

GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION, E-II BRANCH
OLD SECRETARIAT, DELHI-110054

No.DE.2 (8) (27)/E-II/On-line Tr./2018/ 4520-27

Dated: 17/5/2018

CIRCULAR

Sub: Online requests for transfer of teaching staff of the Directorate of Education.

Online applications are inviting for transfer from all categories of teachers i.e. PGTs, TGTs, Misc. Teachers/TGT Computer Science* (all newly appointed TGT Computer Science may apply) except Re-employed teachers/Guest teachers/Contract teachers and Kashmiri Migrant teachers. All teachers are required to apply on the Performa available on the Departmental web site w.e.f. **17/05/2018 to 28/05/2018**. To facilitate the on-line application of the teachers, the vacancy position in **Subject Teacher Urgent Requirement Schools** of the different categories of teachers is also available on the website of the Directorate. The interested teachers are advised to give choices in the order of their preferences. On-line transfer applications which are not as per the under mentioned guidelines will be summarily rejected:

1. The teachers who have completed 02 years as on 31 March of the year in the present school shall be eligible for online transfer.
2. The teachers who have completed 01 years as on 31 March of the year in the present school, which is more than 20 KM from the nearest school, opted as per MIS data, shall also be eligible for online transfer.
3. The condition of minimum stay of two years is not applicable to the teachers applying for transfer on the following grounds:
(a) **Marriage** (after 01/07/2017), (b) **Specially-able(disabled)** employees, (c) **Medical grounds (Self)** (d) Teacher whose spouse/Child has mental illness/specially able (more than 40 % disabled) (e) Female employees whose husband in All India Services/Armed Forces and posted out of Delhi., (f) Widow/Divorced/Separated female teachers (g) Teachers designated as NCC Officers (ANO) (h) Teachers who have changed their residence during the preceding one year, and (i) **342 PGTs, promoted on adhoc basis for the year 2015-16** who have not got the posting in any one of the school opted by them.
4. **342 PGTs, promoted on adhoc basis for the year 2015-16 who have not got the posting in any one of the school opted by them** (as per list enclosed as Annexure 'D'), also have an opportunity to apply for on-line transfer under this circular. However, **the teacher posted on promotion will not be transferred back to the same school** irrespective of reason.
5. The categories of teachers mentioned at Para 3 & 4 of this circular may also apply for transfer in the schools other than "**Subject Teacher Urgent Requirement Schools**".
6. The option once availed and confirmed on-line shall be final and it can be changed only under the provisions of this circular. The teacher who have already applied on-line transfer and willing to modify his/her on-line application, can re-apply once after getting cancellation of their earlier on-line application through the link provided on the employee-login on the website of this Directorate.

W. Kumar
17/5/2018

7. All those **teachers transferred under the rationalization** during the year 2017-2018, also be eligible to apply in online transfer.
8. The online request for transfer on **Medical Grounds** shall be considered only in case where a hardcopy of online application along with medical reports/certificates from Govt/Empanelled Hospital forwarded by the HOS to the concerned Establishment Branch before **30/05/2018**.
9. **Employee whose spouse/son/daughter has mental illness/specially-able (more than 40% disability)**, should get their online transfer request forwarded by HOS alongwith a hardcopy of application with medical report/certificate to the concerned Establishment Branch before **30/05/2018**.
10. The **junior teachers who are willing to be declared surplus** unconditionally in lieu of the senior teacher who have already been declared surplus (as per the list enclosed as **Annexure 'E'**) may give his/her consent afresh for the same through HOS to the concerned Establishment Branch at HQ by **21/05/2018** as per the enclosed Performa **Annexure 'C'**.
11. The list of such surplus teachers, if any, who are opting to be declared surplus in lieu of the senior most teachers shall be displayed on the website of the Directorate on **24/05/2018**. Further, they can apply for on-line transfer accordingly.
12. Teacher under the category of NCC officer will be transferred only in case where NCC Directorate recommended the same and forwarded a hard copy of recommendations to the concerned Establishment Branch of this Directorate, on or before **30/05/2018**.
13. The request from **Female teachers applying on the grounds of marriage** will be entertained only if the marriage was held on or after **01/07/2017**. The concerned teacher should enclose the documentary proof regarding date of his/her marriage and the concerned Head of School will verify the same and forward the online application.
14. At first instance, online request of physically handicapped (PH) teachers will be considered for posting in the school through online module. Claim of a teacher under PH Category will be considered only as per the employee **MIS detail**.
15. After the PH Category teachers, the teachers whose spouse/son/daughter are specially-able (more than 40% disability).
16. After that the teachers(self only) suffering/undergone treatment for following diseases on the basis of Medical certificate of Govt. Hospitals/Empanelled Hospitals will be considered for posting as per their choice:
 - a. Neuro-surgery.
 - b. Cardiac Surgery including DABG.
 - c. Angioplasty and various implants.
 - d. Cancer surgery, chemotherapy and radio-therapy.
 - e. Liver/Kidney implantation/ Cirrhoses
 - f. Joint replacement.
 - g. Accidental cases affecting mobility or leading to permanent disability.
 - h. Multiple sclerosis, Myasthenia Gravis, Parkinsons diseases.
 - i. Chronic Renal failure.
 - j. Thalessemies, Haemophillia, Aplastic Anaemia, Myelodisplastic Disorders.
 - k. AIDS
 - l. Paraplegia/Quadriplegia/Hemiplegia.


