

Government of Haryana  
School Education Department

No: 2/12-2018-CO(2)

Dated: 06.09.2018

**CADRE CHANGE POLICY FOR DISTRICT CADRES**

Cadre Change Policy for District Cadre Teachers i.e. PRT/JBT/HT Teachers and Classical & Vernacular (C&V) Teachers working on regular basis in Elementary Education Department of Government of Haryana.

**PREAMBLE:**

This policy for the Change of Cadre is being framed by the Department for District Cadre Teachers, i.e. PRT/JBT/HT and Classical & Vernacular (C&V) Teachers working on regular basis in Elementary Education Department, Government of Haryana.

**DEFINITION**

In this policy unless the context requires otherwise:

- (i) "Teacher" shall mean District Cadre Teachers, i.e., PRT/JBT/HT and Classical & Vernacular (C&V) Teachers who are working on regular basis in Elementary Education Department of Government of Haryana.
- (ii) "Service in regular capacity" means a service in which an employee has received regular full salary of a regular post.

**ELIGIBILITY OF TEACHERS:**

1. Only District Cadre Teachers, i.e., PRT/JBT/HT and Classical & Vernacular (C&V) Teachers (District Cadre only) who are working on regular basis in Elementary Education Department of Government of Haryana are eligible to be considered for transfer under this policy.
2. All those teachers who have been recruited specifically against Mewat cadre shall not be transferred out of Mewat. However, others teachers, though working in Mewat are eligible to be considered for transfer under this policy.



3. The applicant teacher will mention maximum three districts of his/her choice on the MIS portal of the department.
4. The applicant teacher must have completed 3 years of regular service as "Teacher" under School Education Department of the State Government.
5. Any other condition as may be specified before initiating a particular transfer drive

**BASIC PRINCIPLES:**

1. At any point of time, the department shall have the district wise requirement of teachers based on the latest rationalisation along-with the reserve staff. Reserve staff shall comprise of the vacancy created due to teachers being on various kind of leaves like maternity leave, child care leave, study leave, extraordinary leave etc.
2. The percentage of various categories e.g. General, SC, BC-A, BC-B, Ex-Serviceman as ratio of district requirement shall be maintained at the district level as much as possible. However, the state shall relax this rule for certain categories like Physically Handicapped.
3. If a teacher volunteer to participate in the transfer drive then it shall be assumed that he/she consents to the change of his/her cadre and that his lien and seniority shall be affected as specified in this policy.
4. If a teacher had participated in a particular cadre change drive under this policy and his/her cadre is changed, then he/she shall be ineligible to participate in such cadre change drives for next 3 years.
5. The department can specify additional conditions which shall be deemed to be consented by the teacher voluntarily participating in the transfer drive.

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**MARKS CALCULATION:**

1. Decision of allotment of a particular district shall be based on the total composite score of points earned by a teacher. Teachers shall be given marks as per the criteria described in this section.
2. Age of the teacher shall carry the maximum 60 marks. There shall be additional maximum 20 marks for special categories of teachers keeping in view the hardships faced by them in executing the assigned work due to the cadre allotted and their circumstances in life.
3. Marks shall be calculated as following:

**MARKS TABLE**

Serial No	Factor	Sub Factor	Maximum Points	Formula for Points Earned
1	Age (Present Date minus Date of Birth)	Eldest Person shall get maximum marks	60	Age in number of days / 365 (Maximum four decimal points only)
2	Differently abled persons	Vision	20	40 to 60 % Disability = 10 marks
		Locomotor	20	Above 60 to 80 % Disability = 15 marks
		Deaf and Dumb	20	Above 80% Disability = 20 marks
3	Gender	Female	10	10 points shall be given to all female teachers
4	Special Category Female Teachers	Widow/Divorced/ Separated/ Unmarried Female of age more than 40 years/ Wife of serving military or paramilitary person working outside the state	10	All females belonging to this category shall be given 10 marks
5	Diseases of "Debilitating Disorders"	Self	10	Valid certificate issued during last one year by AIIMS (including Haryana Branch), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh
		Spouse/ Unmarried Children	10	

