

No. 1/44-2023-e.Gov. Cell

From

Additional Chief Secretary to Govt. Haryana
School Education Department

To

Director Secondary Education, Haryana
Director Elementary Education, Haryana

Dated: 09/08/2023

Sub: Teachers Transfer Policy 2023 by repealing the Teacher Transfer Policy 2016 issued on 05.06.2017.

The Government has approved the Teachers Transfer Policy, 2023 by repealing the Teacher Transfer Policy 2016 issued on 05.06.2017. Accordingly, the policy is given as under:

Teacher Transfer Policy, 2023

1. Objective

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

2. Applicability

This policy shall be applicable to all Teachers working under the Department of School Education, Haryana.

3. Definitions

In this policy, unless the context requires otherwise:

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- (i) **Actual Vacancy:** A Core Post not occupied by any teacher.
- (ii) **Deemed Vacancy:**
- a. a core post occupied by a teacher in a school for five or more years continuously or cummulatively on the qualifying date.
 - b. a core post occupied by a teacher who has been given manual posting as per para 5(iv).
 - c. a core post occupied by a Guest/ Contractual/ Adhoc teacher.
 - d. a core post occupied by such teacher who has voluntarily opted for participation in General Transfer Drive.
- (iii) **Core posts:** All posts in Government schools other than posts of Model Sanskriti Schools, Aarohi Model and KGBVs.
- (iv) **Department:** School Education Department Haryana which includes both Secondary Education and Elementary Education.
- (v) **Eligible Teacher:** A teacher who has been declared Eligible to participate in the General Transfer Drive due to reasons mentioned in this Policy.
- (vi) **Eligible Vacancy:** A vacancy which is considered to be offered during the General Transfer Drive, after the normalization of posts. For an individual teacher "Eligible Vacancy" shall be a vacancy for which he/she is entitled to compete during the transfer drive as per his/her entitlement.

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- (vii) **Guest Teacher:** Guest Teacher means a teacher as defined in Haryana Guest Teachers Service Act, 2019 (notified on 12.03.2019)
- (viii) **Non-Core Posts:** Non-core posts include the following:-
- a. Posts occupied by teachers in Haryana School Shiksha Pariyojna Parishad at State Headquarters and field offices.
 - b. Posts occupied by Teachers at the Directorate of Secondary Education and Elementary Education.
 - c. Posts occupied by Teachers at SCERT, Gurugram, District Institutes of Educational Training (DIETs), Block Institutes for Teacher Education (BITE), Government Elementary Teacher Training Institutes (GETTIs).
 - d. Posts occupied by Teachers in the office of District Education Officers and District Elementary Education Officers.
 - e. Posts occupied by teachers in Model Sanskriti Schools.
 - f. Posts occupied by Teachers in Aarohi Model Schools/ KGBVs
- (ix) **Qualifying date:** Cutoff date to be considered for calculation of actual vacancies, deemed vacancies, merit points calculation, count of stay and for rationalization of posts
- (x) **Rationalization of posts:** An exercise to calculate actual requirement of posts of teachers in a school based on the student strength on cutoff date.

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- (xi) **Recently Divorced Female Teacher:** A Female teacher whose divorce has happened between the period of the previous General Transfer Drive and upcoming General Transfer Drive.
- (xii) **Recently Married Female Teacher:** A Female teacher whose marriage has been solemnized between the period of the previous General Transfer Drive and upcoming General Transfer Drive.
- (xiii) **Recently Widowed Teacher:** A Female Teacher whose husband has died between the period of the previous General Transfer Drive and the upcoming General Transfer Drive.
- (xiv) **Service in regular capacity:** means a service in which an employee has been appointed as a regular employee.
- (xv) **Teacher:** Unless the context requires otherwise means Principals, Headmasters, ESHMs, PGTs, TGTs, C&V Teachers, Head Teachers and PRTs, working in Regular Capacity/Adhoc Teachers/ Guest Teachers for the purpose of this policy.

4. **Process**

General Transfer Drive will start as per schedule decided by the Administrative Secretary which shall also include the qualifying date wherever applicable in the Policy. It will involve the following process:

- (i) Rationalization of posts.
- (ii) Preparation of actual vacancy list and deemed vacancy list.

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- (iii) Seeking option for participation in transfer drive from those teachers who want to participate voluntarily.
- (iv) Identification of "Eligible Teachers"
- (v) Seeking preferences for choice of Educational Blocks at the first instance. Thereafter, Normalization would be done and subsequently, choices of Schools would be sought.
- (vi) Generation of transfer orders.

