

**GOVERNMENT OF PUDUCHERRY
ABSTRACT**

Directorate of School Education (Secretariat Wing) –Transfer Policy for Teachers of Directorate of School Education, Puducherry – Orders Issued.

**DIRECTORATE OF SCHOOL EDUCATION
(SECRETARIAT WING)**

G.O.Ms. No.15

Puducherry, dt.17.07.2025

- READ:**
1. G.O. Ms. No.53, dated 27.03.2023 of the Directorate of School Education (Secretariat Wing), Government of Puducherry.
 2. I.D. Note No.349/DSE/Estt.I/D4/2023, dated 14.06.2025 In File No.A/714/2024 of the Director of School Education, Puducherry.

ORDER:

In supersession of G.O.Ms. No.53, dated 27.03.2023 the Lieutenant-Governor is pleased to notify the Transfer Policy for Teachers of the Directorate of School Education, Puducherry, as in the Annexure to this Order with immediate effect.

/BY ORDER OF THE LIEUTENANT GOVERNOR/

F.P. Verbina Jayaraj
4/17/7/25

(F.P. VERBINA JAYARAJ)

**UNDER SECRETARY TO GOVERNMENT
(SCHOOL EDUCATION)**

To

The Director of School Education, Puducherry.

Copy to:

1. All Secretaries to Government, Chief Secretariat, Puducherry.
2. The District Collector, Karaikal/Regional Administrator-Mahe/Yanam.
3. The Joint Director/Deputy Directors/Chief Education Officers/Officer on Special Duty-State Training Centre, Directorate of School Education, Puducherry/Karaikal/Mahe.
4. The Principal, District Institute of Education and Training, Puducherry.
5. The State Project Director, Samagra Siksha, Directorate of School Education, Puducherry.
6. The Delegate to Director of School Education, Yanam.
7. The Senior Accounts Officer, Directorate of School Education, Puducherry.
8. The Private Secretary to Hon'ble Chief Minister/Education Minister, Puducherry.
9. The Private Secretary to Chief Secretary, Chief Secretariat, Puducherry.
10. The Private Secretary to Secretary (Education), Chief Secretariat, Puducherry.
11. Central Records Branch, Puducherry.

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**ANNEXURE TO G.O.Ms. No.15, dated 17-07-2025 of Directorate of
School Education (Secretariat Wing), Puducherry**

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

I) 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.

II) 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'	Suffering from serious ailments such as Cancer, Neuro-Surgery, Bone T.B., and Kidney/Liver/ Open Heart Surgery, Dialysis, Bone Marrow, Paralysis, AIDS.
3	CATEGORY 'C'	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. <i>(only one Govt. Servant can avail this benefit in case both Husband and wife are covered in the Transfer Policy)</i>
4	CATEGORY 'D'	Death of spouse and not remarried/Legally separated/ Divorcee.
5	CATEGORY 'E'	Teachers who have less than three years of service to retire on the date of counselling.
6	CATEGORY 'F'	Teachers who have served in rural areas of Puducherry for 6 years in the particular cadre.
7	CATEGORY 'G'	Teachers who have served in rural areas of Puducherry for 3 years in the particular cadre.

8	CATEGORY 'H'	Teachers who have completed their tenure period in urban area of Puducherry.
9	CATEGORY 'I'	Teachers who have completed their tenure in outlying regions and are returning to their home region. For Promotees the tenure is 2 years in respect of Karaikal and 1 year in respect of Mahe and Yanam. For Direct Recruits the tenure is 5 years.
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', 'C' and 'D' above, necessary certificates/documents issued by the competent authority should be enclosed along with the application for consideration under said category.

III) 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/**Deputy Inspector of Schools/Inspecting Officers** shall not continue in the same school/Department for more than 3 years. **After the completion of his/her term as Head of Office/Deputy Inspector of Schools, the incumbent shall join back in his/her parent school,**

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in the case of additional arrangement.

5. The Head of Institution/teachers/staff in Outlying region who have completed 2 years of service in Karaikal region and one year of service in Mahe /Yanam regions shall be brought back to Home region subject to ensuring minimum availability of Teachers in the outlying Regions at any time 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:

- i. Diseases other than mentioned under Category-D, is left to the Director of School Education to decide genuine cases.
- ii. Only one priority will be given in each cadre in a school.
- iii. Transfer counselling will be effected every three years.
- iv. Other region service will be considered as Rural Service.
- v. There is no Urban/Rural classification in Karaikal/Mahe and Yanam region.
- vi. New Recruits will be posted in Karaikal outer region.
- vii. Teachers promoted to Karaikal region will be posted on **ratio basis**.
- viii. No Service Placement will be entertained to those who fall under the Category A to E.
- ix. Trained Graduate teacher working in Middle school shall opt for High school and vice-versa.
- x. 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.
- xi. In case, a candidate fails to attend counselling, then the school will be allotted on the basis of availability of vacancies.
- xii. 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.

- xiii. Category-wise list will be furnished by the Inspecting Officers after verifying the genuineness.
- xiv. 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 Government (Education) shall be final.

S.P. Verma Jayant
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**UNDER SECRETARY TO GOVERNMENT
(SCHOOL EDUCATION)**