudupalayam	1. Akkaswamigal GMS, Vaithikumppam 2. GMS, O.K. Palayam 3. GBMS, Delarshpet 4. Kamaraj GMS, Davidpet 5. GMS, Pudupalayam 6. MGGMS, Nellithope 7. GGMS, Delarshpet 8. GGMS, Muthialpet	1. PKGBHS, Muthialpet 2. DGHS, Vambakeerapalayam 3. Veeramamunivar GHS 4. CCFrenchHS, Mission St. 5. S.R.Subramnian GHS, Saram 6. T.T.T.Vi.Ka GHS, Savarirayalu St. 7. GHS, Gandhi Nagar 8. MTVGHS, Reddiyarpalayam 9. Savaryalunayagar GGHS, Pdy	1. Sinnatha GGHSS, Muthialpet 2. SBGHSS, Lal Bahadur St. 3. GGHSS, Kathirkamam 4. VOCGHSS, Mission St. 5. TGGHSS, Pdy 6. Soucilabai GGHSS, Vysial St. 7. Calve College GHSS, Mission St. 8. Manimegalai GGHSS, Nellithope 9. ASGGHSS, Mudaliarpet 10. Sri.NKCGGHSS, Kurusukuppam 11. Jeevanandam GHSS, Karamanikuppam
	<b>SECTOR – II</b> 1. Savaralunayagar GGPS 2. GPS, Velrampet 3. GPS, Ecole Anglaise 4. GPS, Kundupalayam 5. GPS, Vambakeerapalayam 6. GPS, Govindasalai 7. CMA GPS, Mulla St. 8. GPS, Pillaithottam 9. GPS, Uppalam 10. GPS, Gandhi Nagar 11. GPS, Periyar Nagar 12. GPS, Boomianpet 13. GPS, Raja Nagar 14. GPS, Vennila Nagar (Kalapet) 15. GPS, Murungapakkam 16. GPS, Nainarmandapam 17. GPS, Thengaithittu 18. GPS, Ellaipillaichavady			

Zone	Primary	Middle	High	Higher Secondary
B	<b>SECTOR - I</b> 1. GPS, Chinnakalpet 2. GPS, Kalapet 3. GPS, Sanjeeviranpet 4. GPS, Alankuppam 5. GPS, Ganapathychettikulam 6. Kalapetkuppam	1. GGMS, Muthirpalayam 2. GMS, Lawspet 3. GMS, Pichaiveeranpet 4. NJGGMS, Veerampattinam 5. Dr.B.R. Ambedkar GMS, Pakkamudayanpet 6. NVGMS, Pillaichavady	1. SCSVGHS, Veerampattinam 2. GHs, Ariyankuppam 3. TVK GHS, Arumbarthapura m 4. PDGHS, Pethuchettipet 5. GHS, Dharmapuri 6. GHS, Kombakkam 7. SGHS, thattanchavady (SN) 8. GHS, Mettupalayam 9. GHS, Thengaithittu	1. Chevalier GHSS, Kalapet 2. GGHSS, Kalapet 3. GHSS, Oulgaret 4. Indira Gandhi GHSS, Indira Nagar 5. V.V.R. GTech. HSS, Lawspet 6. Vallalar GGSS, Lawspet 7. NNHSS, Lawspet 8. IAGHSS, Muthirpalayam 9. TPGGHSS, Ariyankuppam 10. KQMGHSS, Sulthanpet 11. VGBHSS, Villianur 12. KGGHSS, Villianur
	<b>SECTOR - II</b> 1. GPS, Sokkanathanpet 2. GPS, Mettupalayam 3. GPS, Indira Nagar 4. GPS, Kamaraj Nagar 5. GPS, Meenatchipet 6. GPS, Muthupillaipalayam 7. GPS, Ayyankuttipalayam 8. GPS, Sanarapet 9. GPS, Moolakualam 10. GPS, Dharmapuri 11. GPS, Oulgaretpet 12. GPS, Pappanchavady 13. GPS, Kombakkam 14. GPS, Reddiarpalayam			
	<b>SECTOR - III</b> 1. GPS, Arunthathipuram 2. GPS, Ariyankuppampet 3. GPS, Kakayanthope 4. GPS, Veerampattinam			
	<b>SECTOR - IV</b> 1. GPS, Villianurpet 2. GPS, Manavelly (V) 3. GPS, Sulthanpet 4. GPS, Uthiravagnipet 5. GPS, Thattanchavady 6. GPS, Gopalankadai 7. GPS, Ariyapalayam 8. GPS, Arasur			
	<b>SECTOR - V</b> 1. GPS, Villianur			