17/5/2018

17. Thereafter, the surplus teachers on account of PFC for the year 2017-18 (as per list enclosed as **Annexure-A**) shall be given preference as per their preferences of posting.
18. Thereafter, 342 PGTs, promoted on adhoc basis for the year 2015-16 who have not got the posting in any one of the school opted by them shall be given preference as per their preferences of posting.
19. Thereafter, the female teachers who got married during the one year on or after 01/07/2017 shall be given preference as per their preferences of posting.
20. Lastly, all the remaining teachers will be considered for posting as per their preferences on the basis of the distance from nearest school opted as per MIS data to the present school.
21. The employee concerned who is submitting his/her request for online transfer must ensure that date in respect of employee concerned is correctly filled in MIS database, In case, any transfer is made due to incorrect data, the HOS and the employee concerned shall be held jointly responsible for the lapse.
22. The **teacher going to retired within next one year**, will not be transfer unless teacher himself/herself has sought transfer.
23. The teacher already transferred on the '**Administrative Grounds**' will not be transferred for a minimum period of 2 years, from the school to which he/she has been posted on administrative Grounds. **The teachers transferred on 'Administrative Grounds' will not be transferred back to the same school upto next five years under any condition.**
24. In the case of **Mutual Consent Transfers**, both teachers would have to apply compulsorily online and should be of the same subject, category and gender (except in Co-ed Schools where gender restriction is not applicable). Such a request would be consider only once in the two years **from** both individual.
25. In case of transfer on **Surplus due to Post Fixation for the year 2017-18** the '**Senior most teachers**' in the particular category/subject as per date of joining in the particular school will be **declared surplus**, for posting in some other school. In case, senior most teacher in a particular category/subject is going to retire from service within a year, then he will not be declared surplus. Instead, the **next senior most teacher** (i.e. one who is immediate junior to the senior most teacher by virtue of date of posting in the particular schools) will be declared surplus for posting in some other school.
26. The HOS will also maintain record of all such applications forwarded by them after getting it signed from the concerned teacher. It will be responsibility of HOS to ensure while forwarding the application on line, that the password of any teacher is not misused and whatever application for online transfer are forwarded from his/her school, he/she has authenticated hard copy of the same in the school record for verification at any time.
27. Transfer cannot be claimed as a matter of right by those making requests and all transfers will be governed by the guidelines of this Directorate for the posting of teaching staff and administrative requirement.
28. Any political or outside influence shall invite disciplinary proceedings under Rule 20 of the CCS (Conduct) Rules, 1965 as already intimated vide this office Circular DE.3(169)/E-III/05/4670-740 dated 17/03/2005.
29. Rest of the contents of the circular No.PS/DE/2017/204 dated 15/06/2017 regarding policy for teacher's transfer-Directorate of Education, GNCT of Delhi, shall be adhered to.


17/05/2018

30. The HOS of each school can surrender any 02 teachers (PGT/TGT/MISC.) for transfer from his school to some other school through a separate module of MIS. These teachers will be moved out first before effecting any transfers.
31. Option once availed and confirmed on-line shall be final and it can be changed only under the provisions of this circular.

This issues with the prior approval of the competent authority.

[Handwritten Signature]
17/5/2018

ASSISTANT DIRECTOR OF EDUCATION

Enclosures: Annexure 'A' (for medical and marriage ground), Annexure 'B' (for all) and Annexure 'C', (for Junior willing to replace a Surplus Teachers), Annexure 'D' (List of newly promoted PGT who have not posted in their option), Annexure 'E' (List of Surplus teachers).

No.DE.2 (8)(27)/E-II/On-line Tr./2018 / 45 20-27
Forwarded to:-

Dated: 17/5/2018

1. PS to Principal Secretary (Education).
2. PS to Director (Education).
3. All Addl. Directors/Regional Directors of Education.
4. All DDEs, Dte. Of Education Delhi/New Delhi.
5. ADE (Estt.-II/Estt.-III/Estt.-IV) Dte. Of Education.
6. O.S. (IT) Computer Cell, Directorate of Education with the directions to upload the circular on the website (Pop-up).
7. Guard file.

[Handwritten Signature]
17/5/2018

ASSISTANT DIRECTOR OF EDUCATION

ANNEXURE "A"

CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS

This is to certify that only the following.....(mentioned category) Lecturer/TGTs/Misc Category Teachers of the school have submitted online transfer application on Medical ground till 30/05/2018 for transfer from the school. No other teacher has applied online on Medical ground till 30/05/2018.

S.No.	Empl. Name	Desig.	Empl. ID	Acknowledgement ID. Of Application	Report Date	Transfer Criteria (Medical)	Full Signature of Teacher (for certifying that he/she has applied for transfer online)

**Name & Signature of HOS
with Office Seal**

ADE (E-II/III/IV)

ANNEXURE "B"

CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS

This is to certify that only the following..... (mentioned category) Lecturer/TGTs/Misc Category Teachers of the school have submitted online transfer application till 30/05/2018 for transfer from the school in all cases i.e. Medical, Marriage, Mutual, General, Maladjusted, Distance etc. No other teacher has applied online till 30/05/2018.

S.No.	Empl. Name	Desig.	Empl. ID	Acknowledgement ID. Of Application	Report Date	Transfer Criteria (Medical)	Full Signature of Teacher (for certifying that he/she has applied for transfer online)

**Name & Signature of HOS
with Office Seal**

ANNEXURE "C"

S.No.	Surplus Teacher as per present List				Junior willing to replace surplus teacher			
	Emp.Name /ID	Desig.	DOJ in present	Emp. Signature	Emp. Name/ID	Desig.	DOJ in Present School	Emp. Signature

School Name & ID _____

**Name & Signature of HOS
with Office Seal**

ADE (E-II/III/IV)