

GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-6 Branch)

Notification
No.11/35/2018-1edu6/ 1508658 Dated, Chandigarh: 25.6.19

The Governor of Punjab is pleased to issue the "Teachers Transfer Policy-2019" as given below:

Subject: Teachers Transfer Policy-2019.

1. Objective:

Objective of the policy is the distribution of human resources in an optimal manner to protect academic interest of students and maximize job satisfaction amongst employees in a fair and transparent manner.

2 Main features

- (i) The Policy shall be applicable to all teaching Cadre Posts i.e. ETT, HT, CHT, Master, C&V, Lecturer and Vocational Masters, except employees on extension of services after attaining the age of superannuation. Posts of Ministerial Cadre, Block Officers, District Officers, Principal DIETs, School Head Masters and Principals shall not be covered under the policy;
- (ii) The Policy shall be applicable w.e.f. academic session 2019-20;
- (iii) Teachers who are members of State Cadre or District Cadre are liable to be transferred anywhere in the State or in the District as the case may be, at any point of time on administrative grounds.

3. Zoning of schools

All Government Schools shall be categorized into following five zones for the purpose of transfer of teachers:

Zone 1	Schools located within Municipal area of the City of District Headquarter.
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Zone 2	Schools located within the 10 KM radius starting from the boundary of Municipal Area of city of District Headquarters.
Zone 3	Schools located in the City/ Town of Tehsil Headquarters and schools located within 5 km radius starting from the boundary of municipal limits except those which are co-located with District Headquarters.
Zone 4	Schools located on the State Highways or National Highways (Schools within distance of 250 meter from State and National Highway are also included)
Zone 5	All remaining schools not covered in above categories.

Note:

1. The one-time exercise of categorization of schools into zones shall be completed by the department within one month of the notification of the policy.
2. Zone wise list of schools, once finalized will be hosted on the website seeking objections before it is notified by the Government.
3. Any subsequent alteration or inclusion of schools in zone, if justified with valid and cogent reasons, will be made with the approval of the Government.

4. Time Schedule

(i) Periodicity of the transfers

General Transfers will be made only once in a year, as per time schedule given in para 4(ii) below or as notified by the Government for a given year. However, transfers can be affected by the Government at any time during the year in cases of administrative exigency (i.e. adverse PTR and disciplinary cases); the reasons for transfers under these grounds should be recorded on file.

(ii) Time Table: The following time schedule shall be followed

for various activities every year except the first year in which the online transfer policy is being implemented:

- a) Decision about opening of new schools, upgradation of schools/section, addition of new subject/streams and redistribution/ rationalization of teaching posts will be done from 1st December to 31st December, every year.
- b) Notification of "Actual Vacancies" will be done from 1st January to 15th January, every year.
- c) Eligible teachers will submit their choice of schools online, from 15th January to 15th February, every year.
- d) Transfer orders will be issued in the second week of March, every year and the joining will be in the first week of April.
- e) There may be any number of rounds of transfers with the condition that the whole process will be completed within one month from the date of inviting Online applications for the transfers.
- f) Qualifying date for actual vacancies, point calculation, count of stay shall be 31st March every year.

5. Basic Principles:

- (i) Transfer/posting to the opted zone/school will not be claimed or treated as a matter of right.
- (ii) Each year vacancy in the schools will be notified. Definition of vacancy is given in para 7.
- (iii) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (iv) In case any relative of the teacher i.e. husband/ wife/ mother/ father/ brother/ sister/ mother in law/ father in law/ sister in law/ brother in law/ son / daughter are running any private school or any of them is a member of the management Committee of such school, whether affiliated or not, within a radius of 15 km from the

school of posting his/ her then he/ she will be transferred in a school which is not located within a radius of 15 km of that private school.