Zone	Primary	Middle	High	Higher Secondary
C	<b>SECTOR - III</b>	1. GMS. Keezhur	1. IGGHs,	1. Dr. B.R.
	1. GPS. Thanampalayam	2. GMS, Keezhagragaram	Katterikuppam	Ambedkar GHSS,
	2. GPS,	3. GMS, Poornankuppam	2. GHS, Kanuvapet	Kirumampakkam
	Chinnaveerampattinam	4. GMS, Adingapet	3. GHS,	2. GHSS,
	3. GPS, Kirumampakkam	5. GMS, TN Palayam	Kalmandapam	Thavalakuppam
	4. GPS, Thavalakuppam	6. GMS, Nallavadu	4. GHs,	3. GHSS,
	5. GPS, Edayarpalayam	7. GMS, Andiarpalayam	Pillayarkuppam	Nonankuppam
	6. GPS, Manaveli (A)	(A)	5. GHS, Sellipet	4. GHSS, Korkadu
	7. GPS, Pudukuppam (A)		6. GHs, Uruvaiyar	5. MAGHSS,
	8. GPS, Odaiveli		7. ChedilalGHS,	Embalam
	9. GPS, Abishegapakkam		Abishegapakkam	6. GGHSS, T.V.Koil
	<b>SECTOR - IV</b>		8. GHS,	7. GHSS, Sedarapet
	1. GPS, Karikalampakkam		Thirubuvanai	8. ADGHSS,
	2. GPS, Korkadu		9. GHS, Mangalam	Thondamanatham
	3. GPS,		10. GHS,	9. GHSS,
	Melsathamangalam		Madagadipet-	Koodapakkam
	4. GPS,		palayam	10. GHSS, Ariyur
	Keezhsathamangalam			
	5. GPS, Perungalur			
	6. GPS, Embalam			
	7. GPS, Anandapuram			
	8. GPS, Pangur			
	9. GPS, Thirukanchi			
	10. GPS, Narimedu			
	11. GPS, Vadamangalam			
	12. GPS, Nathamedu			
	13. GPS, Sembiyapalayam			
	14. GPS, Mangalam			
	15. GPS, Sivaranthagam-			
	pet			
	<b>SECTOR - V</b>			
	1. GPS, T.V.Koil			
	2. GPS, Karasur			
	3. GPS, Ramanathapuram			
	4. GPS, Pillayarkuppam			
	5. GPS, Ariyur			
	6. GPS, Katterikuppam			
	7. GPS, Andiarpalayam			
	8. GPS, Sedarapet			
	9. GPS, Thirubuvanaipet			
	10. GPS, Agarām			
	11. GPS, Poraiyurpet			
	12. GPs, Sendanatham			
	13. GPs, Thuthipet			
	14. GPS, Thondamanatham			

Zone	Primary	Middle	High	Higher Secondary
D	<b>SECTOR - III</b> 1. GPS, Aranganur 2. GPS, Bahour 3. GPS, Bahourpet 4. GPS, Irulansandai 5. GPS, Kanniakoil 6. GPS, Kattukuppam 7. GPS, Arachikuppam 8. GPS, Madhikrishnavaram 9. GPS, Kuduyiruppupalayam 10. GPS, Murthikuppam 11. GPS, Narambai 12. GPS, Pillayarkuppam 13. GPS, Pudukuppam (B) 14. GPS, Seliamedu 15. GPS, Seliamedupet 16. GPS, Koravalimedu	1. GMS, Mannadipet 2. GMS, Manalipet 3. GMS, Bahour 4. GMS, Molapakkam 5. GMS, Kariamanikkam 6. GMS, Soriankuppam 7. GMS, Pandasozhanallur 8. GMS, Panayadikuppam 9. GMS, Manapet	1. GHS, Sandaipudukuppam 2. GHS, Sorapet 3. KVGHS, Seliamedu 4. V.R.GHS, Maucarai East 5. GHS, Keezhparikalpet 6. GHS, Panithittu 7. GHS, Kuruvinatham 8. GHS, Thirukkanur 9. GHS, Suthukeni	1. Kamban GHSS, Nettapakkam 2. GHSS, Karikalampakkam 3. Bharathi GHSS, Bahour 4. GHSS, Karayamputhur 5. PBGHSS, P.S. Palayam 6. TKRSP GHSS, Koravelimedu 7. KKGHS, K.T. Kuppam 8. GGHSS, Maducarai 9. KGGGHSS, Bahour 10. AAGHSS, Kunichempet
	<b>SECTOR - IV</b> 1. GPS, Manakuppam 2. GPS, Kaduvanur 3. GPS, Karayamputhur 4. GPS, Manamedu 5. GPS, Sinnakarayamputhur 6. GPS, Eripakkam 7. GPS, Madukarai 8. GPS, Madukaraipet 9. GPS, Nettapakkam 10. GPS, Pandasozhanallurpet 11. GPS, Sooramangalampet 12. GPS, Vadukuppam			
	<b>SECTOR - V</b> 1. GPS, KT Kuppam 2. GPS, KT Kuppampet 3. GPS, Chettipet 4. GPS, Kumarapalayam 5. GPS, LR Palayam 6. GPS, Madagadipet 7. GPS, Nallur 8. GPS, PS Palayam 9. GPS, Silkartipalayam 10. GPS, Sompel 11. GPS, Thethampakkam 12. GPS, Thirukkanur 13. GPS, Vambupet 14. GPS, Sorapet 15. GPS, Karikalapet			

