

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT DEPARTMENT**

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No. 15624 / SSD, Bhubaneswar,  
STSCD-EEI-ESTT-0018-2022

Dated 08.09.2022

From,  
Shri Tuku Barik,  
Joint Director

To,  
All Collectors

Sub: Draft transfer guidelines for inter district transfer of district cadre teachers and transfer of PGTs, Class-III & Class-II Headmasters (State Cadre)-regarding.

Madam / Sir,

In inviting a reference to the subject cited above, I am directed to say that SSD Deptt has framed a draft transfer guidelines for inter district transfer of district cadre teachers and transfer of PGTs, class-III & Class-II Headmasters (State Cadre). The draft guideline has been uploaded in the Deptt website ( [stsc.odisha.gov.in](http://stsc.odisha.gov.in) ) for offering your judicious views, if any on the draft guideline published within a period of 15 days (by 24-09-2022).

This is for your information and necessary action.

Yours faithfully,

  
Joint Director

Memo No. 15625 /SSD dtd. 08-09-2022

Copy forwarded to the all PA, ITDAs / DWOs/ CIs / DIs / Principals / HMs / PGTs. for information and similar necessary action.

  
Joint Director



**Draft transfer Guidelines of Teachers, PGTs, Class-III & Class-II Head Masters/ Head Mistress working under the Administrative control of ST & SC Dev Deptt**

ST & SC Dev. Dept. is receiving a number of applications from teachers of different categories including teachers of district cadre posts, PGTs , Class-III, Class-II Head Master/Head Mistress for transfer on account of their personal reasons / grounds / compulsions. Keeping in view of the request & representation of the teachers, academic activities in the schools and rational distribution of teaching staff and HMs across the State, this Department after careful consideration have been pleased to formulate the following guidelines for inter-district transfer of teachers belonging to district cadre posts as mentioned in **Part A** and PGTs, Class-III, Class-II Head Masters/Head Mistress in **Part B**.

**PART- A: Inter-District Transfer of District Cadre Teachers.**

1. **Applicability:** Teacher (s) belonging to district cadre posts only.
2. **Eligibility:**
  - 2.1- Any teacher who belongs to a district cadre post may apply for his/ her transfer to any district of his/her choice through his/her appointing authority only with clear consent of his/her appointing authority in favour of the transfer so applied by the teacher.
  - 2.2- Only the regular teachers are eligible to apply for inter-district transfer. Contractual teachers are not allowed to apply for inter-district transfer.
  - 2.3- Applications which are duly consented by the respective appointing authority shall be treated as eligible transfer proposals.
  - 2.4 A teacher may apply for inter-district transfer only after completing six years of uninterrupted / continuous service in the present district of his/ her posting.
  - 2.5 A teacher can avail only one inter-district transfer in a particular district cadre post.
3. **Vacancy:** While a teacher applying for his / her transfer to a particular district, vacancy in that post in the concerned district of his/ her choice should be there. In case of non-availability of the vacancy in that particular post in such specific district the request of the teacher shall not be considered.
4. **Procedure of application:**

Teacher(s) seeking inter-district transfer shall apply through his / her appointing authority and the proposals should reach the Deptt by 31<sup>st</sup> March of the Academic Year.

*H. C. S.*  
*05/9/22*

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**5. Principles of transfer:**

The following principles shall be followed while considering the transfer proposals.

- 5.1 If the spouse of the applicant is a State Government or Central Govt employee who is working in the district to which the applicant has filed his/her application for transfer.
- 5.2 If the applicant himself or his / her spouse or any dependent child is having any critical health problem.
- 5.3 Mutual transfer proposals should be considered.
- 5.4 Transfer shall be considered from TSP to TSP and non-TSP to TSP areas.

**6. Procedure of transfer:**

- 6.1 Applications / proposals for inter-district transfer shall be examined by a Committee as to be constituted by the Principal Secretary of the Department. The Committee will examine all the proposals with reference to the provisions of this guidelines and submit its recommendation to the Principal Secretary for consideration. Transfer shall get effected subject to the approval of the Principal Secretary of the Department.
- 6.2- While effecting transfer, the interest of the schools shall be given uppermost consideration and the problems and constraints of an employee shall remain secondary. Transfer cannot be claimed as a matter of right.
- 6.3- The inter-district transfer shall be taken up at Department level once in a year (academic year) during **1<sup>st</sup> of April to 14<sup>th</sup> of June.**

**7. Post transfer effect-**

- 7.1- Teachers whose transfer ordered by the Deptt will be placed to the concerned District Collector for his/ her detailed posting in the district to which he/ she is being transferred except in case of mutual transfer.
- 7.2- A teacher whose transfer is effected under this guidelines shall hold the same post which he/ she holds at the time of his/her transfer to the district of his/her choice.
- 7.3- While joining in the new district, the teacher will be the junior most in the gradation list of that district cadre post.

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**PART-B: Transfer of Post Graduate Teachers (PGTs), Class-III & Class-II Headmasters/Headmistress:**

1. **Applicability:** These guidelines will be applicable to all PGTs, Class-III, II Headmasters/ Headmistress.

2. **Board objective:**

2.1 Equitable distribution of all PGTs, Class-III, II Headmasters/ Headmistress across the state.

2.2 All PGTs, Class-III, II Headmasters / Headmistress belong to state cadre. They are liable to be transferred and posted anywhere in the state.

2.3 While transfer and posting against these posts are taken up, interest of the schools shall be given uppermost consideration and the problems/ constraints of an employee shall remain secondary. Transfer cannot be claimed as a matter of right.

2.4 While transfer and posting of HMs of Class-III and II, female employees shall be posted to Girls High Schools and Girls Higher Secondary Schools as the case may be. Transfer and posting of a male HM to a Girls High School or Girls HSS may be considered in exceptional cases and only when all the female HMs are accommodated in Girls HS, Girls HSS and no female is left in the said cadre.

2.5 While transfer and posting of PGTs to Girls HSSs, female employee shall be given preference.

3. **Eligibility criteria:**

To be eligible to apply for transfer, an employee must have completed at least three years continuously at the present station.

4. **Types and Principles of transfer:**

Transfer may be broadly classified into three types on following principles viz;

4.1- Request transfer- the transfer which is effected on the request of an employee on the grounds of spouse working under State Govt. or Central Govt., if the applicant himself or his / her spouse or any dependent child is having any critical health problem, mutual application for transfer.

4.2- Normal transfer- transfer which is effected after an employee has completed a tenure of 5 years continuously at a particular station.

4.3- Administrative transfer- the transfer which the Dept. orders suo-mottu on administrative grounds / exigencies and in public interest.

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**5. Procedure of transfer:**

5.1- All categories of transfer as indicated in Para-4 shall be examined by a Committee as to be constituted by the Principal Secretary of the Department. The Committee will examine all the proposals and aspects of tenure of the employees with reference to the provisions of this guidelines and submit its recommendation to the Principal Secretary for consideration. Transfer shall get effected subject to the approval of the Principal Secretary of the Department.

5.2- The annual transfer shall be taken up at Department level once in a year (academic year) during 1st of April to 14th of June.

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