

DRAFT OF POLICY

DIRECTORATE OF ELEMENTARY EDUCATION, HARYANA, PANCHKULA

Order no. _____

Dated, Panchkula the

Sub:- Inter District Transfer Policy for District Cadre Teachers i.e. Head Teachers(HTs)/Primary Teachers (PRTs) and Classical & Vernacular (C&V) Teachers working on regular basis in Elementary Education Department of Government of Haryana.

Preamble

1. The District Cadre Teachers i.e. HT/PRT and C&V Teachers working on regular basis in Elementary Education Department, Government of Haryana, cannot be transferred out of their Districts under general transfers and remain at their allotted Districts for the whole of their service. However, some teachers due to their peculiar circumstances are facing hardship in their life. Hence, this policy for their Inter District Transfer is being framed by the Department.

2. **ELIGIBILITY OF TEACHERS :-**

Only those District Cadre Teachers i.e. Head Teacher/PRT and C&V Teachers working on regular basis in Elementary Education Department of Government of Haryana as mentioned in clause no. 3 of this policy, shall be eligible for inter district transfer, if vacancy in the relevant category i.e. Gen./SC/BC, etc. is available in the new District, subject to fulfillment of all other terms and conditions as mentioned subsequently in the policy.

3. **ORDER OF PREFERENCE :-**

The applications of eligible teachers for inter-district transfer shall be considered in following preferences:-

- (i) Mutual transfer of the teachers in same category/cadre.
- (ii) Physically challenged teachers or teachers whose children are physically challenged (70% or more). The Medical Certificate should have been issued to this effect by the Medical Board of Pandit Bhagwat Dayal Sharma PGIMS Rohtak (Government of Haryana) or Post Graduate Institute of Medical Science and Research(PGIMR), Chandigarh or All India Institute of Medical Science and Research (AIIMS), Delhi.
- (iii) Widow and Legally divorced female teachers who have not remarried.

Widow shall attach self attested copy of death certificate of her spouse and divorcee female teacher shall attach certified copy of judgement/order passed by the Court having jurisdiction in the matter with their applications.

- (iv) Teachers suffering from terminal diseases i.e. Cancer/AIDS etc. or from chronic illness of serious nature, which requires special medical treatment and constant care of their family members. The

medical certificate issued by Pandit Bhagwat Dayal Sharma PGIMS Rohtak (Government of Haryana) or Post Graduate Institute of Medical Science and Research(PGIMR), Chandigarh or AIIMS, Delhi for these diseases/illness shall only be considered. No other illness/disease shall be considered. The teachers whose children/spouse is suffering from such disease/illness shall also be considered under this category.

Application under this category shall be considered, if duly supported by medical certificate issued by the above said authorities.

It is clarified that all chronic illness cases shall not be considered under this clause, but only those chronic illness of serious nature, which require special medical treatment and constant care of their family members, shall be considered. The case of teachers suffering from such kind of chronic illness/diseases shall be considered individually, keeping in view individual merit.

- (v) Un-married female teachers.

These teachers shall attach affidavit stating that they are unmarried at the time of filing of application.

- (vi) Wives of serving officials/officers of Defence/Para-Military forces i.e. Army, Navy, Air-force, BSF, ITBP etc.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their husbands are working, stating details of their appointments/postings, etc..

- (vii) HT/PRT and C&V female teachers whose husbands are employed in other Districts under School Education Department of Haryana in the District cadre of other Department(s) of Haryana Government.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their husbands are working, stating details of their appointments/postings etc.

- (viii) Such HT/JBT and C&V female teachers who get married after joining this Department, may seek transfer to the District where husband/in-laws are residing.

These teachers shall attach affidavit with regard to their marriage and a certificate of residence of her husband/in-laws issued by competent authority.

- (ix) All female HT/JBT and C&V teachers whose husbands are working in other District in any other Department(s) of Haryana (State cadre) or Board/Corporation/University of Haryana Government or Municipal Corporation/ Municipal Council/ Municipal Committees of Haryana on regular basis.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their husbands are working, stating details of their appointments/postings etc.

- (x) All female HT/JBT and C&V teachers whose husbands are working in Departments/Offices of Central Government or Boards/Corporations/Universities of Central Government situated in the State of Haryana.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their husbands are working, stating details of their appointments/postings etc.

- (xi) All female HT/JBT and C&V Teachers whose husbands have been working in Multi -National Companies (MNCs)/ IT companies, etc. in Haryana.

These teachers shall attach proof of working in MNCs/IT companies, etc. issued by the management of such companies.

- (xii) HT/PRT and C&V male teachers whose wives are employed in other Districts under School Education Department of Haryana. All those male HT/JBT and C&V teachers whose wives are working on regular basis in the District cadre of other Department(s) of Haryana Government shall also considered in this group.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their wives are working, stating details of their appointments/postings etc.