Dates and time for every process will be issued by the Department.

5. Basic Principles

- (i) Teachers who are members of State Cadre or District Cadre and posted on core posts are liable to be transferred anywhere in the State and anywhere in the district, as the case may be.
- (ii) Whenever a transfer drive is contemplated the Administrative Secretary will decide by a specific order which of the Core Posts will be included in the drive.
- (iii) Every teacher completing 5 years stay/tenure in a particular school of any district(s), either continuously or cumulatively shall become an "Eligible Teacher" in the General Transfer Drive.
- (iv) Teachers (PGTs / TGTs/C&Vs) of subjects having less than 80 working strength will not be compulsorily included in the drive due to completion of 5 years tenure unless their post is declared surplus due to

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rationalization of posts. Department will publish a list of such subjects before execution of every GTD.

- (v) General Transfers will be made only once in a year, as per time schedule decided by the Administrative Secretary for a given year. However, postings necessitated by promotions/appointments, posting after repatriation, reinstatement, long leave or for compliance of Court Directions etc. can be made anytime. Such teachers shall participate mandatorily in the next General Transfer Drive.
- (vi) Qualifying date for actual vacancies, deemed vacancies, weightage/ merit points calculation, count of stay and for rationalization of posts shall be as decided by the Administrative Secretary.
- (vii) The General Transfer Drive shall be carried out only through the approved web-based application.
- (viii) The option of Educational Blocks and posts in the schools once availed and confirmed shall be final and cannot be changed.
- (ix) All Eligible Teachers may opt for maximum number of Educational Blocks/ schools to avoid being posted in Anywhere category.
- (x) It shall be the duty of every teacher to maintain accuracy of his personal and service profile in the database of MIS of the Department. Calculation of merit points shall be done purely on the basis of information available in the said database. All Heads of institutions, BEOs, Dy. DEOs, DEEOs, DEOs shall be under obligation to dispose off the profile correction requests received online

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in their login account from the Teachers within three working days.

- (xi) All Eligible Teachers except C&V and PRTs shall submit choice of minimum ten Educational Blocks in order of their preference where they want to serve. In case of C&V and PRT Cadre they shall opt all Educational Blocks in such particular district in order of preference.
- (xii) All eligible teachers shall be asked to fill up choices against the eligible vacancies of the schools falling in the blocks of their choice in order of preference.
- (xiii) Allocation of vacancies shall be done purely on the merit as per the provisions of this policy.
- (xiv) Eligible Teachers who could not be allotted any of the school in the first round, shall opt the remaining available vacancies in second round. The teachers left out in second round shall be allotted vacancies out of remaining eligible vacancies.
- (xv) C&V Teachers being district cadre shall be given preference in their district over teachers of TGT Cadre to ensure their posting within the district.
- (xvi) All Eligible ESHMs have to mandatorily fill the choices of post of ESHM as well as TGT. While allocating an opted Eligible Vacancy to ESHM priority shall be assigned to the option of the post of ESHM. Only after allocating all posts of ESHM the remaining ESHMs shall be allocated on the posts of TGTs.
- (xvii) After the General Transfer Drive of Regular Teachers, Transfer Drive for all Guest Teachers shall be conducted. All Guest Teachers shall participate in the Transfer

Drive. Only unfilled Eligible Vacancies shall be offered to Guest Teachers.

- (xviii) However, Guest teachers dislocated during the transfer drive will be relieved from the previous school only after their adjustment in the next school without affecting the joining of incoming regular teacher against the said vacancy.
- (xix) After completion of General Transfer Drive newly married, recently divorced/ widowed female teachers shall be given preferred place of posting against available vacancy manually on their request subject to they necessarily having to participate in the next General Transfer Drive and they shall avail 80 points under Special Category Teacher for one time. Their claim shall be considered after the Protected Category Teachers prescribed in para 8 and after the Widow Teachers having minor children.
- (xx) It shall be the duty of every transferred teacher to take charge of the allocated post immediately but in no case beyond the prescribed joining time as per TA Rules applicable.

