



No. D/Addl. Dir.-(SM)/Edn./MCD/HQ/2023/233

Dated: 18.09.2023

**OFFICE ORDER**

**Subject: Inviting online applications from Teachers & Spl. Educators of the schools of Municipal Corporation of Delhi for annual transfer.**

Municipal Corporation has a large number of teachers & Special Educators posted in its schools. Therefore, in order to streamline and systematize transfers and to protect the academic interest of the students, the Corporation had circulated Transfer Policy for Teachers & Head of Schools, vide Officer Order No. D/Addl. Dir./Edn. MCD/HQ.2022/24 dated 22.07.2022 and in pursuant thereto online transfers were executed.

However, based on suggestion received from various corners alterations were made in the existing policy and 'New transfer policy 2023' vide No. D/Addl. Dir./Edn. MCD/HQ.2022/232 dated 15.09.2023 has been notified under the approval of Worthy Commissioner MCD, which is available on the website of Corporation at **mcdonline.nic**

For submission of online applications by Teachers/Spl. Educators for transfer, online transfer module has been prepared. Credentials for applying for transfer on portal teachers will use their BMID for Login and DOB (YYYYMMDD) as Password for first Login. All requests for transfer by the candidates have to be made by submitting online application from 18.09.2023 to 03.10.2023. The vacancy surplus position in MCD Schools as on 31.08.2023 is enclosed herewith and the same is also uploaded along with circular in MCD website mcdonline.nic.in for ready reference.

Following Officers and Zonal Nodal-IT Teachers have been entrusted with the responsibility to facilitate Teachers and Spl. Educators to enable them to submit online transfer applications.

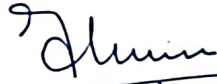
Sr. No.	Name of Nodal-IT Teacher	Phone no. to be changed	Zone
1.	Sh. Satyaveer Singh	9650431212	Education/HQ
2.	Sh. Junaid	8899391999	Central
3.	Sh. Naresh Nandal	8882222227	West
4.	Sh. Naresh kumar	9811351996	Najafgarh
5.	Sh. Javeed Ahmed	9717461362	South
6.	Sh. Amit Modgil	9711035966	CSPZ
7.	Sh. Sumit Kumar	9717763840	CLZ
8.	Sh. Rakesh Kumar	9958011119	Rohini
9.	Sh. Sunil Mourya	9953676709	Keshavpuram
10.	Sh. Sandeep Rana	9654202958	Narela
11.	Sh. Amit	9212391289	KBZ
12.	Smt. Khushboo Jain	9250186428	Shah. South
13.	Sh. Paras Tauraya	8010989966	Shah. North

DDEs/ADEs of all Zones are hereby directed to circulate this Office Order to all Principals and Teachers under their administrative control for wide circulation, so that all interested regular Teachers & regular Special Educators may apply for Transfer Online, within the prescribed dates.

Further DDEs/ADEs of the Zones are also directed to convey the surplus Teachers that they must apply for transfer online to the School of their choice where vacancy exists or they will be transferred to any School, as per administrative requirement on the basis of 'clause 15 & 27' of this Transfer/Posting Policy.

This issues with the approval of the Competent Authority.

Encl: As Above

  
18/09/2023  
Dy. Director of Education  
Administration Branch

Jagdish Chandra Joshi  
Deputy Director (Edu.)

All Concerned

Copy for kind information to:-

1. PS to Hon'ble Mayor, MCD
2. PS to Commissioner, MCD for information of Commissioner
3. PS to Addl. Commissioner/Director, Education, MCD
4. Director (IT)- with the request to upload the this Office Order along with Transfer Policy-2023 and vacancy position on the website ([mcdonline.nic.in](http://mcdonline.nic.in)) of the Corporation
5. All Additional Directors, HQ
6. All Zonal/HQ DDEs & ADEs
7. Office Copy





दिल्ली नगर निगम  
MUNICIPAL CORPORATION OF DELHI

शिक्षा विभाग (मुख्यालय)

EDUCATION DEPARTMENT: HQ

15वाँ तल, सिविक सेंटर, मिंटो रोड, नई दिल्ली-110002  
15<sup>TH</sup> FLOOR, CIVIC CENTRE, MINTO ROAD, NEW DELHI-110002



No. D/Addl.Dir.-(SM)/Edn./MCD/HQ/2023/232

Dated: 15.09.2023

**Sub:- Transfer Policy-2023 for Teacher (Primary), Nursery Teacher and Special Educator (Primary) of Education Department, MCD.**

In suppression to Transfer – posting policy of Teachers & Principals notified vide No. D/Addl. Dir-III/Edn./MCD/HQ/2022/24 dated 22.07.2022, Worthy Commissioner MCD vide orders dated 11<sup>th</sup> September 2023 has been pleased to approve new transfer policy & the procedure to be followed for seeking transfer-posting for Teacher (Primary), Nursery Teacher and Special Educator (Primary), henceforth shall be as under.

