

**DIRECTORATE OF SCHOOL EDUCATION
CHANDIGARH ADMINISTRATION
(School-I Branch)**

1st Floor, Additional Deluxe Building, Sector- 9, Chandigarh- 160009

Memo No.DSE-UT-S1-11(190)96/

Dated:- 09/03/2023

NOTICE

Education Department, Chandigarh Administration has drafted a policy for transfer of Principals/ Heads/teachers and other staff. The said proposed transfer policy has been uploaded on website i.e. www.chdeducation.gov.in for submission Objections/suggestion by the teachers, staff members and other stakeholders. The objections/suggestions may be sent through e-mail dseutschool1@gmail.com by 24.03.2023.

Sd/-
Director School Education,
Chandigarh Administration.

**DRAFT TRANSFER POLICY FOR TEACHERS WORKING IN GOVT. SCHOOLS OF UT
CHANDIGARH**

Details regarding stay of teachers are as under: -

Category of Teachers	STAY OF TEACHERS IN THE SAME SCHOOLS			
	10 years & above (upto 12 years)	12 years & above (upto 15 years)	15 years & above	Total
Lecturer	32	36	46	114
Masters/ Mistress	189	289	189	667
JBT	87	106	41	234
NTT	12	20	5	37
Total	320	451	281	1052

Online transfer policy being followed in Punjab and Haryana was also referred. Both the State Governments has proposed transfers on the basis of marks /weightages. Transfer policy by Education Department, Chandigarh Administration was issued on 28.03.2012 as per Annexure-I. After discussion, the committee recommends transfer policy from the session 2023-24 onwards as under: -

1. Principals of Senior Secondary School/Headmaster/Headmistress of High Schools may be transferred after completion of 05 years stay. The process for transfer of Principals and Heads will be offline.
2. Lecturers/Vocational Lecturers/ Masters/Mistresses/C&V /JBT /NTT teachers may be transferred after 12 years of stay in a school from the session 2023-24 & 10 years stay from academic session 2024-25 onwards. This arrangement has been proposed as no transfer policy was implemented during the last 07 to 08 years.
3. Teachers working as guest/contract basis will also be transferred under this policy. But their postings will be made in second round i.e. after the completion of the transfer of regular teachers. Similarly, this policy is to be made applicable for teachers working under Samagra Shiksha. However, the process for transfer will be initiated separately by Samagra Shiksha.
4. Teachers working against Surplus posts identified during rationalization will also be transferred under the same policy/transfer drive. In case of declaration of surplus post(s) in schools, teachers having longest stay in the school in respective cadre may be transferred without taking into consideration the period of stay.
5. Those Heads/teachers and other staff who are retiring within one year or less as on 31st March (the year in which transfers are being made) shall not be disturbed/ transferred.
6. To ensure uninterrupted NCC program in the schools having NCC units, Associate NCC Officers (ANO) will be replaced by the teachers working as Associate NCC Officers only.

7. Teachers/Heads/Principals can submit their request for transfer on completion of minimum 03 years stay. Cutoff date for all the purposes will be 31st March preceding the session in which transfers are to be undertaken i.e. In case transfers are being made during the session 2023-24 then the cutoff date to calculate three years stay will be 31st March 2023. Following schedule/timeline is proposed: -

Sr. No.	Details	Date
1.	Decision regarding upgradation of new school /introduction of new subject/stream.	Up to 31 st December every year
2.	Rationalization of teaching and non-teaching posts.	Up to 31 st December of every year
3.	Notification of vacant and deemed vacant posts.	Up to 31 st January of every year
4.	Submission of online applications by the teachers.	Up to 28 th February every year
5.	Issue of transfer orders	Up to 31 st March every year

8. Heads of the schools /teachers can be transferred any time on administrative grounds as per requirements. No mid-term transfer may be made except on administrative grounds. While effecting transfers, the academic interest of students shall be supreme.
9. Request for transfers of Heads of school/teachers during mid session is not to be considered under any circumstances except on medical ground, family hardship and other genuine reasons. Such request will be considered on the recommendation of Head of the institutions/DEO, U.T., Chandigarh. For considering requests, result of teachers for last 03 years are to be taken into consideration.
10. Non teaching staff such as Librarians, SLAs and LA's may be transferred after 10 years of stay.
11. All the rural area of U.T., Chandigarh has been merged in Municipal Corporation, as such, the clause relating to stay/working of teachers in rural area/ periphery area not mentioned. No zoning of the school is proposed keeping in view the small size of Union Territory.
12. Weightage for different component for online transfer: -

Details	Weightage	Maximum weightage
Length of service	1 mark for each complete year of service.	25
Age	Teachers more than 50 years as on 31 st March will get 1 mark, more than 51 years 2 marks and by adding 1 mark for 1 year.	10
Female staff		05
Special category	Widow/divorced /wife of serving	05

of teachers /staff	military person/ Widower	
Differently abled persons	VH, OH, HH and others	05
Special diseases (Cancer, chronic renal failure, sickle, thalassemia, sickle cell anemia, Hepatitis B and C)	Self/spouse /unmarried children/ mother /father (Complete list of diseases to be considered under "Diseases of "Debilitating Disorders "shall be notified separately.)	05
Differently abled or mentally challenged children	Men/Women having mentally challenged children with IQ below 70 or 100% differently abled child	05
Ward of a teacher studying/studied in Govt. school of U.T., Chandigarh	For maximum two child-0.5 marks for one year for one child (minimum 3 years)	5
Teachers working in evening shift	0.5 marks for one year	5
Performance based		
Results		
Qualitative results of last 3 years	In proportion to the % of result.	25
Quantitative results of last 3 years		25
ACR (for last 5 years)	Outstanding – 4, Very Good - 3 Good - 2, Average -1	20
Extra work done by the teachers	MDM Incharge/Samagra Shiksha Activities/NSS/Scout and Guide/ Eco Club/Any other-1 mark	Maximum = 5 (for an academic year 1 letter/certificate of each authority will be considered)
	Appreciation letter/ certificate given by Principal =1 mark	
	Appreciation letter /certificate given by DEO, Dy. Director = 1.5 mark	
	Appreciation given by DSE = 2 marks	
Award	State Award/National Award of teachers	5
Excessive Leave (Negative marking)	Teachers taking any kind of leave for more than one month in an academic year except maternity	Maximum (-)5

	leave and CCL. - More than 1 month but less than 3 months, -0.5 mark for each month - More than 3 months but less than 6 months, -1 mark for each month - More than 6 months but less than 12 months, -2 mark for each month	
Total		150

Notes:-

1. With a view to transfer the 'teaching staff in excess of sanctioned/ assessed strength in a school to other school having requirement, the task of creating/ shifting sanctioned posts shall normally be carried out before General Transfers.
2. Keeping in view the criteria mentioned above, school wise vacancies will be assessed before carrying out the transfer exercise. All teachers who have completed 12 years & above stay in school for the session 2023-24 shall give option of schools in order of preference.
3. All teachers shall be asked to select the schools in order of their preferences. They shall further opt for a minimum five or available number of schools, whichever is more, in order of preference so that their claim could be considered against multiple vacancies. In case he/she does not get his/her preferred choice then he/she shall be given any available school.
4. In administrative exigency, the Department shall be at liberty to post any teacher at any of the choices given by him/her, irrespective of preference given.
5. All teachers who are found "teachers without requisite workload" on the basis of rationalization process shall compulsorily be shifted from their place of posting even if they have not completed their tenure in that school.