- (xiii) All male HT/JBT and C&V teachers whose wives are working in other District in any other Department(s) of Haryana (State cadre) or Board/Corporation/University of Haryana Government or Municipal Corporation/ Municipal Council/ Municipal Committees of Haryana on regular basis.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their wives are working, stating details of their appointment/posting etc.

- (xiv) All male HT/JBT and C&V teachers whose wives are working in Departments/Offices of Central Government or Boards/Corporations/Universities of Central Government situated in the State of Haryana.

These teachers shall attach certificate duly issued by the officer incharge of the Department/Office where their wives are working, stating details of their appointments/postings etc.

- (xv) Any other female teacher.
(xvi) Any other male teacher.

4. **PROCEDURE:-**

- (i) All the teachers should apply in Proforma 'A' (for Mutual transfer only) and Proforma 'B' (for other categories) attached with this policy and available on official website of the Department i.e. www.harprathmik.gov.in. Application should be submitted by the

- Teachers to the concerned District Elementary Education Officer duly verified by the concerned Drawing and Disbursing Officer (DDO) well before the last date of submission of application.
- (ii) The applications of mutual inter-district transfer should be duly verified by the both Drawing and Disbursing Officers (DDO) and may be submitted to any one of the two District Elementary Education Officers. The terms and conditions for mutual inter district transfer shall be as under:-
- (a) Both the teachers shall apply in Proforma 'A' (for Mutual transfer only) and submit the same well before last date of submission of application.
 - (b) The seniority of such teachers will be fixed at the tail end of the concerned cadre in the new District. Both the teachers will attach their affidavits with their application stating that they are ready to lose their seniority in their previous District and agree to the new seniority at the tail end in the new District and shall not claim seniority on the basis of service rendered in the previous District. Further, they shall have no objection if their lien is deemed to be terminated in the previous District automatically on joining the new District. They shall also furnish such affidavits again to the District Elementary Education Officer of new District at the time of their joining.
 - (c) The mutual transfer will be effective from the date of joining in new Districts. If one teacher does not join during the prescribed period then the appointment/transfer of both teachers will automatically be deemed to be cancelled and both will have to join at their previous place of posting.
- (iii) The teachers may opt maximum two Districts while applying for inter district transfer.
- (iv) All DEEOs shall prepare the proposal/Merit list in triplicate after sorting out the application forms as per given criteria and guidelines stated in this policy and send the same to the Directorate by _____ through special messenger. Category-wise vacancy list of HT/JBT/C&V teachers available in their Districts shall also be sent to the Directorate along-with the proposal/merit list. No application of HT/JBT and C&V Teachers shall be withheld or rejected at the level of District Elementary Education Officers on any of the grounds. All the applications received by the District Elementary Education Officer from teachers shall be considered at Directorate level. However, District Elementary Education Officer will not accept the application

for the inter district transfer from any other cadre of teachers except HT, JBT & C&V Teachers working on regular basis.

- (v) The last date for submission of applications to the office of concerned District Elementary Education Officer shall be _____.

5. **OTHER TERMS AND CONDITIONS:-**

- (i) No TA/DA shall be admissible to such teachers for inter district transfer.
- (ii) No application form from adhoc/contractual/Guest teachers of HT/JBT and C&V Teacher Cadre will be entertained/accepted under this policy.
- (iii) Applications of such teachers who are going to retire within one year from the last date of submission of application will not be entertained and same shall be rejected straightway without assigning any reason.
- (iv) The JBT and C&V Teachers who are under probation are also eligible to apply under this policy. However, they will have to complete their period of probation in the new District afresh.
- (v) If all other things are equal, the senior most teachers will be given preference for inter-district transfer.
- (vi) The inter District transfer of all the teachers shall be considered as an appointment by way of transfer in the new District on their joining in that District. The seniority of such teachers will be fixed at the tail end of the concerned cadre in the new Districts and their lien shall deemed to be terminated in the previous District automatically on joining the new District. **In case two or more members appointed on the same date by way of transfer under this policy, the seniority shall be fixed on the principle of original date of appointment as HT/PRT/C&V Teacher i.e. a teacher appointed earlier in the previous District shall be senior. In the eventuality of same date of appointment as HT/PRT/C&V in the previous District, the combined merit list issued by the recruiting agency shall be the deciding factor/ principle.** All the teachers will attach their affidavits with their application stating that they are ready to lose their seniority in their previous District and agree to the new seniority at the tail in the new District and not to claim seniority on the basis of service rendered in the previous District. Further, they shall have no objection if their lien is deemed to be terminated in the previous District automatically on joining the new District.
- (vii) The application for inter district transfer of any teacher shall be rejected straightway without assigning any reason, if chargesheet under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987 or criminal case involving moral turpitude is pending against him.

