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SCHOOL & MASS EDUCATION DEPARTMENT

NOTIFICATION

The 19th June, 2013

Sub: Guidelines for Inter-District-Transfer of Secondary Teachers in the State.

No.14071-I-SME(G)-54/2013/SME.—Proposal for Inter-District-Transfer of Secondary Teachers and a number of representations are received in different manners for inter-district transfer. At present they are done in a piecemeal manner and there is no uniform norms followed. Government after careful consideration have been pleased to formulate to form a Committee headed by the Director Secondary Education to finalise the cases of inter-district transfer. The Committee is constituted as follows:—

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|--|-----|-----------------|
| (i) Director, Secondary Education | ... | Chairman |
| (ii) Director, RMSA | ... | Member |
| (iii) Additional Secretary/Joint Secretary
(I/c of Secondary Education) | ... | Member Convener |
| (iv) Senior most Regional Joint Director | ... | Member |

The Commissioner-*cum*-Secretary to Government, S & ME Department will be the Appellate Authority to dispose of the grievances/ petitions related to the transfer committee at State Level.

1. Only in exceptional cases inter-district transfer will be effected. Transferring from deficit districts to surplus will not be considered except in KBK Districts.
2. The Director, Secondary Education will invite transfer proposals from the field functionaries in the month of February of the each year.
3. The Director, Secondary Education will examine each case as to whether the application has been received with recommendation of the DEO. The Directorate of Secondary Education will submit the consolidated proposals along with field report and justification to the member convener to place before the committee by the end of March.

4. No piecemeal proposals shall be entertained. An appropriate web-based software for transparency and objectivity to be put in place within two months.

5. The Committee will scrutinise the proposal and may ask for clarification if any required for purpose by 15th of April.

6. The DSE (O) will submit the compliance asked by the Committee by 30th April.

7. The Committee will finally approve the proposals by 15th of May of the year and the DSE (O) will issue order of transfer by the end of May so that transferred teachers will be able to join in his /her new place of posting by 15th of June.

8. The teachers having at least 5 years of service for superannuation and having 15 years of service are eligible to apply.

9. While considering the transfer, the Widow, Single Lady persons with physical deformity suffering from terminal diseases like ; Cancer, Failure in Kidney and Heart problems will be given due weightage.

10. Teachers serving in Non-KBK District desired to be transferred to KBK Dist. will be given preference.

11. Physically challenged employees will be given chance to the places having good communication as far as practicable.

12. The inter-district transfer can be availed by a teacher only once in his/her total service period.

13. The teacher working in the safe district shall be relieved first and after his/her joining. A teacher of difficult area will be relieved thereafter in case of mutual transfer.

14. In case of inter-district transfer, the position of the concerned teacher will remain below the respective cadre in that education Dist. And will remain as Jr. most teacher in the respective cadre in that calendar year. The teachers are required to submit undertaking/affidavit to this effect at the time of giving their willingness for such transfer.

15. Since the inter-district transfer is on the request of teachers no TA/DA will be claimed by the transferee.

16. The Mutual transfer of teachers will be made only against same category of teachers and the date line of submission of applications is same as in case of inter-district transfers. The teachers having at least three years of service for superannuation shall be considered for mutual transfer. On mutual transfer the long leave till retirement is not accepted. All other terms and conditions for mutual transfer is same as in the case of inter-district transfer.

For any clarification, matter to be referred to the Department with a copy to the Director Secondary Education.

By Order of the Governor

USHA PADHEE

Commissioner-*cum*-Secretary to Government