

**GOVERNMENT OF HARYANA  
SCHOOL EDUCATION DEPARTMENT**

**NOTICE FOR STAKEHOLDER'S CONSULTATION  
ON  
DRAFT TRANSFER POLICY, 2015**

The Government of Haryana, School Education Department with a vision to ensure equitable, demand based distribution of teachers/Heads to protect academic interest of students and optimise job satisfaction amongst its employees in a fair and transparent manner, has prepared a "Draft Transfer Policy - 2015" which has been published on the website of the department and can be assessed by visiting the webpage [www.schooleducationharyana.gov.in](http://www.schooleducationharyana.gov.in). Opinion/Views of stakeholders are hereby invited so as to reach this Directorate latest by 18<sup>th</sup> September, 2015 through e-mail at [dseadditional1@gmail.com](mailto:dseadditional1@gmail.com) in the following prescribed format :-

Paragraph No. of the draft Policy & Name of the Heading of the Paragraph	Content of the said paragraph	Suggestion	Any remarks	Other

The stakeholder should precisely indicate his/her opinions in the format given above to enable the department consider their viewpoint. In the absence of format, the department will not be able to consider the opinion of the stakeholder. Every individual/union/association giving his/her opinion should give his/her personal information in the following formats:-

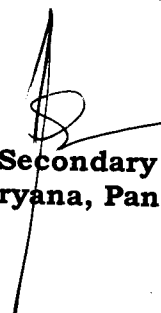
Format for individual:-

Employee ID	Name of Employee	Designation	Name of School with School Code	Mobile No. & email address.

Format for unions/association:-

Name of the union/association alongwith postal Address	Name of the office bearer of the union/association signing on behalf of association alongwith Designation & Employee ID	Contact No.	Email address

No. 1/71-2015-eGov/IT Cell  
Dated: 27.08.2015

  
**Director Secondary Education  
Haryana, Panchkula**

**GOVERNMENT OF HARYANA  
SCHOOL EDUCATION DEPARTMENT  
DRAFT TRANSFER POLICY- 2015**

**1. VISION:**

*To ensure equitable, demand based distribution of teachers/Heads to protect academic interest of students and optimise job satisfaction amongst its employees in a fair and transparent manner.*

**2. Main features:**

- i. While affecting transfers, the academic interest of students shall be supreme.
- ii. Posting of adequate female teaching faculty in each School is to be ensured for safety and security of girl students.
- iii. Optimise job satisfaction amongst its employees in a fair and transparent manner.
- iv. Employees are liable to be transferred anywhere in the State at any point of time and transfer to an opted school cannot be claimed as a matter of right.

**3. Zoning of schools**

All Government Schools of every district shall be divided into following seven zones for the purpose of transfer of employees:

- Zone 1 Schools located within Municipal area of the City of District Headquarters.
- Zone 2 Schools located within the 10 KM radius starting from the boundary of Municipal Area of District Headquarters.
- Zone 3 Schools located in the City/ Town of Educational Block Headquarters except those which are co-located with District Headquarters.
- Zone 4 Schools located on the State Highways or National Highways between 10 K.M. to 15 K.M. outside the M.C. area of the District Headquarters.
- Zone 5 Schools located in the radius of 5 K.M. of Block Headquarters. Central point shall be Main Bus Stand of the City.
- Zone 6 Schools located between the radius of 5-10 K.Ms of Block Headquarters.
- Zone 7 All remaining schools located in the farthest area and not covered in above categories.
- Zone 8 Anywhere in the State.

- Note:
1. Zone 1 shall be known as uppermost category and zone 7 shall be lowest category.
  2. If the location of a school falls in more than one Zones, it shall be considered as covered in the Zone of upper category.
  3. DEOs and DEEOs shall be responsible to divide the schools in Zones keeping in view the above parameters by referring all the data available.
  4. The exercise of division of schools into zones shall be completed by all DEOs and DEEOs within one month of the notification of the policy. Such list shall be duly notified by the Government.
  5. Any subsequent alteration of school, if required, will be made after the approval of the Government.

**4. Periodicity of the transfers**

General Transfers will be made only when decided by the State Government. However, in administrative exigency duly recorded on file, a transfer can be affected with the prior approval of the Competent Authority at any time during the year.

**5. GUIDING/BASIC PRINCIPLES:**

- (i) Transfer/posting to the opted school will not be claimed as a matter of right.
- (ii) There should be a clear cut availability of vacancy.
- (iii) The sphere of opted area shall not be changed.
- (iv) No male teacher below the age of 50 years shall be posted in a Girls School.
- (v) Re-structuring of staff in excess of sanctioned strength in a school to other needy school which may entail creating/ shifting sanctioned vacancies shall be carried out General Transfers. In the restructuring of the staff, one can be posted at a place where his/her services are required at station nearest possible to his opted school. As and when his/her services are required in his opted school, he shall be considered for that school.

