

Some General guidelines for Teachers Transferred on 3.8.2017

1. Employees whose data was complete were able to participate
2. Employees who had opened their service profile for edit but their profile was not approved again, their service profile was restored to pre-edit.
3. Merit points have been allocated to the teachers on the basis of data filled by the concerned in his Personal profile and approved by his approving authority. If the teachers had filled incomplete information in the personal profile or the information has not been approved by the approving authority, were not considered, being unauthentic.
4. Teachers aggrieved with the transfer can submit their grievance on Sugam Sampark Portal under specific "Category and specific Sub-Category". Grievances not received under Specific Category and Specific Sub-Category mentioned below, would not be entertained. Grievances not-received through Sugam Sampark Shall also not be entertained.
5. As per provision of teachers transfer policy, teacher first needs comply with the orders of transfer for relieving and joining before submitting the grievance to the Directorate.
6. Before submitting grievance to the Sugam Sampark Portal, it may be ensured that grievance is genuine by checking your **allocation details** in your login. Only genuine grievances shall be entertained taken up for consideration.
7. While submitting the grievance the teachers shall compulsorily mention the date of relieving & joining and certify that both the dates have been updated on MIS profile concerned Head of Schools.

Category and sub categories for submitting the grievances against transfer on "Sugam Sampark Portal":

Category: Grievance for Transfers of HM/PGTs/ESHM

Sub Categories:

- a. Below merit teacher transferred leaving higher merit teacher
- b. Transferred unwillingly from Model Sanskriti School/DIET/BIET like Non-Core posts.
- c. Transferred to Model Sanskriti School/DIET/BIET
- d. Transferred to non-opted school whereas the opted vacancy in opted schools remained vacant.
- e. Due to data updation



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