

GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION, E-II BRANCH
OLD SECRETARIAT, DELHI-110054

No.DE.2 (8) (5)/E-II/On-line Tr./2023/ 662.

Dated: 11/06/24

Circular

Sub: Online requests for transfer of teaching staff of the Directorate of Education.

Online applications are invited for transfer from all categories of teachers i.e. PGTs, TGTs, Assistant Teachers etc. (except Guest Teachers/Vocational Teacher/Contract Teachers). All teachers are required to apply on the Proforma available on the Departmental website w.e.f. **11/06/2024 to 26/06/2024**. The interested teachers are advised to give choices in the order of their preferences. On-line transfer applications which are not as per the under mentioned guidelines will be summarily rejected:

1. The teachers who will complete 02 years as on 30th June, 2024 of the year in the present school shall be eligible for online transfer.
2. The teachers who will complete 01 year as on 30th June, 2024 of the year in the present school, which is more than 20 KM (within Delhi only) from the Nearest School, opted as per MIS data, shall also be eligible for online transfer.
3. The condition of minimum stay of two years is not applicable to the teachers applying for transfer on the following grounds:
 - (a) Marriage (after 01/06/2023), (b) Widow/Divorcee/Separated female teachers (c) Specially-abled (divyang) employees (more than 40 % disabled), (d) Medical grounds (Self) (e) Teachers whose spouse/Child has mental illness/specially able (more than 40% disabled) (f) Teachers designated as NCC Officers (ANO) (g) Teachers who have changed their residence during the preceding one year. (h) Teachers who have joined the school on promotion/direct recruitment on or after 01/10/2023.
4. The teachers who have already applied for on-line transfer and are willing to modify their on-line application, can re-apply once after getting cancellation of their earlier on-line application through the link provided on the employee-login on the website of this Directorate.
5. The online request for transfer on **Medical Grounds** shall be considered only in case where a hardcopy of online application, along with medical reports/certificates from Govt. /Empanelled Hospital is forwarded by the HOS to the concerned Establishment Branch before **30/06/2024** as per the enclosed Proforma **Annexure 'B'**. Each HOS will forward a single file for his/her school in one go.
6. **Employee whose spouse/son/daughter has mental illness/is specially-abled (more than 40% disability)**, should get their online transfer request forwarded by HOS along with a hardcopy of application with valid medical report/certificate to the concerned Establishment Branch before **30/06/2024**.
7. Teacher under the category of NCC Officer will be transferred only in those cases where NCC Directorate recommends the same and forwards a hard copy of recommendations to the concerned Establishment Branch of this Directorate, on or before **30/06/2024**.
8. The request from **Female teachers applying on the grounds of Marriage** will be entertained only if the marriage was held on or after 01/06/2023. The concerned teacher should enclose the documentary proof regarding date of his/her marriage and the concerned Head of School will verify the same and forward the online application. The



- preference shall be given to such teachers as per their preferences of posting. Once transfer has already done on this basis, the teacher will not be eligible for change until 02 years.
9. Physically handicapped (PH) teachers (more than 40 % disabled) will be considered for posting in the school through online module. Claim of a teacher under PH Category will be considered only as per the employee **MIS detail**.
 10. The teachers (self only) suffering/undergone treatment for following diseases on the basis of Medical certificate of Govt. Hospitals/Empanelled Hospitals will be considered for posting as per their choice:
 - a. Neuro-surgery.
 - b. Cardiac Surgery including CABG.
 - c. Angioplasty and various implants.
 - d. Cancer surgery, chemotherapy and radio-therapy.
 - e. Liver/Kidney transplantation/Cirrhosis.
 - f. Joint replacement.
 - g. Accidental cases affecting mobility or leading to permanent disability.
 - h. Multiple sclerosis, Myasthenia Gravis, Parkinsons disease.
 - i. Chronic Renal Failure.
 - j. Thalessemia, Haemophilia, Aplastic Anaemia, Myelodysplastic Disorders.
 - k. AIDS
 - l. Paraplegia/Quadriplegia/Hemiplegia.
 11. All the remaining teachers will be considered for posting as per their preferences on the basis of the distance from Nearest School opted as per MIS data.
 12. The employee concerned who is submitting his/her request for online transfer must ensure that his/her Employee Details are correctly filled in MIS database, In case, any transfer is made due to incorrect data, the HOS and the employee concerned shall be held jointly responsible for the lapse.
 13. **Teachers going to retire within next one year** will not be transferred unless teacher himself/herself has sought transfer.
 14. The teacher already transferred on the 'Administrative Grounds' will not be transferred for a minimum period of 02 years, from the school to which he/she has been posted on administrative grounds. **Teachers transferred on 'Administrative Grounds' will not be transferred back to the same school upto next five years under any condition/circumstances.**
 15. In the case of **Mutual Consent Transfers**, both teachers would have to apply compulsorily online and should be of the same subject and gender (except in Co-ed Schools where gender restriction is not applicable). Once transfer is done on this basis both teachers will not be eligible for change until 02 years.
 16. All the teachers who have completed **10 years** continuously in the same school shall compulsorily apply online vide this circular for transfer on the basis of **Mutual or General** opting for maximum number of schools. Such teachers who do not apply online vide this circular, HQ on its own will transfer them to any school as per official requirement.
 17. The teacher whose salary has been adjusted (except those posted in SOSE/SOE) vide order issued by Dte. of Education (HQ), shall also apply online for transfer.
 18. The HOS will also maintain record of all such applications forwarded by them after getting it signed from the concerned teacher. It will be the responsibility of HOS to ensure while forwarding the application on line, that the password of any teacher is not



