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

Like previous years, applications are invited for transfer w.e.f. 17/05/2014 to 27/05/2014 from teachers of all categories including such teachers who are surplus, Maladjusted, Physically Handicapped, applying on Medical grounds, Marriage and on the basis of mutual consent. All teachers are required to apply on the Performa available on the website.

Surplus teachers are those teachers who have become surplus consequent upon implementation of new PFC and Maladjusted teachers are male teachers posted in a girls school and female teachers posted in a boys school. The list of these teachers is available on website and are directed to apply compulsorily in their own interest or else they would be transferred suo-moto subject to ITA (Index of Teachers Availability) and as per administrative requirements.

To facilitate the on-line application of the teachers the vacancy position of the different categories of teachers shall be available on the website of the Directorate. The interested teachers are advised to apply as per the vacancy position. The teachers may also apply for the posts other than the vacancies shown as there is possibility of other posts becoming vacant consequent upon transfers.

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 been transferred on or after 01.08.2012 should not apply. Any application if submitted by such teacher will not be entertained except on
the grounds of marriage during preceding one year, physically handicapped employees and on medical ground. All Head of schools must ensure that the data 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 01/04/13 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 last date i.e. 27/05/2014, 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, may apply on medical grounds only in specified categories prescribed in MIS and must enclose a medical certificate issued by MBBS Doctor along with their medical reports, authenticated by HOS with hard copies. Cases other than the specified categories shall not be entertained. The online transfer request on medical grounds shall be valid only if they are duly forwarded online and their hard copies with relevant annexure after scrutiny of related medical document in consonance with the application by the concerned HOS.
9. After the closing date of submitting online applications, each Head of Schools will compulsorily forward only a list of application filed on medical and marriage ground for online transfer in Annexure “A” with hard copy of online application and relevant enclosures to the concerned Estt. Branch of the Head Quarter separately.

10. The rest of the general cases i.e. other than medical and marriage cases will be preserved by concerned HOS in Annexure “B” with hard copy of online application and need not to be sent to the concerned Estt. Branches.

11. 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.

12. 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.

13. Any political or outside influence shall invite disciplinary proceeding 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.

14. Transfer cannot 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 and administrative requirement.

15. Teachers who have already applied on-line and are willing to modify their on-line application, they can re-apply after getting their earlier on-line application cancelled through the link provided on the employee-login on the website of the Directorate of Education. The teachers can modify their on line transfer application for only once that too before the last date of submission. After submission of their request on employee-login the HOS concerned is required to approve the same on School-login before the last date of online submission. After last date of online submission applicant could not be able to do that. Therefore, all concerned should exercise their option for applying on line carefully with abundant caution after weighing all options.
16. The junior teachers who fulfill the criterion of cut-off date (i.e. they should not have been transferred on or after 01.08.2012) and are willing to be declared surplus unconditionally in lieu of the senior teacher who have already been declared surplus may give his/her consent afresh for the same through HOS to the concerned Establishment Branch by 13/05/2014 as per the enclosed proforma Annex “C”.

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 17/05/2014. Further, they can apply for on-line transfer accordingly.

17. The hard copies of online transfer application in case of medical and marriage ground with the prescribed annexure must reach the concerned Establishment Branch before 02/06/2014 without fail.

No.DE 2(8) (6)/E-II/09/PF-V/267-13

Dated: 08/05/2014

Copy forwarded to:
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 websit (Pop-up).

(DR. MADHU RANI TEOHIA), IAS
ADDL. DIRECTOR EDUCATION (ADMN.)
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/Marriage ground till 27/05/2014 for transfer from the school. No other teacher has applied online on Medical/Marriage ground till 27/05/2014.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Empl. Name</th>
<th>Desig.</th>
<th>Empl. Id.</th>
<th>Acknowledgement Id. Of Application</th>
<th>Report Date</th>
<th>Transfer Criteria (Medical/Marriage)</th>
<th>Full Signature of Teacher (for certifying that he/she has applied for transfer online)</th>
</tr>
</thead>
</table>

Name & Signature of HOS
with Office Seal

ADE(E-IIIII/IV)
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 27/05/2014 for transfer from the school in all cases i.e. medical, marriage, mutual, general, maladjusted, distance etc. No other teacher has applied online till 27/05/2014.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Empl. Name</th>
<th>Desig.</th>
<th>Empl.Id.</th>
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<th>Full Signature of Teacher (for certifying that he/she has applied for transfer online)</th>
</tr>
</thead>
</table>

Name & Signature of HOS with Office Seal
### Annexure “C”

**School Name & Id.**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Emp. Name / Id.</th>
<th>Design.</th>
<th>DOJ in present school</th>
<th>Emp. Name / Id.</th>
<th>Design.</th>
<th>DOJ in Present School</th>
<th>Eligible as per Cutt-off-date mentioned in circular (Yes/No)</th>
</tr>
</thead>
</table>

Name & Signature of HOS with Office Seal

ADE(E-II/III/IV)