

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT, M & BCW DEPARTMENT**

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No. 9455 / SSD, Bhubaneswar Dated the  
STSCD-EEI-ESTT-0018-2022

12/05/2023.

**Notification**

**Subject: Transfer Guidelines of PGTs, Class-III & Class-II Head Masters/ Head Mistress working under the Administrative control of ST & SC Development, M & BCW Department.**

ST & SC Development, M & BCW Department is receiving number of applications from teachers of different categories including PGTs , Class-III, Class-II Head Master/Head Mistress for transfer on account of their personal reasons / grounds / compulsions. Keeping in view of the request and representation of teachers, academic activities in the schools and rational distribution of teaching staff and HMs across the State, Govt. in ST & SC Development, M & BCW Department after careful consideration have been pleased to formulate following guidelines for transfer of PGTs, Class-III, Class-II Head Masters/Head Mistress.

1. **Applicability:** These guidelines will be applicable to all PGTs, Class-III & II Headmasters/ Headmistress.
2. **Broad Objectives:**
  - 2.1 Equitable distribution of all PGTs, Class-III & II Headmasters/ Headmistress across the state.
  - 2.2 All PGTs, Class-III & II Headmasters / Headmistress belong to state cadre. They are liable to be transferred and posted anywhere in the state.
  - 2.3 While transfer and posting against these posts are taken up, interest of the schools shall be given uppermost consideration and the problems/ constraints of an employee shall remain secondary. Transfer cannot be claimed as a matter of right.
  - 2.4 While transfer and posting of HMs of Class-III and II, female employees shall be posted to Girls High Schools and Girls Higher Secondary Schools as the case may be. Transfer and posting of a male HM to a Girls High School or Girls HSS may be considered only when all the female HMs are accommodated in Girls HS, Girls HSS and no female HM is left in the said cadre.
  - 2.5 While transfer and posting of PGTs to Girls HSSs, female employee shall be given preference.

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### 3. Eligibility criteria;

To be eligible to apply for transfer, an employee must have completed at least three years at the present station.

### 4. Types and Principles of transfer;

Transfer may be broadly classified into three types on following principles viz;

4.1- **Request transfer**- the transfer which is effected on the request of an employee on the grounds of spouse working under State Govt., if the applicant himself or his / her spouse or any dependent child or parent is having any critical health problem and transfer request on mutual application.

4.2- **Normal transfer**- transfer which is effected mandatorily after an employee has completed a tenure of 5 years at a particular station.

4.3- **Administrative transfer**- the transfer which the Govt. in SSD Department orders suo-motu on administrative grounds / exigencies and in public interest, which may not fall under any of the above groups.

4.4- The applicant may indicate three choices for his/her place of posting in order of priority in descending order.

### 5. Procedure of transfer:

5.1 All categories of transfer as indicated in Para-4 shall be examined by a Committee to be constituted by the Principal Secretary / Commissioner-cum-Secretary of the Department. The Committee will examine all the proposals and aspects of tenure of the employees with reference to the provisions of this guidelines and submit its recommendation to the Principal Secretary / Commissioner-cum-Secretary for consideration. Transfer shall get effected subject to the approval of the Principal Secretary / Commissioner-cum-Secretary of the Department.

5.2- The annual transfer shall be taken up at Department level once in a year (academic year) during 1<sup>st</sup> of April to 14<sup>th</sup> of June.

By order of the Governor



Commissioner-cum-Secretary to Government

Memo No. 9456 /SSD dtd. 12/05/2023

Copy forwarded to the Private Secretary to Hon'ble Minister, ST & SC Dev., M & BCW Deptt./ Private Secretary to the Commissioner-cum-Secretary, ST & SC Dev., M & BCW Deptt. for kind information of Hon'ble Minister/ Commissioner-cum-Secretary respectively.

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12/5/23

Joint Director

Memo No. 9457 /SSD dtd. 12/05/2023

Copy forwarded to all Collectors for information and necessary action.

*[Handwritten signature]*  
12/5/23

Joint Director

Memo No. 9458 /SSD dtd. 12/05/2023

Copy forwarded to all PA,ITDAs/DWOs/CIs/DIs/PGTs/HMs(class-III & II) of SSD Department for information and necessary action.

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12/5/23

Joint Director