6. Normalization of Posts

- i) Normalization is the process to decide the number of vacancies to be offered to the Eligible Teachers in the General Transfer Drive.
- ii) The number of posts to be offered shall be equal to the number of Eligible Teachers in a particular General Transfer Drive in their respective post or subject.
- iii) For this purpose options will be sought from the eligible teachers for a minimum of 10 Educational Blocks for

State Cadre and all Blocks of the particular district for District Cadre Posts. The calculation of posts to be offered in different subjects/ posts shall be done for every Educational Block and every school by considering the available vacancies and choices of Educational Block opted by the Eligible teachers.

- iv) Number of posts offered in the schools for the General Transfer Drive shall be decided by considering the number of choices for a particular block.
- v) After the normalization, all Eligible Vacancies shall be published on the department's website as well as shall be visible in the login of eligible teachers as per their eligibility.

7. Calculation Table for the merit points

a. Age: Age is the prime factor for calculation of the merit points:

SN	Major Factor	Sub-Factor	Max. Points	criteria for calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	<u>Age in number of days</u> +365 (maximum four decimal points only)

b. Special Factors: The next set of merit points will come from the special factors enumerated hereinafter:

SN	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to all female teachers
2.	Special Category female teachers	Widow/divorced/ Judicially separated female teachers/ unmarried female	10	All female teachers of this category shall be given 10 points.

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SN	Major Factor	Sub-factor	Max. points	Explanation
		teacher more than 40 years of age.		
3.	Spouses of Military / Paramilitary personnel	Spouse of serving Military/ Paramilitary personnel working outside the State of Haryana	10	All teachers of this category shall be given 10 points.
4.	Special Category of male teachers	Widower who has not re-married and has one or more minor child and/ or unmarried daughter(s)	5	Eligible male teachers shall be given 5 points.
5.	Differently abled persons	Vision	20	For persons having vision or locomotors disabilities, the following points shall be given: - 31% to 50% = 10 Points; Above 50 % and upto 75% = 20 Points
		Locomotors	20	
		Deaf & Dumb	20	
6.	Diseases of Debilitating Disorders	Self / Spouse/ unmarried son / daughter	10	Certificate valid on the qualifying date issued by AIIMS, PGI Rohtak, Government Medical colleges situated in Haryana, PGI Chandigarh or Duly Constituted Medical Board only.
7.	Differently abled or mentally challenged Son/ Daughter	Teachers having Mentally challenged or 100% differently abled Son/ Daughter	10	Teachers having mentally challenged or 100% differently abled child shall be provided maximum 10 points.
8.	Couple case	Female and Male teachers for their spouses working in Regular capacity	5	Teachers entitled to get the benefit of 5 points if their spouse is working in a Department / Board/ corporation / PSU/ State University of Haryana State or a Central University located in Haryana in Central Government/ PSU posted in

SN	Major Factor	Sub-factor	Max. points	Explanation
				Haryana, Delhi and Chandigarh or as a Guest Teacher.
9.	Academic performance	Principals and Headmasters	5	For Board results of the school, following shall be the criteria for entitlement of points: 75% to 80 % = 1 80% to 85% = 2 85% to 90% = 3 90% to 95% = 4 95% to 100%= 5

Note:

- (i) Maximum 20 points can be availed by a teacher from the above mentioned "Special Factors" except for a widow having youngest minor child of age greater than 10 years and upto 18 years of age or having an unmarried daughter, who shall get 5 additional points, and hence a total of 25 points (10 for gender, 10 for being widow and 5 for above mentioned special factor). In no case, the maximum merit points availed on the basis of age and special factors can be more than 80.
- (ii) List of Diseases of debilitating disorder has been mentioned in the Annexure-I. The list can be amended by the Administrative Secretary School Education in consultation with the Administrative Secretary Health at least 30 days before the start of General Transfer Drive.
- (iii) In case of Principals, average of the pass percentages of 10th and 12th classes shall be considered for calculation of academic performance as mentioned in the above Table. In case of Headmasters, only the pass percentage of 10th class of Board examination shall be considered for calculation of points.

- (iv) If both husband and wife are working in the Department, the benefit of 10 points against Sr. No. 7 in the Table can be claimed by either of them and not by both.