Zone	Primary	Middle	High	Higher Secondary
A	<b>SECTOR - I</b> 1. GPS, Kottucherry Medu 2. GPS, Periapet, Karaikal 3. GPS, Nehru Nagar 4. GPS, Thomas Arul St. 5. GPS, Kilinjal Medu 6. GPS, Kottucherry Pet 7. GPS, Dharmapuram 8. GPS, Patchur 9. GPS, Rayanpalayam 10. GPS, Varichikudy 11. GPS, Vadamaraiadu 12. GPS, Keezhakasakudy 13. GPS, Keezhakasakudy Medu 14. GPS, Pillaiteruvasal 15. GPS, Thalatherupet  <b>SECTOR - II</b> 1. GPS, Nadukalampet 2. GPS, Karukalacherry 3. GPS, Thakalur 4. GPS, Neravy, Kovilpathu 5. GPS, Keezhaoduthurai 6. GPS, Melaiyur 7. GPS, Melaoduthurai 8. GPS, T.R. Pattinam 9. GPS, Mariamman Koil St., T.R. Pattinam 10. GPS, Vadakattalaicherry 11. GPS, Garudapalayam, T.R. Pattinam	1. GMS, Puduthurai 2. GMS, T.R. Pattinam 3. GMS, Thirunallar 4. GMS, Melakasakudy 5. GMS, Senior St., T.R. Pattinam 6. GMS, Neivatcherry	1. MAGGHS, Karaikal 2. Rm.A.s.P.PGHS, Karaikal Medu 3. GHS, Akkaraivattam 4. CES Dietha St., 5. GPGHS, Karaikal 6. Karmaraj GHS, Vadamaraiadu 7. GHS, Kothukulam 8. GGHS, Kottucherry 9. GHS, Kovilpathu	1. ATGGHSS, Karaikal 2. THGHSS, Kovilpathu 3. NSC Bose GHSS, Thalatheru 4. GGHS, Thirunallar 5. VOC GHSS, Kottucherry
	<b>SECTOR - I</b> 1. GPS, Konnakavaly 2. GPS, Poovam 3. GPS, Mathalangudy 4. GPS, Nedungadu 5. GPS, Kurumbarampet 6. GPS, Kottagam 7. GPS, Kalikuppam 8. GPS, Puthakudy 9. GPS, Nallathur  <b>SECTOR - II</b> 1. GPS, Vizhidiyur 2. GPS, Polagam 3. GPS, Muapithangudy 4. GPS, Melavanjore 5. GPS, KVP Kuppam 6. GPS, Valathamangalam 7. GPS, K. Pattinacherry 8. GPS, Athipadugai 9. GPS, Pathakudy 10. GPS, Pettai, Thirunallar 11. GPS, Agalangannu 12. GPS, Keezhaiyur 13. GPS, Kannapur 14. GPS, Nallazhandur 15. GPS, Kakamozhi 16. GPS, Serumavilangai 17. GPS, Padutharkollai 18. GPS, Thooduponamoolai 19. GPS, Manampet 20. GPS, Keezhavanjore 21. GPS, Subrayapuram 22. GPS, Ambagarathur	1. GMS, Karukkangudy 2. GMS, Sellur 3. GMS, Neravy 4. GMS, Ponbethey 5. GMS, Vadamattam 6. GMS, Naliambal 7. GMS, Surakudy 1	1. GHS, Varichikudy 2. GHS, Vizhidiyur 3. GGHS, T.R. Pattinam 4. Hussainai GHS, Neravy 5. GHS, Oozhiapathu 6. KK GHS, Kurumbagaram 7. Kamaraj GHS, Poovam 8. GHS, Thiruvettakudy 9. GHS, Sethur	1. GHSS, Neravy 2. GHSS, Thenoor 3. GHSS, T.R. Pattinam 4. JNGHSS, Nedungadu 5. VOC GHSS, Kottucherry

