

**DIRECTORATE OF SCHOOL EDUCATION  
CHANDIGARH ADMINISTRATION  
(School-I Branch),  
First Floor, Additional Deluxe Building, Sector-9D, Chandigarh-160009**

No. DSE-UT-S1-11 (20)17

Dated: 4-5-17

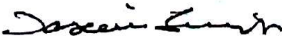
To

The District Education Officer,  
Chandigarh Administration.

**Subject: Transfers during 2017-18**

The teachers of the Education Department keeps on making request for transfer throughout the year. Receiving applications throughout the year and processing them is a time consuming task in itself which on the one hand increases the avoidable workload of the office and on the other side, it is not in the interest of the studies of the students. To overcome this situation, it is, therefore, decided that the Department follow the following procedure/guidelines w.r.t. transfers of teachers (till a regular transfer policy is in place for a year 2018-19):-

1. The transfer applications shall only be received between 16<sup>th</sup> May to 31<sup>st</sup> May every year and by this time; the office will finalize the proposal of shifting of posts based on the rationalization of posts as on 15<sup>th</sup> of May.
2. During this period, the extreme compassionate cases will be processed and recommended through the following Committee:-
  1. Deputy Director School Education,
  2. Deputy Director (Administration)
  3. District Education Officer.
3. The above said Committee will examine the applications and propose the action on these requests by following the guidelines as under:-
  - a) Extreme cases where a teacher himself/herself, spouse or children are suffering from serious ailment supported by medical certificate/treatment card etc.
  - b) Applications which are received through proper channel (i.e. School Head and then DEO) will only be considered
  - c) Teachers who are due for retirement within two years (i.e. retiring upto 31.5.2019 with extension, if any) will be given preference to serve in a School of their choice subject of availability of post.
  - d) Teachers found surplus in a School can be transferred to another nearby School against vacant post. In that case, the surplus staff will be shifted by taking into consideration the request from teacher, if any; otherwise length of stay in that particular School will be the only criteria for shifting the surplus staff.
  - e) Vacant posts will be spread over evenly in all the Schools.
  - f) The relaxation can be granted only with the orders of Advisor to the Administrator.
4. The Principal of the Schools and Heads of the Schools are not covered under the above guidelines and they can be transferred any time on administrative grounds.
5. The General transfers of teachers will be made only once in a year during summer vacations on the recommendations of the Committee. Thereafter, the transfer, if any, on administrative ground will be made only with the orders of the Secretary Education.
6. The transfers on administrative grounds or due to rationalization of posts and adjustment of persons who may be taken on deputation shall continue to be made as per the existing practice by the Director School Education or Education Secretary as the case may be.

  
Registrar Education(S),  
for Director School Education  
Chandigarh Administration.