6. CRITERIA FOR DECIDING THE CLAIM AGAINST VACANCY:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a teacher, out of **250** points as described below. The teacher earning highest points shall be entitled to be transferred against a particular vacancy.
- (ii) Length of Service shall be the prime factor for deciding the claim of the teachers against a vacancy since it shall have weightage of 95 points as per para 6 iii (a), out of total 250 points.
- (iii) However, to take care of categories like women, widows, widowers, differently abled persons, persons with serious ailments and well performing teachers, a privilege of maximum 50 points can be availed by the teachers of these categories. The division of points shall be as given in para 6 (iii)(a), 6 (iii) (b) 6 (iii) (c) and 6 (iii) (d) below:-

a) Length of Service (95 Points)

Major Factor	Criteria for calculation	Maximum Marks
Service Points in various zones	$(Z1 \times LOS1 + Z2 \times LOS2 + Z3 \times LOS3 + Z4 \times LOS4 + Z5 \times LOS5) / \text{Total LOS}$ $Z1=10, Z2=20, Z3=30, Z4=40, Z5=50,$ LOS1= Length of Service in Zone 1 in Days LOS2= Length of Service in Zone 2 in Days LOS3= Length of Service in Zone 3 in Days LOS4= Length of Service in Zone 4 in Days LOS5= Length of Service in Zone 5 in Days LOS is Length of service in days	50
Length of	(Total length of service in Punjab Education Department in	

Service	days)/ 365 (upto 4 decimal points) Note: If the marks exceeds 35 then the teacher will get 35 marks	35
Age	Age will be calculated on 31 st March of every year. A teacher having completed age of 48 years will get 1 mark, 49 years will get 2 marks and so on. Maximum marks will be 10	10

b) Special Category (50 marks):

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Gender	Female	10	10 points will be given to female teachers
2	Special Category female teachers	Widow/ divorced/ unmarried female/ wife of serving Military personal/ Paramilitary personal working outside the State	10	All females of this category shall be given 10 marks only.
3	Special Category male teachers	Widower (A male who has lost his wife and has not re-married) and has one or more minor children and/ or unmarried daughter (s)	5	Eligible male widowers shall be given 5 points only. (in case remarriage of self/children becoming major/ daughter getting married, the employee will have to

				update his profile in the MIS and will not be eligible for the advantage any more
4	Differently abled persons	Vision (Above 60% disability) Locomotors above 60 % disability) Persons on wheel chair	10 10 10	Certified by Civil Surgeon from the State of Punjab or Equivalent Authority or as per list of medical colleges at Annexure A
5	Diseases of "Debilitating Disorders" (i.e. cancer, chronic renal failure, thalasemia, sickle cell anemia, Hepatitis (B and C)	Self Spouse/ unmarried Children	10	Certified by Civil Surgeon from the State of Punjab or Equivalent Authority or as per list of medical colleges at Annexure A
6	<u>Differently abled</u> or <u>mentally challenged</u> children	Men/ women having Mentally challenged children with IQ below 70 or 100% differently abled child	10	Men/ Women teachers having mentally challenged or 100% differently abled children provided maximum 10 points
7	If both husband and wife are	In case both husband and wife are working at places at a distance	5	

	working in State/ Central Govt or PSU	more than 15 km.		
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c) Well Performing teachers (90 marks)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Well performing teachers	Teachers giving good results in last board exam or under Learning Enhancement Programme (Padho Punjab Padhao Punjab)	40	As per annexure B
2	Grading of school of posting		10	(Grading Marks of School)/10 and maximum marks will be 10
3	Annual Confidential Report		20	Marks obtained in ACR/5 and maximum marks will be 20
4.	Teachers seeking transfer from Zone 1, 2 and 3 to zone 4 and 5		20	For transfer to zone 5 from Zone 1, 2 and 3= 20 marks For transfer to zone 4 from Zone 1, 2 and 3 = 10 marks
	Total		90	

Note: The average of last five years of results will be considered.

d) Ward of a Teacher studying in Government school (15 marks)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Ward of a Teacher enrolled/ studying/ studied in Government School		15	For one child marks awarded will be $0.625 \times \text{No of years studied in Government school}$ For Two or more children marks will be the sum of marks awarded for each child as per criteria above. (Maximum marks 15)

e) Excessive Leave:

Sr No	Major Factor	Sub factor	Maximum Points	Criteria for Calculation
1	Excessive Leave	Teachers taking any kind of leave more than 3 months during an academic year except maternity and child care leave	-5	<ul style="list-style-type: none"> • For leave more than 3 months but less than 4 months during the preceding academic year (-1) mark. • For leave more than 4 months but less than 5 months during the preceding academic year (-2) mark. • For leave more than 5 months but less than 6 months during the

				<p>preceding academic year (-3) mark.</p> <ul style="list-style-type: none"> • For leave more than 6 months but less than 7 months during the preceding academic year (-4) mark. • For leave more than 7 months during the preceding academic year (-5) mark.
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Note:

1. Number of teachers belonging to Special Category as defined in Para 6(iii) (b) point 2 to 6 above, posted in one school shall not exceed 50% of the total sanctioned strength. Therefore, such teachers shall not be considered for transfer in a school already having 50% staff of Special Category..
2. If husband and wife, both are working in School Education Department, the benefit of 10 points under para 6(iii)(b)(6) above can be claimed by only one of them.
3. If two teachers obtain same score calculated upto 6 decimal places and if one of them is a female, then female will get preference. In case both are of the same gender, then the one senior in service will have preference.