**6. CRITERIA FOR DECIDING THE CLAIM AGAINST VACANCY:**

- (i) Decision of allotment of a vacancy shall be based on the total composite score of points earned by a teacher out of 100 points as described below. Teacher earning highest points shall be entitled to be transferred against a vacancy.
- (ii) Age shall be the prime factor for deciding the claim of the teachers against a vacancy since it shall have weightage of 80 points out of total 100.

- (iii) However, to take care of disadvantaged group like women, widows, specially disabled persons, serious ailment, family circumstances, a privilege of maximum 20 points can be availed by the teachers of “**Advantageous Category**”. The Division of points shall be as under:-

**a) Age:**

Sr No	Major Factor	Sub-Factor	Maximum Points	criteria for calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	80	$\frac{\text{Age in no of days} * 80}{365*58}$ (upto maximum three decimal points)

**b) Advantageous Category:**

Sr No	Major Factor	Sub-factor	Maximum points	criteria for calculation
1.	Gender	Female	10	10 points shall be given to female employees
	Privileged women	Widow/ divorced/ Wife of serving Military personal, Paramilitary personal	10	All female of this category shall be given maximum 10 marks.
2.	Couple Case	Wives of Central/ State Government employees, Civil servants, Judicial Officers etc. and unmarried female teachers more than 40 years of age.	10	All female of this category shall be given maximum 10 marks.
3.	Minor Children	Mother of two or more minor daughters only	5	
4.	Specially enabled persons	Vision	10	Marks multiplied by %age of disability and divided by 100
		Locomotors	10	
		Deaf & Dumb	5	
5.	Serious ailment	Self	10	Certificate issued by AIIMS, PGI Rohtak and PGI Chandigarh only
		Spouse/ Children	5	

**Note:**

- Teachers entitled for weightage under “Advantageous category” shall be entitled for availing parameters bearing maximum 20 points under this category.

2. List of diseases to be considered under "Serious ailment" shall be notified in consultation with Health Department, Haryana.
3. No. of teachers belonging to advantageous category posted in one school shall not be more than 50% of the total sanctioned strength. To decide this limit, the teachers shall not be considered for transfer in a school already having 50% staff of privileged category, even if they become eligible to be transferred to that school without even availing the above mentioned privileges.

**7. DEFINING VACANT POSTS:**

- i) In the schools falling in Zone 1 to 5 all such posts shall be considered "vacant" which are "vacant" or are "occupied by an incumbent for more than 5 years" and having sufficient workload but are not covered under the provision of para 7(ii) below. In the Schools falling in Zone 6 and 7 all posts which are "Vacant" and having sufficient load but are not covered under the provision of para 7(ii) below, shall be considered vacant since on account of option of higher zone as and when they will be shifted vacancy will occur. However, posts occupied by the employees retiring within next one year shall not be considered as "Vacant" in order to protect such employees from transfer. But such posts can be treated as "Vacant" if such employee has either opted for "Transfer" or he/she is being considered for transfer in Administrative exigency.
- ii) Since some vacancies will remain unfilled at every point of time, to avoid their concentration in some schools, proportionate distribution of vacancies among all schools will be maintained.

**8. APPROACH TO BE ADOPTED:**

- i) Keeping in view the criteria mentioned in para 7 above, vacancies will be first identified before carrying out the transfer exercise. This exercise will automatically take place in the inbuilt software, when the information uploaded by the incumbent by registering his option at the time of registering station, the software will automatically calculate the vacancy.
- ii) Rural Service rendered will be automatically taken care of and all schools shall be divided in 7 zones on the basis of parameters given in para 3 above.
- iii) Every Teacher shall be asked to give option for every zone. For this purpose, the teacher shall be at liberty to choose the District of their choice. His/her preference of choice will be as per his/her liking.
- iv) Teachers, who have already completed the span of five years' stay in any one or both of zone 1 and 2, shall not be entitled to opt for the respective

zone(s), whichever is applicable. However, teachers having 2 years or less in retirement shall be exempted from this condition.

