

From

Director General School Education
Haryana, Panchkula

To

1. All the District Education Officers
2. All the District Elementary Education Officers

Memo No. 8/5-2011-CO-(1)
Dated Panchkula, the: 08.08.2011

Subject: Inter-District transfer policy (Appointment by transfer) of district cadre teachers i.e. JBT and C&V teachers working on regular basis.

The Govt. has approved the inter-district transfer policy for the JBT and C&V Cadre Teachers who are working on regular basis.

PROCEDURE FOR APPLICATION

1. Application forms for individual/ mutual (appointment by transfer) shall be available on website i.e. www.schooleducationharyana.gov.in
2. Applications should reach concerned DEOs by 25/08/2011.
3. The applications of mutual inter-district transfer should be countersigned both by the DEO(s)/DEEO(s) of the districts. The terms and conditions will be as under:-
 - (i) Both the teachers will submit their options in writing for mutual transfer.
 - (ii) Both the teachers will state in their affidavits that they are ready to lose their seniority in their previous districts and agree with the new seniority at the tail in the new district and their Lien will deemed to be terminated automatically on joining the new district.
 - (iii) The mutual transfer will be effective from the date of joining in new districts. If one teacher will not join during the prescribed period then the appointment by transfer of both the teachers will automatically

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lapse and both will have to join at their earlier stations.

(iv) No TA/DA will be admissible to such teachers.

4. For Mewat District only mutual transfers requests shall be considered.

5. No application form from adhoc/ contractual/ Guest teachers of JBT and C&V Teacher Cadre will be entertained/accepted.
6. The senior most will be given preference for inter-district transfer as and when vacancy arises.
7. The seniority of such teachers will be fixed at the tail end of the concerned cadre in the new districts. He/She shall submit an affidavit with regard to losing his/her seniority in the previous district and to give undertaking not to claim seniority on the basis of service rendered in the previous district to the concerned DEO/DEEO with a copy to the respective Directorates

ELIGIBILITY CRITERIA/ORDER OF PREFERENCE:-

1. Mutual transfer of the teacher in the same category/Cadre.
2. Physically challenged persons (70% or more) [certificate should have been issued by the Medical Board].
3. Widow/legally divorced female teacher(s).
4. Persons with terminal illness i.e. Cancer. [The certificate should have been issued by Civil Surgeon/PGI(s)].
5. Un-married lady teacher.
6. Wife of serving soldier.
7. JBT/C&V Female teachers who want transfer in the district where their husbands are working in district cadre under Education Department. All those female JBT/C&V teachers whose husbands are working in district cadre of other departments will also be considered in this group.

8. Such JBT/C&V female teachers who got married after joining their service and seek transfer in the district where husband/in-laws are residing.
9. Wives of official/officers of Defence/ Para-Military forces i.e. Army, Navy, Air-force, BSF, ITBP etc.
10. All such female JBT/C&V teachers who seek their transfer in the district where their husbands are working in State Cadre posts of State/Centre Govt./Local Bodies and body corporate.

Note: Proforma of Mutual transfer is placed at 'A' and for other transfer at 'B'.

All DEOs/DEEOs shall prepare the proposal/ Merit list in triplicate after sorting out the application forms as per given criteria and guidelines of inter-district transfer and send the same to the respective Directorates by 29/08/2011 through special messenger. Category-wise vacancy list of C&V/JBT teachers may also be sent to the respective Directorates along-with the proposal/ merit list.

No transfer will be made without the approval of concerned Directorate.

Ranbir Singh
**ASSISTANT DIRECTOR CO-ORDINATION
FOR DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA/RANCHKULA**

APPLICATION FORM FOR APPOINTMENT BY TRANSFER (MUTUAL)

Name of the Teacher		Name of the Teacher	
Employee ID		Employee ID	
Designation of Post(s)		Designation of Post(s)	
Name of present District		Name of present District	
Name of present School		Name of present School	
Date of Birth		Date of Birth	
Gender (Male / Female)		Gender (Male / Female)	
Date of regular appointment on the post of JBT/C&V		Date of regular appointment on the post of JBT/C&V	
Category of Employee(Gen., SC(A)/(B), BC (A)/(B), Ex-serviceman {GEN./SC(A)/(B), BC (A)/(B) / PHC		Category of Employee(Gen., SC(A)/(B), BC (A)/(B), Ex-serviceman {GEN./SC(A)/(B), BC (A)/(B) / PHC	
Whether any charge-sheet under Rule-7 or Rule-8 pending and present status thereof.		Whether any charge-sheet under Rule-7 or Rule-8 pending and present status thereof.	
Whether any criminal case pending and present status thereof		Whether any criminal case pending and present status thereof	

Certified that we, both are agreed with the above mutual transfer and particulars mentioned above are correct.

Signature of concerned teacher
With the present place of posting

Signature of concerned teacher
With the present place of posting

Certified that I have checked the above particulars and found them correct.

Head of Institution/BEO
Date

Head of Institution/BEO
Date

Countersigned by DEEO/DEO
as the case may be

APPLICATION FORM FOR APPOINTMENT BY TRANSFER (INDIVIDUAL)

Name of the Teacher	
Employee ID	
Designation of Post(s)	
Name of present District	
Name of present School	
Date of Birth	
Gender (Male / Female)	
Date of regular appointment on the post of JBT/C&V	
Category of Employee(Gen., SC(A)/(B), BC (A)/(B), Ex-serviceman (GEN./SC(A)/(B), BC (A)/(B) / PHC	
Choice of District	1. 2. 3.
Whether any charge-sheet under Rule-7 or Rule-8 pending and present status thereof.	
Whether any criminal case pending and present status thereof	

Certified that above particulars are correct.

Signature of applicant.

Certified that I have checked the above particulars and found them correct.

Head of Institution/BEO
Date

Head of Institution/BEO
Date

Countersigned by DEEO/DEO
as the case may be

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AFFIDAVIT FOR APPOINTMENT BY TRANSFER

I, _____ S/o W/o, d/o Sh. _____
presently working as JBT/C&V Teacher in Govt. Primary/ Girl
Primary/Middle/High/Senior Secondary School _____,
District _____ do hereby solemnly affirm and declare as under:-

1. That I belong to _____ category (i.e. General / Scheduled Caste A/B / Backward Class A/B / Ex-Servicemen / Physical Challenged [PHC])
2. That I have applied for appointment by transfer from district _____ to district _____

OR

That we have applied for appointment by mutual inter-district transfer from District _____ to _____ & vice-versa.

3. That in case I get any appointment/posting order as asked for I will not claim any previous seniority.
4. I understand that upon appointment to my requested district I shall be placed at tail end seniority of that district.
5. That no enquiry under Rule-7 or Rule-8 or any Criminal proceedings is pending against me.

Dated:

Place:

Deponent

Verification:-

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated:

Place:

Deponent

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