**ONLINE TRANSFER POLICY -2023**

1. Teachers (hereinafter shall be construed and include all categories i.e. Primary, Nursery, & Spl. Educator) are liable to be transferred in any school within twelve Zones of MCD, at any point of time in view of administrative exigencies.
2. During the recently bygone exercise of Transfer/Posting, in accordance with limitations of computer algorithms, Principals were assigned to Small (in terms of students enrolled) schools while leaving Big (in terms of students enrolled) Schools deprived of any HM/Principal. This led to administrative crisis in Big Schools while squandering or underutilization of Human Resource (Principals). Hence this year (2023) onwards, Principals are to be excluded from the Online Transfer Policy 2023.
3. While vacancies in Teaching Posts occasioned due to Resignations, Retirements, Promotions (TGT/Principals) and New Admissions (Students) are inevitable or unavoidable, which are counterbalanced with new recruitments, either Regular or Contractual, but until such replacements/incumbents are appointed, attempt will be made to achieve uniformity in Pupil : Teacher Ratio, across all Zones and Schools, and in line with above scheme, and for rational distribution of Human Resource, it is desirable that Teacher Posts/vacancies will be determined on the basis of Maximum Attendance, during the month of August of the corresponding year.
4. Further, no School shall have any surplus Teacher (s) in contravention of the Pupil: Teacher ratio prescribed under the Schedule to The Right to Education Act, 2009 (RTE Act) unless all schools have attained that level. As far as practicable, the Pupil: Teacher ratio in all schools shall be maintained at the same level.
5. Transfer/Posting to the opted zone/school will not be claimed or treated as a matter of right.
6. No Teacher will be posted in the vicinity where he/she is residing. The minimum area of posting of Teacher shall be approx. three Kilometers (3 KM) from his/her residence.
7. If the preferred School for transfer, opted by the Teacher is located within 03 kms from his/her present school, then such request shall be liable for rejection unless the operational or working hours of both Schools i.e. present and desired School are not coincident or running in same shifts.
8. Every Teacher will have to serve in their present school of posting for a minimum period of three years. Therefore, the Teachers transferred in previous exercise are not eligible to seek further transfer unless they complete 03 years of continuous service in their present School.