### Schools in Mahe

Primary	Middle	High	Higher Secondary
1. GLPS, Cherukallay 2. GLPS, Palloor West 3. GLPS, Parakkal 4. GLPS, Moolakkadavu 5. GLPS, Chembra 6. GLPS, Pandakkal 7. GLPS, Palloor North 8. GLPS, Mahe	1. GMS, Mahe 2. GMS, Avaroth	1. Ecole Centrale Et Cours Compie 2. Kasthurba Gandhi GHS, Palloor 3. Usman GHS, Chalakkara	1. V.N. Purushothaman GHSS, Palloor 2. I.K. Kumaran GHSS, Pandakal 3. Jawaharlal Nehru GHSS 4. C.E. Bharathan GHSS, Mahe

### Schools in Yanam region

Primary	High	Higher Secondary
1. Sri Alluri Seetharama Raju GPS, Darialatippa 2. GPS, Ayyanna Nagar 3. GPS, Seetraram Nager 4. Indira Gandhi G GPS, Yanam 5. Srikrishnadevaraya GPS, Agraharam 6. K.S.P.V.R.N. Govt. Boys School (CBS) -Yanam 7. Sri Dunna Naga Rao GPS,Ambedkar Nagar 8. Kona Venkataraju GPS, Kanakalapeta 9. Govt. Primary School - Venkat Nagar 10. Babu Jagajivan Ram GPS, Bheem Nagar 11. Sir Arthur Cotton GPS, Isukakalava 12. Mother Theresa GPS, Mettakur 13. Dr. Zakir Hussain Govt. Eng. Med. Primary School - Yanam 14. Swami Vivekananda GPS, Kurasampeta 15. Subramania Bharati GPS, Savithri Nagar	1. Perunthalaivar Kamarajar GHS, Guriempet 2. Dr. K. R. Narayanan GHS,Darialatippa 3. S.K.S.P.V.R.N GHS,Kanakalapeta 4. Kamala Nehru GHS,Yanam 5. Dr. B.R. Ambedkar GHS,Farampeta 6. Rajiv Gandhi Govt. Eng. Med. High School, Yanam 7. Mahatma Gandhi Govt. Boys High School, Yanam 8. Pandit Jawaharlal Nehru GHS,Mettakur	1. Sri Tanguturi Prakasam Pantulu Govt. Jr College, Yanam

 **शैक्षिक समाचार राजस्थान लिंक**  
<https://t.me/shaikshikrajasthan>



### **Abstract**

School Education – Announcement for the year 2021-2022 - General Transfer Counselling Policy for Teachers working in Government / Panchayat Union / Municipal / Primary / Middle schools and Government/Municipal High / Higher Secondary Schools – Orders -Issued.

### **School Education [SE5(1)] Department**

G.O.(Ms) No.176

Date 17.12.2021

திருவள்ளூர்வராண்டு 2052,  
பிலவ வருடம், கார்த்திகை-2

Read :

1. G.O.(Ms).No.404, Education, Science and Technology (S2) Department, Dated 25.05.1995
2. G.O.(Ms).No.525, Education Department, Dated 29.12.1997.
3. G.O.(Ms).No.231, School Education Department, Dated 11.08.2010.
4. G.O.(1D).No.218, School Education Department, Dated 20.06.2019.
5. The Commissioner of School Education Roc.No.25154/A1/S2/2021, dated 13.10.2021, 09.11.2021, 17.11.2021 and 22.11.2021

### **ORDER :-**

In the Government order first read above guidelines were issued with regard to transfer of teachers in hilly areas.

2. In the Government order second read above revised norms were issued for sanction of Teaching Posts in Schools.

3. In the Government order third read above, the Government directed the Director of School Education and the Director of Elementary Education to rationalize the deployment of existing Teachers in school as per the Pupils : Teacher ratio specified in Right of Children to Free and Compulsory Education Act, 2009, in respect of both the Government / Government Aided Schools.