misused and whatever application for online transfer are forwarded from his/her school, he/she has authenticated hard copy of the same in the school record for verification by HQ at any time.

19. **All the manual transfer applications received in this Directorate till date may be treated as null and void after issuing the circular regarding online transfer.**
20. Transfer cannot be claimed as a matter of right by those making requests and all transfers will be governed by the guidelines of this Directorate for the posting of teaching staff and administrative requirements.
21. Any political or outside influence shall invite disciplinary proceedings under Rule 20 of the CCS (Conduct) Rules, 1965 as already intimated vide this office Circular DE.3 (169)/E-III/05/4670-740 dated 17/03/2005.
22. Rest of the contents of the circular No.PS/DE/2017/204 dated 15/06/2017 regarding policy for Teacher's Transfer-Directorate of Education, GNCT of Delhi, Shall be adhered to.

This issues with the prior approval of the Competent Authority.


(SUSHITHA BIJU)

Deputy Director of Education (E-II)

Enclosures: Annexure 'A' (for all), Annexure 'B' (for medical and marriage ground etc.)

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Forwarded for information to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. PA to Addl. Director (Admn).
4. All Addl. Directors/Regional Directors of Education.
5. All DDEs, Dte. of Education.
6. DDEs (Estt.-II/Estt.-III/Estt.-IV) Dte. of Education.
7. S.O (IT) Computer Cell, Directorate of Education with the directions to upload the circular on the website (Pop-up).
8. Guard file.


(SUSHITHA BIJU)

Deputy Director of Education (E-II)

CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS

This is to certify that only the following..... (mentioned category) PGTs/TGTs/Misc Category Teachers of the school have submitted online transfer application till **26/06/2024** for transfer from the school in all cases i.e. Medical, Marriage, Mutual, General, Maladjusted, Distance etc. No other teacher has applied online till **26/06/2024**. Annexure "A" is for school record purpose in r/o all categories.

S.No.	Empl. Name	Desig.	Empl. ID	Acknowledgement ID. Of Application	Report Date	Transfer Criteria	Full Signature of Teacher (for certifying that he/she has applied for transfer online)

**Name & Signature of HOS
with Office Seal (For School purpose only)**

CONSOLIDATED PROFORMA FOR ONLINE TRANSFER APPLICATIONS

This is to certify that only the following.....(mentioned category) PGTs/TGTs/Misc Category Teachers of the school have submitted online transfer applications on Medical/Marriage/ANO etc. **till 26/06/2024** for transfer from the school. No other teacher has applied online on above mentioned ground **till 26/06/2024**. Annexure "B" to be submitted to Dte. of Education (HQ).

S.No.	Empl. Name	Desig.	Empl. ID	Acknowledgement ID. Of Application	Report Date	Transfer Criteria Medical, Marriage etc.	Full Signature of Teacher (for certifying that he/she has applied for transfer online)

**Name & Signature of HOS
with Office Seal**

DDE (E-II, E-III, E-IV)