

FROM

**COMMISSIONER & DIRECTOR GENERAL,
SCHOOL EDUCATION, HARYANA CHANDIGARH.**

TO

1. **ALL THE DISTRICT EDUCATION OFFICERS
IN THE STATE.**
2. **ALL THE ADDITIONAL DISTRICT EDUCATION OFFICERS CUM
DISTRICT ELEMENTARY EDUCATION OFFICERS IN THE STATE.**

**MEMO NO. 8/3-2008- CO -(4)
DATED CHANDIGARH THE 28.4.2008**

SUBJECT:- POLICY TO REGULATE TRANSFERS DURING THE YEAR 2008-2009.

Reference on the subject cited above.

The Govt. has framed the policy to regulate the transfers of the School Education Department for the year 2008-2009. The copy of the same is enclosed herewith for information and further necessary action.

Enclosed:- As above.

Deo
**DEPUTY DIRECTOR CO-ORDINATION
FOR COMMISSIONER & DIRECTOR GENERAL
SCHOOL EDUCATION HARYANA CHANDIGARH**

ENDST. NO. EVEN

DATED CHANDIGARH THE 28.4.2008

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

1. Additional Commissioner cum Director Elementary Education Haryana Chandigarh.
2. Private Secretary to OSD/CM-I
3. Private Secretary to OSD/CM-II
4. Private Secretary to Education Minister Haryana.
5. Private Secretary to Parliament Secretary (Education & Employment)
6. Senior Secretary to C.E.L.
7. Private Secretary to C&DGSE.
8. Steno/Additional Director Administration
9. P.A./J.D.A.-I
10. Steno/J.D.A.-II
11. Director S.C.E.R.T. Gurgaon.
12. All the Officers/Head of Branches (Headquarter).

Deo
**DEPUTY DIRECTOR CO-ORDINATION
FOR COMMISSIONER & DIRECTOR GENERAL
SCHOOL EDUCATION HARYANA CHANDIGARH**

POLICY TO REGULATE TRANSFERS
FOR THE YEAR 2008-09

(SCHOOL EDUCATION DEPARTMENT)

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There shall not be any general transfer of teachers in the State of Haryana during the year 2008-09 except in accordance with the guidelines as enumerated under:-

1. Normal tenure of an employee at any place of posting shall be a minimum of 5 years. Further-more, an employee shall not be transferred even after 5 years in case his results have been 100% during the last three years and he wishes to continue in that school.
2. An employee can be transferred at any point of time after seeking prior orders of the State Government on administrative ground. However, specific administrative ground for which an employee is sought to be transferred shall be cited in the noting of the file. Usually, an administrative ground for transfer of an employee shall be of the nature as given below:-
 - (a) A complaint established through a preliminary enquiry. The specific complaint received through MPs/MLAs/Chairman M.C./Sarpanch Gram Panchayat would be enquired into by the DEO/DEEO and the report be sent to the Directorate with in 3 days of the receipt of such complaint for further action.
 - (b) Poor results, which is 15% below the Board results; or more than 15% students failing.
 - (c) Failure to comply with the directions issued by the Directorate regarding maintenance of record relating to mid term subject tests, students' attendance and performance of the students in projects etc., or other important instructions issued from time to time.

3. Request of employees for transfer to their preferred stations shall only be entertained as under:-
 - (a) The request shall be made to the Head of Institution/BEO/DEO/DEEO only up to 10th May, 2008. BEO/DEEO/DEO shall make their recommendations up to 25th May to the Directorate. The transfer orders shall be made up to 15th June, 2008. In case of districts where code of conduct is in operation due to by-elections of Vidhan Sabha, no transfer orders shall be made before 27th May, 2008
 - (b) The request shall be made only in the prescribed format. It would be mandatory to indicate three choices. Any application with less than three choices will be rejected straight away.
 - (c) If an employee makes a request to the C.M./E.M. and other elected representatives, he shall also send his request on the enclosed prescribed format. The department will try to accommodate the employees against available vacancy from amongst his options.
 - (d) In case of clash of choice of more than one employee for a particular school, merit in case of new appointments and results of last four years in case of old employees would be the guiding criteria for allotment of school.
 - (e) If no vacancy becomes available as per the policy in the three requested schools, the transfer will not be done till a vacancy becomes available, for which the applicant would have first right.
4. On first appointment and in case of promotion, the employees shall give three choices of preferred rural vacant stations and the department will try to accommodate them in order of merit/seniority. However, they will have to serve at the allocated station for at least 5years. For this purpose, they will have to submit an undertaking along with the request that they will not

make any request for transfer if they are accommodated in one of the three preferred stations.

5. The request for mutual transfer would also be submitted in the prescribed application proforma. However, such request will not be entertained in case both the applicants are posted at the same station.
6. As committed by the Govt. before Hon'ble High Court, in the case of a transfer order issued in violation of policy guide-lines, the respective Directors would be competent to rectify such transfer orders as are made in violation of the policy, if a representation is made by the affected employee within 15 days; and in such cases Directors would not be required to refer the case to the State Government. It is reiterated that such representation should be received by the Director within 15 days of the concerned employee receiving his transfer orders.
7. All vacancies as on July 1, 2008 would be filled up by engaging teachers on the Guest Faculty basis as per the policy of the State Government. The Guest Faculty already working in that particular school or had worked there will be given preference.
8. Transfer of an employee during the academic year disturbs studies of the students and also results in dis-lodging of Guest Faculty. Therefore, any transfer orders approved by the State Government after 1st July, 2008 will only be implemented from the next academic year i.e. 1st April, 2009.
9. Vacancies created due to promotion/retirement/death etc. would firstly be filled from amongst employees, who have given the choice of that particular school in the prescribed proforma at a time when they are supposed to submit their requests i.e. upto 10th May 2008. If no such regular employee is available then the post will be filled up with Guest Faculty for the academic year.