4. In the Government order fourth read above, guidelines were framed to conduct General Transfer Counselling for Teachers working in Government / Panchayat Union/Municipal Primary / Middle schools and Government / Municipal/ Corporation High / Higher Secondary Schools for the year 2019-2020.

5. During the Budget session 2021-2022, the Honourable Minister for School Education has made the following announcement in the floor of assembly:-



**அறிவிப்பு எண். 15 : ஆசிரியர்களுக்கான பொது மாறுதல் கொள்கை:**

“அரசுப் பள்ளிகளில் பணிபுரியும் ஆசிரியர்களின் நலனுக்காக, ஆண்டுதோறும் பொதுமாறுதல் நடத்தப்பட்டு வருகிறது. இப்பொதுமாறுதலை ஒளிவுமறைவின்றி 2021-2022ஆம் கல்வியாண்டு முதல் நடத்திட பொது மாறுதல் கலந்தாய்வுக் கொள்கை வகுக்கப்பட்டு வெளிப்படையாக நடைமுறைப்படுத்தப்படும்.”

6. In the letters fifth read above, the Commissioner of School Education has sent the proposal to frame the policy to regulate transfers and postings of Headmasters and Teachers working in Government / Panchayat Union/Municipal Primary/Middle schools and Government/Municipal High / Higher Secondary Schools. He has stated that, the policy proposes a comprehensive solution for teacher transfers and postings, so that every year Government Orders need not be issued and the teachers will also be well informed about the guidelines. The proposed policy, once implemented, will address among other things, the problem of perennial vacancies in certain districts like the Nilgris, Krishnagiri, Thiruvannamalai and Villupuram. He has also stated that with the introduction of priority blocks to address the issue of teacher vacancies in hilly and remote areas in the proposed policy, the Government Order first read above may be withdrawn.

7. The Government, after careful examination of the proposal of Commissioner of School Education, has decided to accept the proposal and frame the policy to regulate transfers and postings of Headmasters and Teachers working in Government / Panchayat Union/Municipal Primary/Middle schools and Government/Municipal High / Higher Secondary Schools as below:-

**(1). GENERAL CONDITIONS**

(a) The staff fixation shall be done as per the student strength available in the EMIS as on 1<sup>st</sup> of August. The Pupil – Teacher ratio shall be followed as per the Government order second and third read above. English medium sections shall not have a separate teacher if the number of students are less than 15 in Classes 6<sup>th</sup> to 10<sup>th</sup> in all schools.

(b) The counselling shall be done either during the month of May or at the end of the first or second term. No transfer counselling will be done during academic sessions. In case of counselling in the month of May, the places of the teachers due for retirement in the month of May shall also be shown as vacancies. Those who are due for retirement in the month of May, shall be eligible to take one of the existing vacancies alone and not a notional vacancy as on the date of counselling, in case of promotion. The post, in which a teacher is on unauthorised absence for more than one month, will be treated as vacant and made available for counselling.

(c). The order of priority for transfer of Headmasters/ Teachers is as follows :-

- i. Transfer of teachers rendered surplus.
- ii. General Transfer on request.

**(2). CRITERIA FOR TRANSFERS / POSTING**

**(a). 1. SURPLUS TEACHERS:-**

Staff fixation will be done as per the Pupil - Teacher Ratio. This shall be carried out as stipulated in the Government order second and third read above and as per the Right of Children to Free and Compulsory Education Act, 2009. The same will be published in the EMIS and the Departmental website. Similarly school specific / subject wise vacancy shall also be made available in the departmental website well in advance.

Transfer of teachers (deployment) rendered surplus after the above exercise shall be taken up first, subject to the following conditions :-

- i) The junior most teacher, based on the date of joining in the current school of posting, in a particular cadre / subject shall be deployed elsewhere. This will not be based on over-all seniority within the district, but based on the particular school seniority and particular subject seniority. This rule will be applicable from Primary to Higher Secondary Schools. The teacher once deployed shall not be deployed again for the next three academic years. In such cases, the concerned teacher should show evidence to get exempted from further deployment. However, if the teacher is willing, they will be allowed to take part in the counselling during the subsequent year.
- ii) If any other teacher in a particular cadre / subject is willing from the same school, the said teacher may be deployed in place of the junior most teacher after duly obtaining a declaration countersigned by the Headmaster / Block Educational Officer / District Educational Officer concerned.
- iii) If the teacher to be deployed is visually impaired (40% or more), the said teacher shall be allowed to continue in the same station. Thereby the immediate next junior teacher in the cadre / specific subject will be deployed.
- iv) If the teacher to be deployed is due for retirement in the same academic year, the said teacher will be allowed to continue in the same station. Thereby the immediate next junior teacher in the cadre / specific subject will be deployed.
- v) If a teacher is in charge of the NCC unit in a school, the said teacher shall be allowed to continue in the same station. Thereby the immediate next junior teacher in the same cadre (same subject) will be deployed.