7. Defining Vacant Posts

a) **Actual Vacancy:** A post not occupied by any teacher, a post which will become vacant due to retirement, promotion, voluntary retirement, as per PTR (Pupil Teacher Ratio) or otherwise as on date of publication of vacancies as per schedule given in Para 4 (ii) (b) above.

b) Posts occupied by the contractual employees shall not be considered as "Vacant".

8. Procedure to be adopted

- i) With a view to transfer the teaching staff in excess of sanctioned/ assessed strength in a school to other school having requirement, the task of creating/ shifting sanctioned posts shall be carried out before General Transfers.
- ii) Teachers will be given option to choose as many schools as they want from all the zones for which he/ she is eligible. The option will be taken in online mode only.
- iii) Teachers joining the department on repatriation from U.T. Administration or other States or other departments of the State Government, where they were on deputation, shall be considered for posting against vacant posts available as when they report.
- iv) Minimum stay at a particular school for seeking transfer shall be two year. For newly appointed teachers minimum stay in the school will be three years or probation period whichever is earlier.
- v) *Applications seeking transfer received during the course of the year will not be entertained.*
- vi) *Request for mutual transfers will be entertained at the time of general transfers only subject to the condition that both the employees seeking transfer should have achieved more than 125 points out of 250.*
- vii) In administrative exigency (i.e, adverse PTR and disciplinary cases), the Department shall be at liberty to post any teacher at any of the stations, in the interest of study of students.
- viii) All teachers who are found "teachers without requisite workload" on the basis of redistribution exercise enumerated in para 8 (i) above, shall compulsorily be shifted from their place of posting irrespective of any tenure.
- ix) To ensure uninterrupted NCC program in the schools having NCC units, Associate NCC Officers (ANO) will be replaced by the teachers working as Associate NCC Officers only.

9. Category of teachers exempted from this transfer policy:

This transfer policy will not be applicable in case of those

employees who are cancer patients/ on dialysis/ 60% and above handicap/ Hepatitis B/ Hepatitis C/ Sickle cell Anemia/ Thelesimia/ divorce/ persons having differently abled children or mentally challenged children/ War widow/ widow of Shaheed/ where death of the spouse makes it necessary for the serving employee to relocate to another place immediately and having children below 15 years of age or teachers who are spouses of armed force personnel who have been posted in difficult areas. In these cases there will not be any need to submit online transfer request. Orders in such cases shall be issued with the approval of Chief Minister on merits.

10. Mechanism to be adopted

- i) Every teacher will be responsible for the accuracy and regular updation 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 DDO/ School Head concerned. He/she shall be responsible for updation of profile as and when any status is changed. Any wrong data entry will invite disciplinary action.
- ii) All the options once exercised will be available for viewing to all concerned teachers in their login.
- iii) Teachers on fresh appointment/ promotion shall be considered for appointment against vacancies not-occupied by any incumbent across zones depending upon their merit.
- iv) The transfer exercise shall be carried out through Application Software. However, 1% cases shall be checked manually on random basis.

11. Post transfer exercise

- (i) All Transfers shall be implemented within fifteen days 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 teacher from the institution he/she has been transferred.

- (ii) The teachers transferred on administrative grounds will not be transferred back to same school from where they were transferred out on administrative grounds.
- (iii) Department will form an online grievance redressal system through which aggrieved teachers if any, can submit his/ her grievance within 15 days of issuance of orders after joining at new place of posting. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 15 days.

12 DISCLAIMER

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

13 POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the policy, the department shall be competent to transfer any teacher against a vacant post in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

14 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 policy for the purpose of effect, control and administration of the department as a whole.

15 SAFEGUARD AGAINST EXTRANEIOUS INFLUENCE

Teachers shall not bring in any outside influence. If such an influence from whichever source espousing the cause of teacher is received it shall be presumed that the same has been brought in by the teacher. The request of such a teacher shall not be considered. Action

may also be initiated against such a teacher under relevant Service Rules/ Employees Conduct Rules and an entry to this effect shall be made in his/her service record.