- v) The incumbents while opting zones, the particular option of a zone can be given in any district but that very option of that zone cannot be repeated.
- vi) All teachers shall be asked to select the zones one by one in order of his/her preference across districts. They shall further opt three schools in order of preference within each zone so that their claim could be considered against multiple vacancies within a zone. The exercise shall be repeated till the completion of exercise or opting out voluntarily by the teacher.
- vii) Teachers joining the Department on direct recruitment/promotion shall also be asked to give their option. While giving their option, they shall not select the zones of higher category (Category 1-5) again, if they have already served there for a period of five years or more. However, they can give option for these zone, if their period falls short of five years for one year or more.
- viii) Teachers joining the department on repatriation from U.T. Administration or other States or other department of the State Government, where they were on deputation or on inter-departmental adjustment, shall not be entitled to opt for zone 1 and zone 2 or number of zones in proportion to service rendered by them in U.T./other State Government/ Other Department of State Government.
- ix) Teachers not interested to opt schools in higher zone and want to remain in lower zone, they are working, they can exercise the option in other schools located in that zone to the extent of equal number of schools of higher zone.
- x) There shall be 8<sup>th</sup> choice including "Anywhere in the State" which could be utilized by the Department at any point of time. Teachers shall be entitled to change the option after every 10 years.
- xi) Minimum stay for transfer from lower zone to upper zone shall be three years subject to availability of vacancy.
- (xii) In exigency, the Department shall be at liberty to post any employee at any of the choices given by him/her, irrespective of preference given.
- (xiii) All teachers who are "teachers without requisite workload" shall compulsorily be shifted from their place of posting even if they have not completed their tenure in that school. The Department shall be at liberty to post them on any of the choices given by him/her irrespective of preference including schools falling in zone 8 'anywhere in the State'.
- (xiv) Unmarried female employees shall be given a chance to change options after their marriage subject to the fulfilment of other conditions.

- (xv) Employees due for retirement within next one year will not normally be considered for transfer except Administrative exigency or on their own request.

**9. MECHANISM TO BE ADOPTED**

- (i) Every teacher will be responsible for the accuracy of data in the MIS in respect of his/ her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the competent authority.
- (ii) All the options once exercised will be available for view to all concerned teachers in their login. As and when Government decides to carry out General Transfers, all such options of those teachers who have completed five years at one school will be considered automatically as per policy parameters.
- (iii) All vacancies falling vacant under the exercise as mentioned above will be filled up by the displaced incumbents sequentially from topmost to lowermost pattern e.g. all vacancies of lowest zone will be filled up first from the displaced incumbents of highest zone and thereafter vacancies of next zone shall be filled up from the incumbents of lower zone. Teachers eligible to be shifted from their present school and not finding any place in any of the seven defined zones shall be considered for "Anywhere in the State".
- (iv) Teachers dislocated from their schools and not finding any school of their choice, shall be allocated school in any of the zone under "Anywhere in the State" option.
- (v) Teachers on fresh appointment/ promotion shall be considered for appointment against vacancies not-occupied by any incumbent across zones. However allocation shall be made on the basis of their choice and in accordance with score obtained by them allocating the least scorer to the lowest zone and going upwards.
- (vi) The exercise shall be carried out through Application Software. However, 1% cases shall be checked manually on random basis.

**10. POST TRANSFER EXERCISE:**

- (i) All Transfers shall be implemented within one week of their issuance. The copy of transfer orders shall be sent to the Treasury Officer concerned with a request not to draw the salary of such transferred employee from the institution he/she has been transferred.
- (ii) The employees transferred on administrative grounds will not be transferred back to same school from where they were transferred out on the administrative grounds. However, on completion of the tenure of five

years in that school, he/she can be considered for other school of his/her zone.

**11. OUT OF CADRE TRANSFER**

- (i) Teachers appointed in "Mewat" Cadre shall not be considered for "Out-of Cadre transfer". Similarly teachers not belonging to "Mewat" Cadre and working in Mewat shall not be transferred from there unless their replacement is provided.
- (ii) Employees (e.g. JBT and C&V being District cadre) can be considered for transfer out of Cadre (Inter district) on request in accordance with the policy to be framed to this effect.
- (iii) Seniority of those employees who are belonging to other cadres and opt for posting/transfer on willingness to Hard stations, will be protected in their parent Cadre.

**12. INCENTIVE FOR SERVING IN HARD AREA**

Teachers opting for and posted in Hard areas namely district Mewat (if the teacher does not belong to Mewat Cadre), Morni Block or "Anywhere in the State" shall be paid additional 10% of their basic salary + D.A. during the period of their posting in such area.

**13. DISCLAIMER**

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any employee with any right.

**14. POWER OF RELAXATION OF GUIDELINES**

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

**15. INTERPRETATION OF GUIDELINES**

Administrative Secretary, School Education shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effect, control and administration of the department as a whole.

**16. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE**

Employees shall not bring in any outside influence; if such an influence from whichever source espousing the cause of an employee is received it



shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.