8. Protection

- i) Some categories of teachers shall be protected unless they opt for voluntary participation or post occupied by such a teacher is declared surplus as per rationalization. If they fall in the category of "Eligible Teacher" due to either of the above reasons, they shall be assigned 80 merit points for the preparation of merit. Further, there will be no bar to opt even the schools where he has completed tenure of 5 years continuously or cumulatively. These categories of teachers are:-
- a) teachers due to superannuate in the next 12 months or less on the qualifying date;
 - b) currently suffering from cancer; or
 - c) currently undergoing dialysis.
 - d) having undergone bypass heart surgery; or
 - e) kidney transplant; or lever transplant; or
 - f) having more than 75 % vision loss; or
 - g) having more than 75% locomotor disability; or
 - h) Widow having youngest child upto 10 years of age
- ii) In case of a tie amongst teachers other than those mentioned in the above para, the following order shall be adopted to allocate an opted eligible vacancy to such teachers:
- 1. older in age;
 - 2. female;
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3. name in alphabetic order;

- iii) To ensure uninterrupted National Cadet Corps (NCC) program in the schools having NCC units, Associate NCC Officers (ANO) shall not be transferred unless they opt for voluntary participation or post occupied by them is declared surplus. If any ANO teacher participates in the online transfer drive he will be treated as a non-ANO (general) teacher.

9. Grievance redressal

Within 15 days of issuance of transfer orders, the teachers aggrieved with the transfer process can represent to the department only after joining at the new place of posting, on the grievance redressal portal (Sugam Sampark Portal). Such representation shall be considered and decided within 15 days as per provisions of this policy.

10. Special provision in relation to Mewat Cadre

- (i) Teachers belonging to Mewat Cadre shall not be posted outside the Mewat Cadre (Nuh district).
- (ii) The teachers of Rest of Haryana will be at liberty to opt for a Block/School in Mewat District. However, preference shall be given to Mewat Cadre Teacher against a vacancy in Mewat. Notwithstanding this, the cadre of the teachers will not change.

11. Incentive for serving on the choice of "Anywhere in State"

If a teacher is willing to be posted in a school located in Morni Educational Block of Panchkula district (to be considered as Morni area) or Hathin Educational Block of Palwal district or

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Nuh district (to be considered as Mewat area) against a vacancy and who have neither declared Panchkula in case of Morni area and Palwal, Nuh, Faridabad or Gurugram as their home district nor have completed class 10th or 12th from a school located in Panchkula district and Palwal, Nuh, Faridabad or Gurugram districts respectively for the said two areas, additional 10% of the Basic Pay+D.A. will be paid to such regular teachers and Rs. 10,000/- p.m. to Guest teachers during the said posting.

12. Power of relaxation

Notwithstanding anything contained in this policy, the Administrative Secretary, School Education Department, Haryana with the prior approval of Hon'ble Chief Minister, Haryana, shall be competent to relax any or all of the above provisions for the purpose of posting of any teacher in exigency, after recording the reasons justifying such relaxation.

13. Clarification & Implementation

In case of any doubt(s) or ambiguity in the interpretation of any provision of this policy the Administrative Secretary School Education Department, Haryana shall be competent to clarify such doubt(s) or ambiguities, as the case may be through reasoned orders/ directions. Such reasoned orders/ directions shall be binding on all the stakeholders.


14. Bar against canvassing

No teacher shall canvass for his case except through the grievance redressal mechanism provided for in the policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process.

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15. Repeal

The Teacher Transfer Policy, 2016 is hereby repealed. Notwithstanding such repeal, any act or action done under such policy will remain valid. Any pending action/grievance under the Teacher Transfer Policy 2016 shall be decided as per the provisions of Teacher Transfer Policy 2016.




Satpal Sharma, HCS
Special Secretary School Education
for Additional Chief Secretary to Govt. Haryana
School Education Department

Endst. 1/44-2023-e.Gov/Co-Ordination **Dated: 09/08/2023**

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.9/112/2023-2Cabinet dated 04.08.2023.


Satpal Sharma, HCS
Special Secretary School Education
for Additional Chief Secretary to Govt. Haryana
School Education Department


Annexure-I

List of disease of debilitating disorder read with note (ii) below para 7 of the Teacher Transfer Policy 2023:

(Refer Para 7 of the Teacher Transfer Policy 2023)

1. Chronic Heart Diseases and Chronic artery diseases
2. Chronic renal Failure
3. Brain tumors & Malignancy of different organs
4. Paraplegia/Quadriplegia/Hemiplegia
5. Multiple Sclerosis, Myasthenia Gravis, Parkinson's Disease
6. Thalessemies, Haemophilia, Aplastic Anaemias, Myelodysplastic Disorders
7. AIDS
8. Liver and Kidney transplant
9. Cystic Fibrosis
10. Type-1 diabetes

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