

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M&BCW DEPARTMENT

No. 20911 / SSD, Bhubaneswar,
STSCD-EEI-ESTT-0042-2022

Dated 03.12.2022

From,

Shri Tuku Barik,
Joint Director

To,

All Collectors

Sub: Draft transfer guidelines for intra- district transfer of district cadre teachers at district level under the administrative control of ST & SC Development, M & BCW Department-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 guideline for intra- district transfer of district cadre teachers at district level. The draft guideline has been uploaded in the Deptt. website (stsc.odisha.gov.in) for inviting your inputs/views, if any on the said draft guideline.

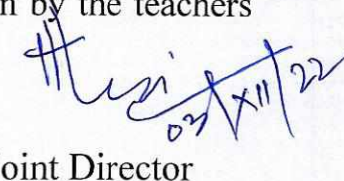
It is, therefore, requested that your inputs, if any may please be communicated to this Department within a period of 15 days (by 19-12-2022).

Yours faithfully,


Joint Director

Memo No. 20912 /SSD dtd. 03.12.2022

Copy forwarded to all DWOs for information and necessary action. They are requested to offer their judicious views and inputs on this draft transfer guideline and intimate the same to this Department through Email ID: stscdev@gmail.com by 19.12.2022. Further, they are requested to share this draft guideline to all schools concerned in their respective districts for similar necessary action by the teachers and HMs.


Joint Director

Memo No. 20913 /SSD dtd. 03.12.2022

Copy forwarded to all PA, ITDAs/ CIs/ DIs for information and similar necessary action.


Joint Director

Memo No. 20914 /SSD dtd. 03.12.2022

Copy forwarded to the Special Officer (stat.) for information and necessary action.


Joint Director

Draft District Level Transfer Guidelines of District Cadre Teachers Working Under the Administrative Control of ST & SC Dev, M&BCW Deptt

To ensure equitable distribution of the teaching staff vis-a-vis the sanction post of teachers in different schools, effective transaction of academic activities and to address the genuine grievances of teachers, ST & SC Development, M & BCW Department after careful consideration have been pleased to formulate the following guidelines for transfer of teachers belonging to district cadre posts at district level.

1. Applicability:

All teachers coming under district cadre posts.

2. Broad objective:

1. Equitable distribution of the teaching staff across the district.
2. During transfer, preference should be given for posting of female employees to Girls High Schools, Girls Higher Secondary Schools and schools having girls' hostels.
3. Addressing the critical health issues of teachers or his/her spouse and dependent children.

3. Eligibility criteria:

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

4. Principles of transfer:

Following principles shall be followed while considering the transfer proposals.

- 4.1 No teacher shall be transferred and posted to his/her home block or within 50 kms of radius of his home village/home town whichever is less. This restriction may be relaxed if the applicant teacher comes under para 4.3 below.
- 4.2 A teacher can serve in a particular school for a maximum period of six years of continuous service from the date of his/her joining.
- 4.3 A teacher can apply for transfer on the ground of his/her self-critical health problem, health problem of his/her spouse or dependent children with supporting medical document.
- 4.4 All applications received on health ground shall be examined by a sub-committee headed by the CDMO or his representative, one more Doctor from DHH as to be recommended by the CDMO and the DWO. The sub-committee should clearly mention the genuineness of the grievance cited by the applicant teacher in his/her application and submit the report to the District Collector.
- 4.5 Transfer cannot be claimed as a matter of right. While taking up transfer the interest of the students and schools shall be given uppermost priority.
- 4.6 All transfer applications shall be addressed and submitted to the District Collector only.

Handwritten signature and date: 02/11/22

5. Types and Principles of transfer:

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

5.1- *Request transfer*- (i) After completion of three years of continuous service in a particular school & place, one shall be eligible for applying for transfer. In the application three choices should be indicated in order of preferences. (ii) The transfer which is effected on the request of an employee on the grounds of his/her self-critical health problem or the critical health problem of his/her spouse or any dependent children. On this ground minimum mandatory period of continuous service in a school or location shall be applicable.

5.2- *Compulsory transfer*- Transfer which is effected after an employee has completed a tenure of six years at a particular station. In the application three choices to be indicated in order of preference.

5.3- *Administrative transfer*- The transfer which the district Authority orders suo moto on administrative grounds / exigencies and in public interest.

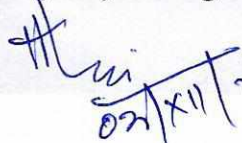
6. Procedure of transfer:

6.1 At district level a transfer Committee shall be constituted by the District Collector with following members.

- I. Project Administrator, ITDA (Hqrs) – Chairman in TSP districts & Addl. District Magistrate (looking after ST/SC Dev Section) in non TSP districts.
- II. Other Project Administrator, ITDAs, if any – Member(s)
- III. C.I of Schools (SSD) – Member
- IV. D.I of Schools (SSD) – Member
- V. District Welfare Officer- Member-convener

The Committee shall take up the annual transfer during 1st May to 10th June each year on obtaining the prior approval of the District Collector. All applications of transfer addressed to the District Collector, service tenure of the teachers at their present station, genuine health issues of the applicant teachers etc. shall be properly examined by the Committee with reference to this transfer guidelines. Accordingly a draft transfer proposal to be prepared by the Committee and recommend to the District Collector by 12th June of each year. Transfer shall be effected only after due approval by the District Collector.

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

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02/11/22