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9. All transfers shall take place once in a year (Annual Exercise) in the month of September. Upon notification or invitation of Transfer applications by the Education Department, the interested Teachers confronting with genuine hardships or other personal reasons may submit their Transfer applications, exclusively through online mode, during the stipulated timeframe, as prescribed by such notification.
10. In transfer, preference will be given to teachers having genuine hardships. Genuine hardship shall include:
  - a. 40 % or more disability of self
  - b. Medical conditions of self requiring frequent treatment for following diseases:
    - i. Neuro-surgery
    - ii. Cardiac Surgery including CABG
    - iii. Angioplasty and various implants
    - iv. Cancer surgery, chemotherapy and radio-therapy
    - v. Liver/kidney implantation/cirrhoses
    - vi. Joint replacement.
    - vii. Accidental cases affecting mobility or leading to permanent disability.
    - viii. Multiple sclerosis, Myasthenia Gravis, Parkinson's diseases.
    - ix. Chronic Renal Failure
    - x. Thalassemia, Haemophilia, Aplastic Anaemia, Myelodysplastic disorders
    - xi. AIDS
    - xii. Paraplegia/Quadriplegia/Hemiplegia
    - xiii. Other rare disease requiring frequent treatment.
  - c. 40% or more disability of spouse or children
  - d. Medical conditions of spouse or children (Types of diseases mentioned at point (b) shall be considered).
  - e. Change of address due to marriage / divorce.
  - f. Preference shall be given to single parent.
  - g. Farther distance between present school and residence of the applicant will be taken into consideration and while processing the Transfers, among all the applicants seeking a common School, priority will be given to those applicants whose present School and residence is farthest. To determine the distance component, the residence of the applicant will be presumed to be the MCD School located adjacent/nearest to his residence.
  - h. In each category, preference to female shall be given over male Teachers.
  - i. Medical Certificates attached by the applicant/Teachers shall be subject to verification from Medical Professionals or Medical Board constituted or assigned with such task.
11. No Teacher having blood (Maternal or Paternal) or spousal relation with any of their colleague (Principal/Teacher or Helping staff) will be posted in the same school.
12. Efforts will be made that no male Teachers are posted in Girls (exclusive schools).
13. The teacher going to retire within next one year will generally not be transferred unless Teacher himself/herself has sought transfer.
14. Any Teacher, who was transferred on administrative grounds, cannot seek reversion to his/her previous School, at least for a minimum period of 03 years from such transfer on administrative grounds, hence applications made in contravention of instant clause shall be summarily rejected.
15. In any given School, if the strength of Teachers posted therein exceeds the Pupil: Teacher Ratio prescribed under the RTE Act, 2009, and to rationalize and attain uniformity of PTR across Schools transfer becomes unavoidable, then the Senior most (with longest tenure in the same School) shall be rendered surplus. In case, senior most Teacher is going to retire from service within a year, then he/she will not be declared surplus. Instead, the second Senior Teacher, by virtue of date of posting in that particular school, will be considered as Senior Most for the purpose of determining surplus.
16. In the interest of students and smooth functioning of schools, as per the prescribed PTR it shall be ensured that after processing of transfer applications (In or From) the



- vacancies position should not be allowed more than 10% i.e. (1 to 10-01 vacancy, 11 to 20-02 vacancy and 20 to 30- 03 vacancies.
17. While effecting transfer, the academic interest of students shall be supreme.
  18. Violation of provisions of CCS (Conduct) Rules 1964 by any applicant shall invite disciplinary action.
  19. Annual Transfers shall be made once a year by the HQ, keeping in mind this policy.
  20. All requests for transfer must be made by submitting online application in the month of September, every year. The application of Teachers, after due verification will be forwarded by the concerned School Principal to concerned Zonal DDE/ADE and subsequently the Zonal DDE/ADE will forward it online to Director (Edu.). Furnishing false information may attract disciplinary action.
  21. Upon verifying particulars in Transfer application, it has to be forwarded by the respective Principal within seven working days, by giving remarks, if any. After the prescribed time, the application shall be automatically forwarded and the data shall be treated as duly endorsed by the respective principal. For any deviation in particulars of the applicant/Teacher, the respective Principal shall be held responsible.
  22. Zonal DDE/ADE has to forward the application within seven working days giving remarks, if any. After seven working days, the application will be deemed to be forwarded.
  23. All applications received on online transfer portal will be examined by the Special Screening Committee constituted for such purpose and upon scrutiny of the applications by such Committee, the same will be put up through proper channel before Additional Commissioner (Edu.) routed through Director (Edu.) for final approval.
  24. Once the approval is accorded, a common transfer order will be uploaded in the website i.e. www.mcdonline.nic.in and the same will also be E-mailed to the Teachers/applicants and Zonal DDE/ADEs for compliance.
  25. All transfer orders shall be complied with immediate effect. It shall be the responsibility of the controlling officer of the transferred Teachers to relieve him/her immediately upon issuance of the transfer order.
  26. Vacancy/surplus position in Schools will also be uploaded along with circular in MCD website for ready reference.
  27. Further DDE/ADEs of the Zones will ensure to convey the surplus Teachers that they must apply for transfer online to the School of their choice where vacancy exists or they will be transferred to any school, as per administrative requirement.

All Zonal Heads are hereby requested to circulate this policy for the sake of information to all the stakeholders.

  
15.09.23  
**Additional Director (Admn.)**

SUJATA MALIK  
Additional Director Education

**All Teachers & Principals of MCD Schools.**

**Copy for kind information to:-**

1. PS to Commissioner MCD
2. Addl. Commissioner (Edn.) MCD
3. Additional Commissioner (IT) (with request to upload the policy on MCD website)
4. Director Education MCD
5. All Additional Directors (Edn.)
6. Deputy Director Admn.
7. All Zonal DDEs/ADEs
8. Office Copy.