

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

No.DE.2 (8) (5)/E-II/On-line Tr./2023/ 688

Dated: 02/05/2023

**CIRCULAR**

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

Online applications are invited for transfer from all categories of teachers i.e. PGTs, TGTs, Assistant Teachers etc. (except Guest Teachers/Vocational Teacher/Contract Teachers). All teachers are required to apply on the Proforma available on the Departmental website w.e.f. **04/05/2023 to 20/05/2023**. 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 will complete 02 years as on 30<sup>th</sup> June, 2023 of the year in the present school shall be eligible for online transfer.
2. The teachers who will complete 01 year as on 30<sup>th</sup> June, 2023 of the year in the present school, which is more than 20 KM (within Delhi only) 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) Widow /Widower during Covid Pandemic (b) Marriage (after 01/05/2022), (c) Widow/Divorcee/Separated female teachers (d) Specially-abled (divyang) employees(more than 40 % disabled), (e) Medical grounds (Self) (f) Teachers whose spouse/Child has mental illness/specially able (more than 40% disabled) (g) Female employees whose husband in All India Transferable Services/Armed Forces and posted out of Delhi. (h) Teachers designated as NCC Officers (ANO) (i) Teachers who have changed their residence during the preceding one year. (j) Teachers who have joined the school on Promotion/Direct Recruitment on or after 01.10.2022.

4. The option once availed and confirmed on-line shall be final and it can be changed only under the provisions of this circular. The teachers who have already applied for on-line transfer and are willing to modify their 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.
5. 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 is forwarded by the HOS to the concerned Establishment Branch before **24/05/2023** as per the enclosed Proforma **Annexure 'B'**.

6. **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 valid medical report/certificate to the concerned Establishment Branch before **24/05/2023**.
7. The **junior teachers who are willing to be declared surplus** unconditionally in lieu of the senior teachers who have already been declared surplus (as per the list enclosed as **Annexure 'D'**) may give their consent afresh for the same through HOS to the concerned Establishment Branch at HQ by **12/05/2023** as per the enclosed Proforma **Annexure 'C'**.
8. 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 latest by **15/05/2023**. Further, they can apply for on-line transfer accordingly.
9. Teacher under the category of NCC Officer will be transferred only in those cases where NCC Directorate recommends the same and forwards a hard copy of recommendations to the concerned Establishment Branch of this Directorate, on or before **24/05/2023**.
10. The request from **Female teachers applying on the grounds of Marriage** will be entertained only if the marriage was held on or after 01/05/2022. 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.
11. At first instance, online request of Widow /Widower during Covid Pandemic will be considered.
12. After the Widow /Widower during Covid Pandemic, physically handicapped (PH) teachers (more than 40 % disabled) 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**.
13. After the PH teachers, requests made by teachers whose spouse/son/daughter are specially-abled (more than 40% disability) will be considered.
14. 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 CABG.
  - c. Angioplasty and various implants.
  - d. Cancer surgery, chemotherapy and radio-therapy.
  - e. Liver/Kidney transplantation/Cirrhosis.
  - f. Joint replacement.
  - g. Accidental cases affecting mobility or leading to permanent disability.



- h. Multiple sclerosis, Myasthenia Gravis, Parkinsons disease.
- i. Chronic Renal Failure.
- j. Thalassemia, Haemophilia, Aplastic Anaemia, Myelodysplastic Disorders.
- k. AIDS
- l. Paraplegia/Quadriplegia/Hemiplegia.

15. Thereafter, the female teachers who got married during last one year i.e., on or after 01/05/2022 shall be given preference as per their preferences of posting. Once transfer has already done on this basis, the teacher will not be eligible for change until 02 years.
16. Thereafter, the surplus teachers on account of PFC for the year 2022-23 (as per list enclosed as **Annexure-D**) shall be given preference as per their preferences of posting.
17. 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.
18. The employee concerned who is submitting his/her request for online transfer must ensure that his/her Employee Details are 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.
19. **Teachers going to be retired within next one year** will not be transferred unless teacher himself/herself has sought transfer.
20. The teacher already transferred on the 'Administrative Grounds' will not be transferred for a minimum period of 02 years, from the school to which he/she has been posted on administrative grounds. **Teachers transferred on 'Administrative Grounds' will not be transferred back to the same school upto next five years under any condition/circumstances.**
21. 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). Once transfer is done on this basis both teachers will not be eligible for change until 02 years.
22. 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 affecting any transfers.
23. In case of transfer **on Surplus basis due to Post fixation for the year 2022-23**, the 'senior most teacher' 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 joining in the particular school) will be declared surplus for posting in some other school. In case the teacher who joined the

school within three months of declaring surplus he or she will be declared surplus not the senior most teacher.

24. The concerned teacher shall be solemnly responsible for keeping his/her login ID and password secret. Any request for cancellation of transfer on the pretext of wrongly using his/her login ID may attract appropriate action including disciplinary proceedings against the concerned teacher.
25. The HOS will also maintain record of all such applications forwarded by them after getting it signed from the concerned teacher. It will be the responsibility of HOS to ensure while forwarding the application online, 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.
26. **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 requirements. The Directorate can transfer any teacher in any school/branch of DOE as per Administrative requirement of Directorate.**
27. 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.
28. 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.
29. 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.

**Deputy Director of Education (E-II)**

Enclosures: Annexure 'A' (for all), Annexure 'B' (for medical and marriage ground etc.), and Annexure 'C' (for junior willing to replace a Surplus Teachers), Annexure 'D' (List of Surplus teachers)

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Dated: 02/05/2023

Forwarded for information to:-

1. PS to Secretary (Education).
2. PS to Director (Education).

3. PA to Jt. Director (Education).
4. All Addl. Directors/Regional Directors of Education.
5. All DDEs, Dte. of Education .
6. DDEs (Estt.-II/Estt.-III/Estt.-IV) Dte. of Education.
7. S.O (IT) Computer Cell, Directorate of Education with the directions to upload the circular on the website (Pop-up).
8. Guard file.



**Deputy Director of Education (E-II)**



**ANNEXURE "A"**

**CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS**

This is to certify that only the following..... (mentioned category) PGTs/TGTs/Misc Category Teachers of the school have submitted online transfer application till **20/05/2023** for transfer from the school in all cases i.e. Medical, Marriage, Mutual, General, Maladjusted, Distance etc. No other teacher has applied online till **20/05/2023**.

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

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

**(For School purpose only)**

**ANNEXURE "B"**

**CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS**

This is to certify that only the following.....(mentioned category) PGTs/TGTs/Misc Category Teachers of the school have submitted online transfer applications on Medical/Marriage/All India Service/ANO etc. **till 20/05/2023** for transfer from the school. No other teacher has applied online on above mentioned ground **till 20/05/2023**.

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

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

**DDE (E-II, E-III, E-IV)**

**ANNEXURE "C"**

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

School Name & ID \_\_\_\_\_

Name & Signature of HOS  
with Office Seal

DDE (E-II, E-III, E-IV)