10. Only female teachers or male teacher above the age of 50 years will be posted in the girl schools. If available, female teachers would be preferred over male teachers of age more than 50 years. This provision would also be applicable to ministerial staff. However, in case of non-availability of female ministerial staff, male staff will be posted.
11. In case of displacement/transfer of the following categories of Teachers, efforts will be made to adjust them in the same Block or within a radius of around 10 Km. from the desired place of posting in following order of preference:-
 - i) Blind (100%).
 - ii) Handicapped (70% or more).
 - iii) Those suffering from serious ailments/diseases like cancer etc. or whose wards are suffering from any chronic disease like Thelesemia etc. (In case of medical ground, the certificates issued by All India Institute of Medical Science, New Delhi, PGI, Chandigarh and Medical College, Rohtak will only be considered.
 - iv) Widow.
 - v) Legal Divorcee.
 - vi) Wives of the serving soldiers.
12. Those who are retiring in next one year will not be transferred except on their own request.
13. If the husband and wife both are in the service of the Haryana State Govt., then the efforts will be made to adjust them as near as possible. The preference will be given to those, both of whom are serving in the Education Department.
14. Teachers, including those belonging to above mentioned categories at Sr. No. 11, 12 & 13, whose last three years' results are 15% less than the Board results, or more than 15% students failing may be transferred from their place of posting on administrative grounds.
15. Transfers of officers in the administrative capacity i.e. Block Education Officers, Deputy District Education Officers, Additional

District Education Officers and the District Education Officers will not be covered under this policy.

16. The Principals and the Headmasters would also submit their applications in attached proforma for transfer to the concerned Block Education Officer who will forward the same to the District Education Officer concerned. District Education Officer would send all such applications to the Directorate up to 25th May 2008.
17. No TA/DA will be given if the transfer is done at the request of the employee himself or if he is being given choice posting.
18. Transfer orders would be implemented within one week of its issue. DDOs would ensure relieving/joining of respective teachers within stipulated time. No salary can be drawn in case of non-compliance of transfer orders after stipulated period of one week. DDO will be personally held responsible for any neglect in this regard.
19. DEOs shall submit consolidated report of relieving/joining of employees & engagement of guest faculty to update the computer data within a fortnight i.e. 15th July, 2008.

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Employee ID

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(for JBT Tr. ID not required)[illegible]

Principal ☐ Headmaster ☐ Lecturer ☐ Master ☐ C&V Teacher ☐
JBT Tr. ☐ Ministerial Staff ☐ If other please mention

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		Stay at Present Station		
		Rural Service (Present Designation)		
		Urban Service (Present Designation)		
Block		Date of Joining at Present Designation		
District		Mode of Recruitment	Direct	<input type="checkbox"/>
			Promotion	<input type="checkbox"/>

A. General

Preferential Category ☐

If Preferential Category 'Yes' then select Category from following

Widow

Legal Divorcee ☐Blind (100%) ☐

PHC more then 70% ☐

Wife of Serving Soldier

Medical Ground (Mention Detail)

If other please mention detail

Note: In case of Preferential Category, attach documentary proof duly attested by the Head of Institution / DEO

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2.

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Against Vacancy ☐

Against Longer Stayee ☐

Mutual With
(Mention Name & ID)

Sh./Smt.

Other (Specify)

Note: In case of Mutual Transfer applications of both the teachers must be attached with each other

List of documents attached:

I solemnly affirm and declare that the above information is correct and nothing has been concealed therein. It is also verified that I have not given any other application for mutual/against vacancy/against longer stay transfer. If above information is found incorrect at any stage, I shall be liable for disciplinary action

Signatures of the Applicant with date

APPLICATION FORM FOR TRANSFER **(DEPARTMENT OF SCHOOL EDUCATION, HARYANA)**

Recommendation of Head of Institution/BEO (as the case may be):-

Certified that the information given by the teacher has been checked from the official record and is correct. The request of the teacher is found genuine/not genuine. His result of last five years is as under:-

2003-04

2004-05

2005-06

2006-07

2007-08

Recommended / Not Recommended:

Reason _____

Head of Institution/BEO with seal and name in capital letters

Recommendation of District Education Officer/Additional District Education Officer:

Endst. No.

Dated:

Certified that the application has been examined as per transfer policy. The information given by the teacher in the above proforma has been checked by this office and found correct as per his/her service record. His application is strictly according to the transfer policy of the Department/ Government. The following are the comments:-

Recommended for Transfer/ Not-recommended.

Note:- If it does not fall in the policy it should not be recommended but the application must be forwarded to the Directorate.

DEO/Addl. DEO with Seal

General instructions to fill up the application form:

1. Every employee must indicate his Employee ID Number. In the absence of ID number, application for transfer will not be processed. The employee ID Numbers have been conveyed by the Directorate to all schools through District Education Officers. (For JBT employee ID not required)
2. Every employee must indicate his present school code. Also indicate school code in which he is seeking transfer.
3. In case of mutual transfer both the application should be attached with each other.
4. Supporting document must be attached with the application form and mentioned in the respective column.
5. No employee should submit more than one application. If any employee is found guilty of submitting more than one application, disciplinary action would be taken against him/her.