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Serial No	Factor	Sub Factor	Maximum Points	Formula for Points Earned
6	Differently Abled or Mentally Challenged Children	Male/Female teachers having mentally challenged or 100 % differently abled child	10	All Male/Female teachers belonging to this category shall get 10 marks
7	Special Category Male Teachers	Widower who has not remarried and has one or more minor children and/or unmarried daughter(s)	5	All teachers in this category shall get 5 marks
8	Couple Case	Female teachers whose spouse is working within the state of Haryana or UT Chandigarh under state government, centre government or PSUs	5	All teachers in this category shall get 5 marks
9	National/ State Awardee	National/State Awardee Teachers	5	All teachers in this category shall get 5 marks

4. Total Marks that can be given to a teacher from serial number 2 to 9 in above table shall not be more than 20.

5. Total composite score allotted to a teacher as per the above table shall be 80 [Maximum 60 under serial number 1 and Maximum 20 under serial number 2 to 9].

### VACANCY IN A DISTRICT

For every category, there shall be two kind of vacancies except Physically Handicapped category.

- 1. Actual Vacancy:-** Difference in the requirement of a district and the regular teachers posted in a particular district shall constitute the actual vacancy.
- 2. Deemed Vacancy:-** A teacher who is participating in the transfer drive i.e. who has volunteered and filled at least one choice district on portal shall contribute to the vacancy in that district in his/her own category.

### PROCEDURE

1. The state government shall initiate the drive of Cadre Change as and when it deems fit to do so.

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2. Participation in the transfer drive is voluntary. Teachers, who wish to participate in the drive, shall have to give their consent on the MIS portal meant for the transfer drive.
3. Teachers can opt for maximum 3 districts. He/she shall be eligible to be transferred only to these districts of his/her own choice.
4. If a teacher does not submit any choice, then he/she shall not be considered for cadre change.
5. Teachers suffering from
  - a. 90% or more Physically Handicap; or
  - b. currently suffering from cancer; or
  - c. Having undergone by-pass heart surgery; or
  - d. Kidney transplant; or
  - e. Currently undergoing dialysis

Shall be assigned the district of their choice irrespective of the vacancy position in the district.

**Note:-** The certificate of cancer should not be more than six months old.

6. Rest of the teachers shall be sorted in the decreasing order of the marks obtained by them in their respective category. Their choices shall be considered against the available vacancies. Teacher with more marks shall get priority over teachers with lesser marks.
7. In the eventuality of tie i.e. teachers having exactly same marks, the seniority for the purpose of consideration of the choices shall be decided as under :-
  - a. Teacher who joined the current district/cadre earlier shall be considered senior.
  - b. Next, if seniority still unresolved, their seniority just before they joined the current district, on the basis of the date of joining of previous district shall be

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considered. If only one of the teacher have the previous regular service in another district, then he/she shall be considered senior.

- c. Next, if seniority still unresolved, teacher, who is elder, shall be considered senior.
- d. Next, if seniority still unresolved, teacher, who comes first alphabetically, shall be considered senior.
- e. Next, if seniority still unresolved, teacher, whose father's name comes first alphabetically, shall be considered senior.

### **CADRE RULES**

Since the teachers are participating voluntarily, the teacher on the allotment of new district shall have to compulsorily join the new district which shall be his/her new cadre

### **SENIORITY AFTER CADRE CHANGE**

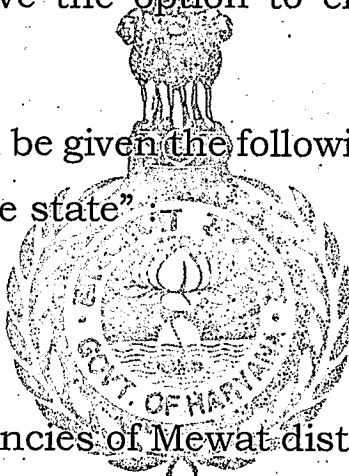
1. Teachers on joining new district shall be placed at the end of seniority list of teachers of that district. Their lien in the previous district shall end on joining the new district.
2. The teacher whose date of joining in the current district is earlier shall be considered senior after getting transferred to the next same district/cadre.
3. In the eventuality of tie, the seniority shall be decided as under:-
  - a. Teacher who joined the current district/cadre earlier shall be considered senior.
  - b. Next, if seniority still unresolved, their seniority just before they joined the current district, on the basis of the date of joining of previous district shall be considered. If only one of the teacher have the previous regular service in another district, then he/she shall be considered senior.