- vi) The deployment of surplus teacher will be based on their initial date of joining in the teacher service. If the date of joining in the service is same, Date of Birth (DOB) may be the deciding factor.
- vii) The deployment shall be done in the following order :-

In case of Elementary Education - Within block / Education District / Revenue District and outside the Revenue District. In case of School Education - Within Revenue District and outside the Revenue District.

## **2. SPECIAL CASE**

Transfer may be given to the spouse of the personnel of defence services who died in action, prior to the General Transfer Counselling.

### **(b). GENERAL TRANSFER ON REQUEST – PROCEUDRE TO BE FOLLOWED:**

- (i) Date for notification of vacancies, surplus teachers and inter-se seniority of teachers - 1<sup>st</sup> week of May / September / December.
- (ii) Registration of transfer request through EMIS & Claims and objections – 5 working days from the date of notification.
- (iii) Publication of final list of vacancies, surplus teachers and inter-se seniority of teachers with their priority – 10 working days from the date of notification.

### **(c). GUIDELINES TO BE FOLLOWED FOR GENERAL TRANSFERS ON REQUESTS:**

- (i) Teachers availing transfer under special category shall possess the required certificates issued by the competent authority before the commencement of online registrations.
- (ii) Teachers willing to apply for both, within the district and for inter-district transfer, will do so in a single application only.
- (iii) Those who have been transferred on administrative grounds against complaints or irregularities will not be allowed to choose the same school again.
- (iv) As far as possible, male teachers will preferably be posted in co-educational and boys schools, and only if there are no takers for girls schools among female teachers, the same shall then be made available to male teachers.

### **(d). PRIORITY TO BE FOLLOWED:**

Where more than one application is received seeking transfer to the same vacancy, the decision will be made on the basis of the following order of priority:-

- i. 100% Visually impaired teachers.
- ii. Physically challenged teachers (including visually impaired) with a disability of 40% or more (bench mark disability) and who possess relevant certificate issued by the competent authority, upholding the claim.
- iii. Teachers having mentally ill or physically challenged children and who possess relevant certificate issued by the competent authority, upholding the claim.
- iv. Teachers who have undergone kidney transplantation, dialysis treatment, heart operation and those affected by cancer and brain tumour.
- v. If a teacher is working in one of the priority blocks i.e., blocks where the percentage of vacancies of teachers is more, thereby having a detrimental effect on the performance of students in academic subjects.( As in the annexure D)
- vi. Spouse of serving personnel of defence services.
- vii. Widow/ widower and single women over the age of 40 and legally divorced women.
- viii. Spouse employed at more than 30 km radius from the place of work :-

If both husband and wife are employed and the distance between the places of their employment is more than or outside a 30 km radius, their case will be considered under spouse quota and they will be treated as living in two different places. Transfer under this category will be considered only after three years of earlier transfer. (The spouse transfer category is applicable only in respect of spouse employed in schools/offices under Union / State Government / Public Sector Undertakings and Govt. Aided Schools. A service certificate is to be produced from the competent authority to avail this benefit).

- ix. Others.

**(3) CATEGORIES EXEMPTED FROM THE CONDITION OF MINIMUM ONE YEAR OF SERVICE IN THE PRESENT STATION:**

- i. 100% Visually impaired teachers.
- ii. Physically challenged teachers with a disability of 50% and above and in possession of relevant certificate issued by the competent authority.
- iii. Physically challenged teachers with a disability of 40% and above and in possession of relevant certificate issued by the competent authority.

- iv. Teachers having mentally ill and physically challenged children who possess relevant certificate issued by the competent authority.
- v. Teachers who have undergone kidney transplantation and dialysis treatment, heart operation and those affected by cancer and brain tumour.

**(4). MAXIMUM SERVICE IN A STATION:**

The teachers who have completed eight (8 yrs) years of service in a particular school will be transferred compulsorily. **However, this rule will only be applicable prospectively, only for the newly appointed teachers from the date of issuance of this policy.** In such cases, these teachers, after completion of 8 years, will be given priority on par with surplus teachers (i.e., they will be allowed to participate in the counselling before the general counselling takes place).