- (viii) The application for inter district transfer of any teacher shall be rejected out rightly if he is under suspension for any reason at the time of filing application.
 - (ix) Applications for inter district transfer of all the teachers shall be considered against the availability of sanctioned post in the new District in their respective category i.e. reserved or general category, as the case may be. If no vacancy in the category is available in the new District, the application of the teacher shall be rejected for want of vacancy.
 - (x) The requirement of teachers in the new District shall also be taken into consideration, keeping in view the work load available in new District. If no work load is available in the new District, the application of the teacher for inter district transfer will rejected even if sanctioned post is available in his category in new District.
 - (xi) The applications of teachers submitted without the requisite documents, as mentioned in the clause 3 of this policy, shall be rejected.
 - (xii) If any information given or documents submitted by the teacher with his application is found incorrect or false at any stage, his application shall be rejected. If the order for inter District transfer has already been issued, the same shall be withdrawn and the teacher shall be bound to join his previous District. The disciplinary proceedings will be initiated against such teachers for furnishing incorrect or false information/documents.
6. Director Elementary Education (DEE) Haryana, Panchkula may issue clarifications with regard to interpretation and applicability of this policy as and when required. These clarifications shall be considered part and parcel of this policy and shall be applicable as such.

(R.S. Kharab, IAS)
Director Elementary Education
Haryana, Panchkula

Form-A
Inter-District Mutual Transfer

Application for appointment by way of inter-district mutual transfer of District Cadre HT/JBT/C&V teachers in Elementary Education Department, Haryana:-

Name of the 1 st Teacher with ID No.		Name of the 2 nd Teacher with ID No.	
Designation of Post(s)		Designation of Post(s)	
Name of present School		Name of present School	
Date of Birth		Date of Birth	
Date of regular appointment on the post of HT/JBT/C&V		Date of regular appointment on the post of HT/JBT/C&V	
Category of Employee (General, SC, BC-A, BC-B, Ex-serviceman (Gen./SC, BC-A, BC-B)		Category of Employee (General, SC, BC-A, BC-B, Ex-serviceman (Gen./SC, BC-A, BC-B)	
Whether any criminal case pending? If so, the present status of the case.		Whether any criminal case pending? If so, the present status of the case.	
Whether any Inquiry is pending under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987? If so, the present status of the same.		Whether any Inquiry is pending under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987? If so, the present status of the same.	
Whether teacher is under suspension for any reason at the time of filing this application?		Whether teacher is under suspension for any reason at the time of filing this application?	

Certified that we both agree with the above mutual transfer. The particulars and information 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/information and same are found to be correct as per record.

Drawing and Disbursing Officer (DDO)
Dated

Drawing and Disbursing Officer (DDO)
Dated

District Elementary Education Officer, _____

Dated

Note: Both DDOs and District Elementary Education Officer to whom application is submitted shall sign this form along with their stamp and date.

Form- B
APPLICATION FORM FOR APPOINTMENT BY
INTER-DISTRICT TRANSFER (INDIVIDUAL)

Preference Number as per clause 3 of the Policy :- _____

Name	
Employee ID	
Designation of Post (s)	
Name of present District	
Name of present School with code.	
Date of Birth	
Gender (Male/Female)	
Date of regular appointment on the post of HT/JBT/C&V	
Category of Employee (General, SC/BC-A/BC-B/PHC or any other category)	
Choice of District	1. _____ 2. _____
Whether any criminal case pending? If so, the present status of the case.	
Whether any Inquiry is pending under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987? If so, the present status of the same.	
Whether teacher is under suspension for any reason at the time of filing this application?	

Certified that above particulars and information are correct.

Signature of applicant

Certified that I have checked the above particulars/information and same are found to be correct as per record.

Drawing and Disbursing Officer (DDO)
Dated

Concerned DEEO
Date

Note: DDO and District Elementary Education Officer shall sign this form along with their stamp and date.

AFFIDAVIT

I, _____ S/o, W/o, d/o Sh. _____ presently working as HT/PRT/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 General or Scheduled Castes or Backward Classes - A/ Backward Classes - A or Ex-Servicemen or Physically Challenged (PHC) or _____ (any other) category.
2. That I have applied for appointment by way of inter district transfer from District _____ to District _____

OR

That I have applied for appointment by mutual inter-district transfer from District _____ to _____ vice Sh./Smt. _____ presently posted at _____.

3. That on my appointment/posting by way of inter district transfer, I shall have no objection if my seniority is fixed at the tail end of the concerned cadre in the new District and my lien is deemed to be terminated in the previous District automatically on joining the new District. I shall not claim my seniority in respect of service in previous District in any way in the new District at any time.
4. That the particulars given in my application in this regard dated _____ are correct.
5. That I agree with all the terms & conditions of the Inter-District Policy issued by Director of Elementary Education vide Order No. _____ dated _____.

Dated:
Place:

Deponent

VERIFICATION:-

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

Dated:
Place:

Deponent