

	<p>SOUTH DELHI MUNICIPAL CORPORATION EDUCATION DEPARTMENT: HQ Dr. Shyama Prasad Mukherjee Civic Centre E Block, 23rd Floor, JLN Marg, N Delhi-02 Phone : 011-23227334 email : mcdtrc@gmail.com</p>	
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No. D/EDU.HQ/SDMC/2020/206

Dated 31st July, 2020

OFFICE ORDER

Subject: Implementation of online transfer policy for Teaching Staff (Teachers/Head of Schools) of schools of South Delhi Municipal Corporation (SDMC).

SDMC has a large number of teachers and head of schools who are posted in the schools of SDMC. It has been noticed that a large number of transfer applications are routinely received from them, on various grounds, throughout the year. On one hand, transfers in mid-session hamper the education of students, and on the other hand, not transferring employees even on grounds of genuine hardship adversely affect their morale.

2. In order to streamline and systematize transfers and to protect the academic interest of the students, the Corporation has issued Transfer Policy for Teachers/Head of Schools, vide Officer Order No.D/Edu.HQ/SDMC/2020/20 dated 07.07.2020, which is available on the website of Corporation at mcdonline.nic.in. For submission of online applications by teachers/Head of schools for transfer, online transfer module has been prepared.

3. All requests for transfer by the teachers and head of schools have to be made by submitting online application from 1st August -20th August, every year. Standing Operating Procedure/Guidelines for online submission of applications by the teachers/Head of schools is enclosed herewith.

4. Annual Transfers shall be made once in a year by the Headquarters, keeping in mind this policy.

This issues with the approval of the Competent Authority.

Encl: As Above


Asstt. Director Education (Admn), SDMC

To,

1. All Principals/Teachers of SDMC
2. All Zonal DDEs, SDMC

Copy for information to:

1. PS to Commissioner, SDMC – for information of the Commissioner
2. PS to Addl. Commissioner, Education, SDMC
3. Director, Education, SDMC

Copy also for kind information to:

1. Hon'ble Mayor, SDMC
2. Hon'ble Deputy Mayor, SDMC
3. Hon'ble Chairman, Standing Committee, SDMC
4. Hon'be Deputy Chairman, Standing Committee, SDMC
5. Hon'ble Chairman, Education Committee, SDMC
6. Hon'ble Leader of House, SDMC
7. Hon'ble Leader of Opposition, SDMC
8. Hob'ble Leader of Congress Party,SDMC

Copy also to: Dir (IT)- with the request to upload the aforesaid Office Order alongwith SOP on the website of the Corporation.

Standing Operating Procedure/Guidelines for submission of online application Teachers/Head of Schools for transfer

In order to submit online application for transfer, the teachers/principals has to follow the following procedure give below.

1. Logon to website- www.edudel.nic.in.
2. Click on DEL E tab to login.
3. Now enter your allocated login id & password.
 - Login id is of 10 digits, same as 'Employee id'
 - Password is also same as of login 'Employee id', if not change/reset by the employee.
 - Enter Code as shown on the screen
4. After successful login, in left side bar a link of "Personnel" will appear. Click on the link.
5. Then its sub-link will appear as "Online transfer application (SDMC Employees)". Below this sub-link, vacancy position is also given.
6. Then an application form will appear as "Transfer form for Teachers/Principals" with pre-populated details. The screen shot is given below-

Mail	Attendance	Circular	Order	Change Password
Transfer Form For Teachers/Principals				
<small>• Marks fields are Mandatory</small>				
<small>Note:- Employee, except disabled, will not be posted in school which is within 3 KM from their residence</small>				
Employee Id With Name				
Gender				
Name of the Post				
Residential Address				
Name of the Present School with School ID				
Date of joining in the Present School				
Transfer Criteria				
Nearest School from Residence				
Physical Disability Status				
Is your spouse working in MCD school				
Enter Employee ID of Spouse				
Is anybody in blood relation working in MCD school				
Enter Employee ID of Blood Relative				
Marital Status (Applicable for Female only) skip if not applicable				
Last Three postings details (if applicable)				
Last First posting Details				
From date		To date		School ID
14/20/15		20/05/2020		1757102
Add Last First Posting Details				
<small>Disclaimer:- Submitting false information will invite disciplinary action under relevant rule of CCS (Conduct) Rule, 1964</small>				
Next				

7. Then select transfer criteria for transfer- Medical, Surplus, Marriage, Mutual & General.
 - Then choose sub parameters as given in the transfer policy.
8. Mention the details of last three postings **mandatorily** and then click next. If there in only one or two postings, the detailed should be filled up accordingly.
9. For mutual transfer, both the employees who desire to take transfer on mutual ground should apply for transfer.
10. Then give maximum five options of schools where employee desires to take transfer (can fill minimum 1 and maximum 5). Before filling up the option, please see the vacancy position in the schools. The screen shot is given below-

Transfer Form For Teachers/Principals	
Enter the MCD School ID (Not School Name) for each option.	
Note:- Employee, except disabled, will not be posted in school which is within 3 KM from their residence	
Option 1.	
Option 2.	
Option 3.	
Option 4.	
Option 5.	
Disclaimer:- Submitting false information will invite disciplinary action under relevant rule of CCS (Conduct) Rule, 1964	
<input type="button" value="Submit"/>	

11. Then submit and preview of application will appear then 'Save' the application.
12. On save- the application will automatically be forwarded to the login of Principal of the concerned school and confirmation message would be seen on the screen. Screen shot of Preview of the application is given below-

Transfer Form For Teachers/Principals (Preview)	
Before pressing the "Save" button please verify the correctness of the information given below.	
Note:- Employee, except disabled, will not be posted in school which is within 3 KM from their residence	
Submission Date: 29/07/2020	
Employee ID With Name	[REDACTED]
Gender	[REDACTED]
Post	TEACHER (PRIMARY)
Residential Address	[REDACTED]
Present School Name With ID	[REDACTED]
Date of Joining in Present School (DD/MM/YYYY)	[REDACTED]
transfer Criteria	General
Nearest School from Residence	[REDACTED]
Physical Disability Status	None
Is your spouse working in MCD school	No
Is anybody in blood relation working in MCD school	No
Options are:	
Option	School ID
1	[REDACTED]
Disclaimer:- Submitting false information will invite disciplinary action under relevant rule of CCS (Conduct) Rule, 1964	
<input type="button" value="Save"/>	

13. Then the Principal will forward this application, after duly verifying it, to the cornered zonal DDE and then Zonal DDE will further forward to Director (Education)/ HQ from their respective login accounts.

14. The channel for forwarding the application will be as under-

(i) In case of Teacher

Teacher ⇒ Principal ⇒ Concerned Zonal DDE ⇒ Dir(Edu)

(ii) In case of principal

Principal- ⇒ Concerned Zonal DDE ⇒ Dir(Edu)

15. Further processing of applications will be done at HQ level.

Note: While submitting the information the employee should ensure correctness of information. Submitting false information may invite disciplinary action under provisions of the CCS (Conduct) Rule, 1964.
