GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION
ESTABLISHMENT - II BRANCH
OLD SECTT. DELHI- 110054

No.DE 2(6)E-II/2009/Traf.Cir/ 54
Dated: 21/11/11

CIRCULAR

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

Like previous years, applications are invited for transfer w.e.f 29/04/11 to 16/05/11 from teachers of all categories including such teachers who are Physically Handicapped, or are applying on Medical grounds, marriage and on the basis of mutual consent. All teachers are required to apply on the Performa available on the web site.

Transfer applications which are not as per the under mentioned guidelines will be summarily rejected.

1. The applicant must ensure that they give choices only in schools of their respective gender or Co-Educational schools e.g. male teachers may submit choices for Boys Schools or Co-Educations Schools and Female Teachers for Girls or Co-Educational Schools only. All requests are subjects to existence of vacancies.

2. Such teachers who have not completed two years stay in present school including those teachers who were transferred during last two years w.e.f 01/04/09 should not apply. Any application, if submitted by such teacher will not be entertained except on the grounds of marriage during proceeding one year, physically handicapped employees and on medical ground. All Head of schools must ensure that the date in respect of physically handicapped employees is correctly filled in MIS Database.

3. For mutual consent transfer cases, both the teachers would have to apply compulsorily online and should be of same subject, category and gender (except in Co-Ed Schools.).

4. The request from Female teachers applying on the grounds of marriage will be entertained only if the marriage was held in the preceding one year i.e. with effect from 01/04/10 onwards till the closing date of receipt of the applications. 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 will forward the photo copy of the said documents duly attested by him/her along with hard copy of the application.

5. Any teacher who is designated as NCC Officer will preferably be posted in schools having same wing of NCC, as far as possible and subject to availability of vacancy. However, the department reserves the right to put him/her in any school as per administrative requirements and interest of students. Any teachers who are designated as NCC officer must ensure that the concerned wing is reflected in employee details and he/she fills choices only for school where such wing exists.

6. It is clarified that the applications not submitted online by cut off date, shall be summarily rejected. Further, all teachers who had submitted their applications during the last academic session on any of the above grounds must apply online afresh, failing which their requests will not be considered.

7. The employee concerned who is submitting his/her requests for transfer online must ensure that data 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.

8. Teacher, applying on medical grounds, must enclose their medical reports, authenticated by HOS with hard copies.

9. After the closing date submitting online applications each Head of Schools will furnish a list of all applicants who have individually applied for online transfer to the concerned Estt. Branch of the Head Quarter in the enclosed proforma marked as Annexure ‘A’.

10. All HOS will compulsorily forward the transfer applications of all teachers along with requisite documents. The HOS shall have no discretion in regard to withholding the application of any teachers. The transfer application shall be signed by both the HOS and teacher concerned.

11. 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.
12. 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.

13. Transfer can not be claimed as a matter of right by those making request and all transfer will be governed by the guidelines of this Directorate for the posting of teaching staff.

14. Once an online application for transfer is submitted the forwarding there will be no provision for withdrawal of transfer applications at a later date. Therefore, all concerned should exercise their option for applying online carefully with abundant caution after weighing all options. Any transfer affected in accordance with the request shall not be cancelled thereafter.

15. The hard copies of online transfer application with the prescribed annexure must reach to the concerned Establishment Branch before 18/05/11 without fail.

(SURESH GUPTA)
Addl. DE (Admn.)

No.DE 2(3)(6)/E-II/2009/Traf.Cir/ 4444 - 5 4

Dated: 21/4/11

Copy forwarded to:
1 PS to 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

(S N. SAH)
ADE (E-II)
ANNEXURE “A”

CONSOLIDATED PROFORMA FOR 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 for transfer from the School. No other teacher has applied online till 16-05-11.

<table>
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<tr>
<th>S. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Empl. ID</th>
<th>Acknowledgement ID of Application</th>
<th>Report Date</th>
<th>FULL Signature of teacher (for Certifying that he/she has applied for transfer online).</th>
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Name & Signature of HOS
With Office seal

ADE(E-II/III/IV)