The above transfer policy will also be put on the website of the Department and it shall be presumed to have been sent to all concerned for compliance.

Dated, Chandigarh:

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Krishan Kumar

Secretary School Education

No.11/35/2018-1edu6/1508658/1 Dated, Chandigarh: 25.6.19

A copy is forwarded to the Controller, Printer and Stationery, Punjab, SAS Nagar for publication of the above notification in the Punjab Government ordinary Gazette and 20 printed copies of the notification may please be supplied to this Department.

Superintendent

No.11/35/2018-1edu6/1508658/2 Dated, Chandigarh: 25.6.19

A copy is forwarded to the Superintendent, Department of General Administration (Parliamentary Affairs Branch) in reference to the letter no. 01/6/2019-1Cabinet/83 dated, 03.1.2019 for information.

Superintendent

No.11/35/2018-1edu6/1508658/3 Dated, Chandigarh: 25.6.19

A copy is forwarded to the Superintendent Personnel Department (Personnel Policies-2 Branch) for information.

Superintendent

No.11/35/2018-1edu6/1508658/4-8 Dated, Chandigarh: 25.6.19

A copy is forwarded to the following for information and necessary action:-

1. Director General School Education, Punjab
2. Director Public Instructions (SE), Punjab
3. Director Public Instructions (EE), Punjab
4. Director SCERT, Punjab
5. Secretary, Punjab School Education Board.

Superintendent

Annexure A

List of Medical Colleges as under:

1. Post Graduate Institute of Medical Edu.& Research, Chandigarh.
2. Govt. Medical College & Hospital Sector 32, Chandigarh.
3. Christian Medical College, Ludhiana.
4. Dayanand Medical College, Ludhiana.
5. Govt. Medical College, Amritsar.
6. Sri Guru Ramdas Institute of Medical Science & Research, Amritsar.
7. Govt. Medical College, Patiala.
8. Guru Gobind Singh Medical College, Faridkot.

Annexure B

Well performing teachers

Sub factor : Results of teachers

Formula for calculating of weightage as per Board results (Max 40)

Teacher's Board Results

Below 50%	= 0 mark
50%	= 5 marks
51% to 60%	= 10 marks
61% to 70%	= 15 marks
71% to 80%	= 20 marks
81% to 90%	= 30 marks
91% to 99%	= 35 marks
100%	= 40 marks

Formula for calculation of weightage for Parho Punjab Parao Punjab subjects (maximum 40)

Above State Average of end line or any other term used for Paro Punjab Parao Punjab evaluation

0-5%	= 8 marks
5-10%	= 20 marks
11-15%	= 32 marks
16-20%	= 40marks

Below Average of end line

0-5%	=(-) minus 2 marks
5-10%	= (-) minus 5 marks
11-15%	= (-) minus 8 marks
16-20%	=(-) minus 10 marks

Lecturer / teacher Teaching Only Board Classes	Whole weightage will be for Board class as per formula above
Lecturer / teacher Teaching both Board, non	60% weightage will be for Board Classes and 40% for non board

board classes/ PPPP subjects	classes / PPPP subjects
Lecturer / teacher Teaching only non board classes / PPPP subjects	100% weightage will be average of non board classes / PPPP subjects

Formula for calculation for Subjects with grading (Max 40)

Grade	Multiplying factor	%age of students	Formula for calculation
A	40	X1	$(X1 \times 40) / 100$
B	30	X2	$(X2 \times 30) / 100$
C	20	X3	$(X3 \times 20) / 100$
D	10	X4	$(X4 \times 10) / 100$
E	0	X5	0
Total			

For Physical Education Teachers/ Lecturers

If any student of the school participates at National level then weight age will be 40, for State level weight age will be 30 and at District level weight age will be 20

For teachers working as DMs/BMs/CMT/BMT/ District Coordinator PPPP marks will be allotted by the Director SCERT on the recommendation of District Education Officer (SE/EE). (Maximum Marks will be 40)

For teachers working in the State Resource Group marks will be allotted by the Administrative Secretary on the recommendation of State Project Director or Director SCERT as the case may be. (Maximum Marks will be 40)

For CHTs weightage will be on the basis of the average of the Parho Punjab Parao Punjab results of the schools falling in the cluster and the results will be compared with State Average.