**(5). TEACHER TRANSFER ON ADMINISTRATIVE GROUNDS:-**

Whenever an administrative exigency arises, transfer may be done at any time by the competent authorities concerned.

**(6). MUTUAL TRANSFER**

Transfer orders on mutual applications will be considered at any time during the academic year, subject to the following conditions :-

- a. A teacher will be eligible for mutual transfer, only when he / she is having a minimum of two years of service left before retirement.
- b. Once a mutual transfer is obtained, the concerned teachers shall be eligible for mutual transfer only after 2 years of service in the given place.

**(7). UNIT TRANSFER :**

- a) Unit transfer is applicable for schools that are under the administrative control of various departments / local bodies. This includes movement of teachers from elementary to school education directorate and vice versa.
- b) In order to avail transfer under this category, necessary No Objection Certificate (NOC) is to be issued by the Heads of the parent departments concerned.

**c) CONDITIONS FOR UNIT TRANSFER:-**

- (i) A teacher from a different unit shall be taken in to the School Education Department at any time. **But, they shall be offered vacancies available in the priority blocks alone through counselling.**



- (ii) **Teachers on transfer under unit transfer will be treated as the junior most in the category / service in the new unit.** ie., An approved probationer in the post appointed in the other units will be placed below the approved probationer in the identical category in the new unit.
- (iii) Teachers who have completed probation in the parent department alone are eligible for unit transfer.
- (iv) Necessary declaration in this regard will be obtained from the teacher concerned and entered in the service register of the individual.

**(8). APPEAL:**

Any person aggrieved during the process may give their objection in writing within 3 days of completion of the respective process, to the next higher authority of the competent authority.

8. The Government, also withdraws the orders issued in the Government Order first read above.

9. The competent authorities for transfer of Headmasters and Teachers working in Government / Panchayat Union/ Municipal, Primary, Middle, High and Higher Secondary Schools and the list of appellate authorities are stated in the Annexures A, B and C to this order.

**(BY Order of the Governor)**

**Kakarla Usha,  
Principal Secretary to Government.**

**To**

The Commissioner of School Education, Chennai-6.  
The Director of Elementary Education, Chennai-6.  
The Director, State Council for Educational Research and Training, Chennai-6.  
The State Project Director, Samagra Shiksha ,Chennai-6.  
The Secretary to Government,  
Welfare of Differently Abled Person Department, Chennai-9.  
The Director for Welfare of the Differently Abled, Chennai-5.  
The Principal Secretary to Government, Backward Classes, Most Backward Classes and Minorities Welfare Department, Secretariat, Chennai-9.  
The Commissioner, Commissionerate of Welfare of Backward Classes, Most Backward Classes and Minorities Welfare Department, Chennai-5.  
The Principal Secretary to Government,  
Adi- Dravidar and Tribal Welfare Department, Secretariat, Chennai-9.  
The Commissioner,  
Commissionerate of Welfare of Adi Dravidar and Tribal, Chennai-5.

**Copy to:-**

The Hon'ble Chief Minister's Office, Secretariat, Chennai-9.

The Senior Personal Assistant to the Hon'ble Minister for School Education, Chennai-9.  
The Senior Private Secretary to the Principal Secretary to Government,  
School Education Department, Chennai-9.

All Sections in School Education Department, Secretariat, Chennai-9.  
Stock File / Spare Copy.

**//Forwarded By order //**



Under Secretary to Government.

**G.O.(Ms.).No.176, School Education(SE5(1))Department, dated 17.12.2021**

**Annexure - A**

The competent authority for transfer of Headmasters/ Teachers working in different kinds of schools are as follows:

Sl. No.	School	Category	Competent authority	
			Within Revenue District	Inter District
1.	Government / Municipal Higher Secondary School	Headmaster	Chief Educational Officer(CEO)	Joint Director (Higher Secondary)
2.	Government / Municipal High School	Headmaster	Chief Educational Officer(CEO)	Joint Director (Personnel)
3.	Government / Municipal Higher Secondary School	1) Post Graduate Assistants in subjects 2) Post Graduate Assistants in Tamil and Other Languages 3) Computer instructor Grade I 4) Physical Directors - Grade I 5) District Inspectors of Physical Education	Chief Educational Officer(CEO)	Joint Director (Higher Secondary)
4.	Government / Municipal Higher Secondary School	1) Computer instructors 2) Vocational Instructors (Agriculture)	Chief Educational Officer(CEO)	Joint Director (Vocational)
5.	(i) Government / Municipal High School/ Higher Secondary School	1) Graduate Teachers in subjects (Maths, Science & Social Science) 2) Graduate Teachers in Tamil and Other Languages 3) Physical Directors - Grade II	Chief Educational Officer(CEO)	Joint Director (Personnel)
6.	(i) Government / Municipal High School/ Higher Secondary School	1) Secondary Grade Teachers 2) Physical Education Teachers 3) All other Special Teacher categories in the Tamil Nadu School Educational Subordinate Service.	Chief Educational Officer(CEO)	Joint Director (Personnel)

(The term Teacher, wherever it occurs in the policy, shall include High School / Higher Secondary School Headmasters also).

