

No.2020/DSE/Estt.I/D4/2024  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, dt. 15.11.2024

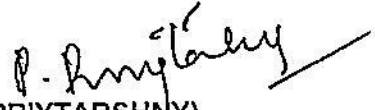
CIRCULAR

Sub: DSE – Estt.I - A Draft of the Transfer Policy for Teachers in the Directorate of School Education – Circulated - Comments of Stakeholders – Called for – Reg.

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The Directorate of School Education, Puducherry has proposed to modify the existing Transfer Policy. A draft of the modified Transfer Policy is circulated herewith calling for views/comments from the stakeholders.

2. The comments may kindly be sent to the undersigned latest by 16.12.2024 and soft copy of the comments may also be sent through e-Mail to [esttdteschooleducation@gmail.com](mailto:esttdteschooleducation@gmail.com).

  
(P. PRIYTARSHNY)  
DIRECTOR OF SCHOOL EDUCATION.

To  
The concerned Stakeholders.

Copy to: The EDP Section, Directorate of School Education, Puducherry – with a request to upload the draft of the Modified Transfer Policy for Teachers in the Official Website and e-Mail it to the Inspecting Officers.

**TRANSFER POLICY FOR TEACHERS OF THE DIRECTORATE OF SCHOOL  
EDUCATION, PUDUCHERRY**

**OBJECTIVES OF THE POLICY**

The "Transfer Policy" is devised with the following objectives:

To maintain equitable distribution of the teachers through the transfer policy, in a transparent way and to further the academic interests of the students and to optimize job satisfaction amongst employees. While effecting transfers, the interest of the students shall be given priority and the problems and constraints of employees shall remain secondary to be addressed in a holistic and transparent manner.

**DEFINITION**

SL. NO	TERMS	EXPLANATIONS
1	CATEGORY 'A'	Persons with Disability: The definitions of disability for this purpose would be as notified by the Disabilities (PwD) Govt. of India vide Rights of Persons with Disabilities Act, 2016 as amended from time to time. Any employee with 40% or more disability on production of relevant Medical Certificate from Govt. Hospital issued by competent Medical Authority/ Board.
2	CATEGORY 'B'	Death of spouse and not remarried/Legally separated.
3	CATEGORY 'C'	Suffering from serious ailments such as Cancer, Neuro-Surgery, Bone T.B., and Kidney/Liver/Heart Transplantation.
4	CATEGORY 'D'	Teachers having dependent children with bench mark disability, dependent children with chronic disease/genetic disorders which need special medical treatment available only at specified places and Dependents with benchmark disability.
5	CATEGORY 'E'	Teachers who have less than three years of service to retire
6	CATEGORY 'F'	Teachers who have served in rural areas for two consecutive tenure period of 3 years each.
7	CATEGORY 'G'	Teachers who have completed their tenure period in rural areas/K2/M2/Y2 zones.
8	CATEGORY 'H'	Teachers who have completed their tenure period in urban areas/K1/M1/Y1 zones.
9	CATEGORY 'I'	Teachers who have completed their tenure in outlying regions and are returning to their home region.
10	CATEGORY 'J'	Teachers willing to serve in outlying regions on transfer from their home region.
11	CATEGORY 'K'	Any other category of teachers who are not covered in the above list.

NOTE: For the purpose of Category 'A', 'B' and 'C' above, necessary certificates/documents issued by the competent authority should be enclosed along with the application for consideration under said category.

### 3. BASIC PRINCIPLES

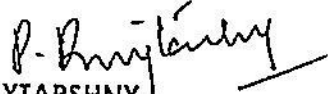
1. Counselling will be held as per category listed alphabetically and they will be called in the order of seniority within the category, for counselling.
2. The newly recruited teachers will be normally posted in outlying region. Minimum tenure for transfer will be 05 years in the case of new recruits.
3. On promotion or otherwise, a teacher will ordinarily be posted out of the School in which he / she is working. In case of necessity to post him in the same school, he / she may be considered for retention only till completion of the tenure in the School (combining both pre-promotion and post-Promotion).
4. The Head of Institution/teachers/staff shall not continue in the same school for more than 3 years.
5. The Head of Institution/teachers/staff in Outlying region who have completed 2 years of service shall be brought back to Home region and posted in rural schools.
6. All teachers who are found to be "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.
7. To ensure uninterrupted NCC program in the schools having NCC units, Associate NCC Officers (ANO) will be replaced by those working in the same post/discipline only.
8. During mid-term promotion made on administrative grounds, a teacher will be transferred and posted without counselling. Teachers/Head of Institutions who have less than two years before his/her superannuation will be transferred/posted in the region/school as per the existing vacancies, without effecting transfer counselling.
9. 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 student shall be supreme.

10. Transfer orders issued to an employee after following due process shall not be cancelled/modified. However under extremely exceptional circumstances or under administrative exigencies, Director of school Education may take appropriate decision on case to case basis and at liberty to post any teacher at any of the choices given by him/her, irrespective of preference given. Such transfer(s) cannot be taken as precedent and cannot be claimed as a matter of right.
11. Transfer of officials who are facing disciplinary proceedings or who have been imposed penalty after conclusion of disciplinary proceedings to sensitive assignments shall be governed by extant instruction of CVC/DOPT.
12. While submitting requests for transfer, the officials shall not bring or attempt to bring any political or outside influence for getting transfer in their favour. Violation, if any, will lead to rejection of the transfer request besides inviting disciplinary action against the official concerned under the CCS (Conduct) Rules, 1964

**NOTE:**

- Trained Graduate teacher working in Middle school shall opt for High school and vice-versa.
- The teachers being shifted on merging of Primary Schools, Upper Primary Schools and High Schools shall be preferably posted to those schools where such new posts have come up due to rationalization. In case, such Teacher is not willing for that, they can be allowed to participate in the ensuing transfer counseling by following the norms, even if they have not completed the minimum period of three years in a school.
- In case, a candidate fails to attend counselling then the school will be allotted on the basis of availability of vacancies.
- Teacher who has submitted false information and certificate shall be liable for disciplinary action in addition to prosecution as per rules apart from cancellation of transfer benefit.
- Category-wise list will be furnished by the Inspecting Officers after verifying the genuineness.
- The Director of School Education reserves the right to reject the request/ choice of any Head of Institution/teacher/staff on administrative grounds.

DISCLAIMER: (1) Notwithstanding anything- contained in this policy, the Competent Authority may order transfer or cancel / alter any order of transfer in relaxation of the provisions of the policy in the exigencies of public service or for administrative reasons to be recorded in writing. 2) If any doubt arises in the implementation of the policy, the decision of the Secretary to Govt. (Education) shall be final.



P. PRIYATARSHNY  
DIRECTORATE OF SCHOOL EDUCATION