



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



No. D/EDU.HQ/SDMC/2020/90

Dated 07th July, 2020

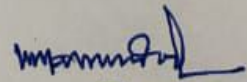
Subject: Transfer Policy/Posting Policy for Teachers/Head of Schools.

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.

In order to streamline and systematize transfers and to protect the academic interest of the students, following policy of transfer is formulated: -

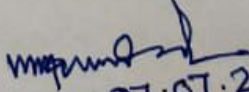
Principles of the Policy:

1. No school shall have any surplus teachers as per the prescribed teacher pupil ratio in the Right to Education (RTE) Act, unless all schools have attained that level. In general, the teacher student ratio in all schools shall be maintained at the same level.
2. A teacher shall be posted invariably against such post which he/she has been recruited.
3. Transfer/posting to the opted zone/school will not be claimed or treated as a matter of right.


07.07.2020

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4. A teacher/ head of school shall, preferably, be posted in the same zone where he/ she resides subject to availability of vacancies. In case vacancies are not available in the zone, the teachers may be posted in the nearby zone.
5. No teacher / principal will be posted in the vicinity where he/she is residing. The minimum area of positing of principal / teacher shall be approximately 3 K.M. from his / her residence. Priority will be given to the teacher / principal who have served in one school for more than 10 years. However, in the case of disable person, this condition will not be applicable.
6. A teacher/ HOS has to serve in a school for minimum period of three years. However, no teacher / head of school shall be posted in the same school for a period exceeding 5 years in continuation and the cooling off period shall be 5 years for applying for same school.
7. All transfers shall take place once in a year (Annual Transfer) in the month of August every year. For transfer, application to be submitted online from 1st to 20th August.
8. Genuine hardship shall include – disability of self, spouse or children (subject to more than 40% disability with certificate from concerned authority) and medical conditions (self only) requiring frequent treatment for following diseases-
 - (a) Neuro-surgery.
 - (b) Cardiac Surgery including CABG.
 - (c) Angioplasty and various implants.
 - (d) Cancer surgery, chemotherapy and radio-therapy.
 - (e) Liver/kidney implantation / cirrroses.
 - (f) Joint replacement.
 - (g) Accidental cases affecting mobility or leading to permanent disability.
 - (h) Multiple sclerosis, Mysthanian Gravis, Parkinsons diseases.
 - (i) Chronic Renal Failure.
 - (j) Thalessemia, Haemophilia, Aplastic Anaemia, Myelodisplastic Disorders.
 - (k) AIDS
 - (l) Paraplegia/Quadriplegia/Hemiplegia.


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9. No teachers / principals having relation will be posted in the same school.
10. Spouse will not be posted in the same school.
11. Efforts will be made that no male principals/teachers be posted in girl school.
12. Cases of house change due to marriage (after 01.07.2020)/ medical ground will be given preferences.
13. The teacher going to retired within next one year will not be transfer 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 3 years, from the school to which he/she has been posted on administrative grounds. The teachers transferred on 'Administrative Grounds' will not be transferred back to the same school upto next five years under any condition.
15. In case of transfer on Surplus due to Post Fixation, the "Senior most teachers", as per date of joining in the particular school will be declared surplus, for posting in some other school. In case, senior most teacher is going to retire from service within a year, then he will not be declared surplus. Instead, the next senior most teacher (i.e. one who is immediate junior to the senior most teacher by virtue of date of posting in the particular schools) will be declared surplus for posting in some other schools.
16. Mutual transfer- Those teachers who desire mutual transfer, both have to apply and give their consent, subject to fulfilling the criteria at Sl. No. 4, 5, 6, 8, 9 & 10.
17. While effecting transfer, the academic interest of students shall be supreme.
18. Violation of provisions of CCS (Conduct) Rule 1964, shall invite disciplinary action.

Procedures:

19. Annual Transfers shall be made once a year by the Headquarters, keeping in mind this policy.
20. All requests for transfer must be made by submitting online application from 1st August -20th August, every year. The application of teachers, after duly

verifying it will be forwarded by the concerned school principal to concerned Zonal DDE and subsequently the zonal DDE will forward it online to Director (Education), while in case of principal the same will be forwarded by concerned Zonal DDE after duly verifying it online to Director (Education), HQ. **Furnishing false information may attract disciplinary action.**

21. All transfer orders shall be complied with immediate effect. It shall be the responsibility of the controlling officer of the transferred employees to relieve him/her automatically as soon as the transfer order is issued.

This issues with the approval of the Competent Authority.

Deputy Director Education (Admin), SDMC

Murtamaj Manda
07.07.2020
Dy. Director of Edu. (H.Q.)
South Delhi Municipal Corporation
23rd Floor, Dr. SPM Civic Centre
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To,

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

Copy for information to:

1. Hon'ble Mayor, SDMC
2. Hon'ble Deputy Mayor, SDMC
3. Hon'ble Chairman, Standing Committee, SDMC
4. Hon'ble Chairman, Education Committee, SDMC
5. PS to Commissioner, SDMC
6. Addl. Commissioner, Education, SDMC
7. Director, Education, SDMC

Copy also to:

1. ADC (IT)- with the request to upload the policy on the website of the Corporation.