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Under Secretary to Government.



**G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021**

**Annexure- B**

The competent authority for postings and transfers of Headmasters, Teachers, etc., working in Government / Panchayat Union/ Municipal, Primary and Middle Schools are as follows:-

Sl. No.	Type of School	Category	Competent Authority		
			Within Block	Within Revenue District	Inter District
1.	Government/ Panchayat Union/ Municipal - Middle Schools	i. Headmaster of Middle School ii. Graduate Teacher(Tamil) iii. Graduate Teacher (other than Tamil) iv. Graduate Teacher (subjects)	District Educational Officer (DEO)	Chief Educational Officer (CEO)	Joint Director (Administration)
2.	Government /Panchayat Union/ Municipal - Primary Schools and Middle Schools	i. Headmasters of Primary Schools (Secondary Grade) ii. Secondary Grade Teachers iii. Physical Education Teachers iv. Pre-vocational Instructors (Full-Time)	District Educational Officer (DEO)	Chief Educational Officer (CEO)	Joint Director (Administration)

//True Copy//

  
Under Secretary to Government.

**G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021**

**Annexure - C**

List of Appellate Authorities:-

Sl.No.	Competent Authority	Appellate Authority
1.	Commissioner/Director of School Education	Government
<b><u>DIRECTORATE OF ELEMENTARY</u></b>		
1.	Director of Elementary Education	Commissioner/Government
2.	Joint Director (Administration.)	Director of Elementary Education
3.	Chief Educational Officer	Joint Director (Admin)
4.	District Educational Officer	Chief Educational Officer
<b><u>COMMISSIONERATE OF SCHOOL EDUCATION</u></b>		
1.	Joint Director (Higher Secondary)	Commissioner/Director of School Education
2.	Joint Director (Personnel)	Commissioner/Director of School Education
3.	Joint Director (Vocational)	Commissioner/Director of School Education
4.	Chief Educational Officer	Joint Director (Higher Secondary) (or) Joint Director (Personnel) as the case may be
5.	District Educational Officer	Chief Educational Officer

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Under Secretary to Government.

www.kalviexpress.in

**G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021**

**ANNEXURE- D**

In G.O.Ms.No.404, Education, Science and Technology (S2) Department dated 25.05.1995, teachers were directed to work for not less than one year in hilly areas to address the issue of teacher vacancies in these areas. The issue of teacher vacancies are felt invariably in many of the northern districts and select rural and as well as in remote blocks in other districts also.

In order to resolve this issue, the concept of priority blocks is introduced taking into account the prevalence of teacher vacancies in the said block. The more the vacancies of teachers in a block, the greater is the chance of the block being notified as a priority block. As a rule, such blocks should not exceed 10 % of the available 413 blocks in the State.

Sl.No.	Type of teachers	Mandatory service in the designated priority block at the time of counselling	Remarks
1	New recruits	5 Years	New recruits will be posted in priority blocks through general counselling and will compulsorily serve in the block for 5 years initially. During the process of transfer counselling, if all vacant posts in the notified priority blocks are filled, the competent authority shall arrange the remaining blocks in descending order of vacancies. New teachers shall be allowed to take vacant positions strictly by descending order of those blocks. Vacancies in the block in descending order of vacancies will be made available only after all the vacancies in the previous block are completely filled up.

2	Existing teachers working in non-priority blocks & willing to work in priority block through general counselling.	3 years	-
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The identification and declaration of the priority block will be carried out from time to time by the competent authority.

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Under Secretary to Government.



**शैक्षिक समाचार राजस्थान**  
*Shaikshik Samachar Rajasthan*

हमारे द्वारा चलाए जा रहे विभिन्न पोर्टल में ज्वाइन करने के लिए दिए गए नाम के सामने क्लिक करें

S.N	GROUP NAME	JOIN GROUP
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5	<b>TELEGRAM SAMADHAN</b>	<a href="#">CLICK HERE</a>