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- c. Next, if seniority still unresolved, teacher, who is elder, shall be considered senior.
  - d. Next, if seniority still unresolved, teacher, who comes first alphabetically, shall be considered senior.
  - e. Next, if seniority still unresolved, teacher, whose father's name comes first alphabetically, shall be considered senior.
4. Any other condition regarding seniority as may be specified by the department at the time of initiating the drive with reasons thereof.

### **ANYWHERE IN THE STATE**

1. A teacher shall have the option to choose "Anywhere in the state".
2. Such teachers shall be given the following choices after they opt for "Anywhere in the state"
  - a. Mewat
  - b. Morni Hills



**Note:** If all the vacancies of Mewat districts are filled then such teachers shall be posted in Morni Hills and If all the vacancies of Morni Hills are filled then such teachers shall be posted in Mewat district. If both, Mewat and Morni Hills are completely filled, then such teachers shall be utilised for the Districts with maximum percentage deficiency.

3. If such teacher is posted in Mewat or Morni Hills then he/she shall be paid additional 20% of his/her {Basic Pay + Dearness Allowance} during the said posting. This benefit will be available only for the first drive of cadre change transfer under this policy, provided Mewat or Panchkula are not the Home District of the teacher getting respectively posted in Mewat or Morni.

### **GRIEVANCE REDRESSAL**

If any teacher feels that his/her cadre has been changed against the provisions of this policy then he/she can file online grievance on the

portal provided by the department within fifteen days of issuance of such order. Such grievance shall be redressed as per the provisions of this policy and an appropriate decision shall be taken by the department as deem fit.

### **POWER OF RELAXATION**


Notwithstanding anything contained in the policy, the Administrative Secretary, School Education, Haryana with the prior approval of the Chief Minister shall be competent to change the cadre of any teacher in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

### **CLARIFICATION & IMPLEMENTATION**

In case of any doubt or difficulty in understanding the true intention of the provisions of this policy, the Administrative Secretary of the department shall be the competent authority to clarify such doubt or to more such difficulty by issuing a reasoned order to this effect.

### **BAR AGAINST CANVASSING**

No teacher shall canvass his/her case except through the grievance redressal mechanism as provided in this policy. All other individual representations shall be treated as an attempt to bring extraneous influence in the due process. No relief can be sought except the one already sought through the grievance redressal mechanism as provided under this policy.

  
Rajnarayan Kaushik, IAS  
Special Secretary School Education  
for Additional Chief Secretary to Govt. Haryana  
School Education Department

Endst. No: 2/12-2018-CO(2)


Dated: 06.09.2018

A copy is forwarded to following for information and necessary action:

1. Chief Secretary to Govt. Haryana, Chandigarh
2. Additional Chief Secretary to Govt. Haryana, Finance & Planning Department, Chandigarh



3. Director General Information & Public Relation, Haryana, Chandigarh
4. Director Treasuries & Accounts Department, Haryana, Chandigarh
5. Secretary Board of School Education, Haryana, Bhiwani
6. Director SCERT Haryana, Gurugram
7. All District Education Officers & All District Elementary Education in state of Haryana.
8. All Principal DIET / GETTI / BITE in state of Haryana
9. Principal Secretary to Chief Minister, Haryana.
10. OSD to Chief Minister, Haryana
11. Secretary to Education Minister, Haryana
12. PS/ACSSE, PS/DSE, PA/DEE.
13. Secretary Council of Ministers, Haryana with reference to their UO No. 9/241/2018-2 Cabinet dated 05.09.2018

  
Rajnarayan Kaushik, IAS  
Special Secretary School Education  
for Additional Chief Secretary to Govt. Haryana  
School Education Department

