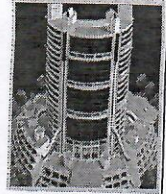




MUNICIPAL CORPORATION OF DELHI
EDUCATION DEPARTMENT: HQ
15TH Floor, Dr. SPM Civic Center
Delhi-110002



No. D/Addl.Dir.(Edn.)/Admin/Edn./HQ/MCD/2026/460

Dated: 23.06.2026

OFFICE ORDER

In pursuance to approval dated 15.06.2026 of Commissioner, MCD, by superseding and replacing the existing Transfer Policy-2023, as notified vide Office Order No. D/Addl.Dir.(SM)/Edn./MCD/HQ/MCD/2023/232 dated 15.09.2023, the Transfer Policy-2026 is hereby notified for Transfers/Postings of Teachers (Primary/Spl.Edu./Nursery/P.E.T. etc.), to be implemented with immediate effect. The transfer policy is given below from clause-1 to clause-30:

Transfer Policy-2026

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. Like Previous Policy, to avoid situations of allocating HM/Principal to Schools with low Student Strength instead of those having sizeable Student Strength, Principals have been excluded from the Online Transfer Policy 2026.
3. Vacancies shall be determined on the basis of pupil teacher ratio as prescribed under the RTE Act 2009 and enrolled students as on 31st March of the previous Academic Year shall be taken as reference for this purpose.
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. The Permanent Residential Address recorded and verified from Service Records shall be considered as reference for the purpose of calculating distance between the School and Residence of the Applicant/Teacher.
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 earlier shall be precluded from seeking further transfer unless they complete 03 years in their present School except in special/exceptional medical conditions.
9. All transfers shall take place once in a year (Annual Exercise) during summer vacations (May/June). The Transfer Applications from interested/willing Applicants shall be invited exclusively through Online-Mode, on the Web-Portal designed/hosted/maintained by the IT-Department/MCD and upon scrutiny of the Applications; Transfer List shall be published accordingly.
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

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- 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, hence applications made in contravention of instant clause shall be summarily rejected.

Note- Ordinarily, until departmental proceedings, vigilance action or enquiry either abates or reaches its logical conclusion, request for zone change of such charged officials (teachers), who were earlier transferred on administrative grounds, shall not be considered.

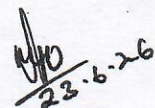
15. In any given School, if the strength of Teachers posted therein exceeds the Pupil : Teacher Ratio prescribed under the RTE Act, 2009, and to rationalize and attain uniformity of PT Ratio across Schools transfer becomes unavoidable, then the Junior most Teacher (with shortest tenure but not exceeding 06 Months service in the same School) will be declared surplus but if no such Teacher, with less than 06 Months service, exists in the said School, 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 May/June (Summer Vacations) every year. The applications of Teachers, after duly verifying, 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 ie. www.mcdonline.nic.in and the same will also be E-mailed to the Teachers/applicants and Zonal DDE/ADEs for compliance.


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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.
28. Mutual transfers shall be considered only against counterparts i.e. A Teacher (primary) can seek transfer against a Teacher (primary); A Teacher (Nursery) can seek transfer against a Teacher (Nursery); A Special Educator can seek transfer against a Special Educator and A P.E.T. can seek transfer against a P.E.T. (all regular employees). Vice - Versa (Mutual) Transfers to/from Schools having surplus Teachers shall not be processed. Except for those seeking change of shift from Morning to Evening or Evening to Morning/General, the Applicants shall ensure to apply for Mutual Transfer only against those counterparts, whose Schools are situated at least 08 KMs apart from each other. Moreover, although preferred as Mutual Transfer, the same shall be processed strictly in accordance with conditions laid down in this Transfer Policy.
29. Transfer Orders, issued in pursuance to the Online Applications, shall be strictly enforced and no requests for change/retention/cancellation shall be entertained, unless there is any clerical error or any exceptional circumstance, and non-compliance of the Transfer Order, shall be construed as violation of CCS Conduct Rules, 1964, and accordingly invite disciplinary action.
30. Modification in Online Applications, shall be admissible only during the Prescribed Correction Window and Editing shall be allowed only in respect of Choice of Zone/School/Shift and Sequence of preference of the desired Schools/Zones. After Closure of the Notified Window, no request for change of choice shall be entertained.

However, as one time exception to Clause-3 & Clause-9, during current year (2026) the Reference date w.r.t. Student Strength (Enrolled) shall be taken as 31.07.2026 in place of 31.03.2026 and that for Tentative Schedule for the process of Online Transfer (Issuing Notification/Inviting-Applications/Scrutiny/Processing/Issuing Orders) shall be extended further, as substantial Period of the Tentative Schedule (Summer Vacations) has already passed, while the Department shall ensure adherence to timelines from subsequent year onwards.

This issues with the prior approval of the Competent Authority.


Additional Director (Edn.)
Admn. Branch

All Teachers & Principals of MCD Schools

Copy for kind information of:

1. PS to Commissioner, MCD for information of worthy Commissioner, MCD
2. Addl. Commissioner (Edn.), MCD
3. Director (Edu.)
- ✓ 4. Director (IT) (with request to upload the policy on MCD website)
5. Addl. Director (Edn.)/SS
6. ADE/Admin.
7. All Zonal DDEs/ADEs
8. Office Copy