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## SCHOOL & MASS EDUCATION DEPARTMENT

### NOTIFICATION

The 18th May, 2013

**Sub: Guidelines for Transfer of Secondary School Teachers within the District.**

No.11949—I-SME-G-54/2013/SME.— To ensure the healthy PTR at Secondary Education Level, Govt. have decided to have rationalisation of teachers at District level.

At present there is a Transfer Committee for Circle Level Transfer. To bring uniformity, Govt. after careful consideration have been pleased to formulate the following guidelines:—

1. The existing circle level Committee constituted for transfer of teachers within the Circle is superseded and a fresh District Level Transfer Committee (DLTC) for secondary schools is formed to approve the transfer proposals at Dist. Level. The District Level Transfer Committee is constituted as follows:-

- |                                     |   |                  |
|-------------------------------------|---|------------------|
| (i) Collector                       | — | Chairman of DLTC |
| (ii) MLAs and MPs or their nominees | — | Member           |
| (iii) District Education Officer    | — | Member Convenor  |
| (iv) Principal, DIET                | — | Member           |
| (v) DPC (SSA)                       | — | Member           |
| (vi) All DIS of the District        | — | Members.         |

2. The DEO of the concerned District will invite application for transfer from the teachers/employees after issue of notice at Dist. Level and prepare two separate lists with details. First is the list of teachers to be recommended to be transferred on rationalisation

grounds and the list of teachers to be transferred on administrative / humanitarian ground. The DEO should certify the *bona fied* of the facts mentioned in both the lists.

3. The rationalisation of Secondary School Teachers of the District will be made based on PTR norm / Classroom pupil ratio (40:1).

4. While transferring the surplus teacher from the school the station seniority should be the basis of effective transfer. In case of schools in urban area the station seniority of the teacher will be considered taking the NAC or Municipality as a Unit.

5. No transfer will be made to the schools from where the surplus teacher has been transferred on rationalisation.

6. Transfer of teachers from Rural area to Urban area may be made only in exceptional cases as a substitute against the person who will move to rural area.

7. There will be no transfer of Aided School Teachers and Contractual Teachers.

8. During rationalisation all efforts to be made for posting of teachers in Upgraded High School where posts have been sanctioned. Efforts should be made to post at least one Science and one Mathematics Teacher in each High School. Upgraded High Schools should be provided with teachers on priority.

9. While considering transfer on representation the cases of single lady / widow and persons with disability are to be given preferences.

10. After finalisation of the transfer proposals by the Committee orders of transfer to be issued under signature of the DEO. Any modification of transfer will only be considered after approval of the same by the Collector. It should be only in exceptional circumstances. Entire process to be completed by 15th of June.

11. The calendar of activities as mentioned below to be adhered to without any deviation.

Sl. No.	Activity	Timeline	Expected dates
(1)	(2)	(3)	(4)
1	DEO to invite the transfer proposal from the field after due notice at District level and Block level.	7 days	This activity to be completed by 30th May.
2	Scrutinisation of the proposals and	7 days	This activity to be completed by

preparation of separate list of proposals for transfer. 7th June.

(1)	(2)	(3)	(4)
3	Convening the DLTC Meeting after consultation with Collector (Dates of Meeting may be fixed in advance).	3 days	This activity to be completed by 10th June.
4	Issue of transfer order by the DEO after approval by the DLTC.	3 days	This activity to be completed by 15th June.
5	Joining of Teachers & completion of process.	7 days	Beyond 7 days of transfer order no teacher will receive salary from old station.

By Order of the Governor

USHA PADHEE

Commissioner-*cum*- Secretary to Government

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