

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

No. 6765 / SSD, Bhubaneswar, Dated the
PT4-STSCD-EEI-ESTT-0008-2020

12th Mar., 2025

From

Sri Sanjeeb Kumar Mishra, IAS
Principal Secretary to Govt.

To

All Collectors

Sub:- Implementation of transfer guidelines in respect of the teachers working under the Administrative control of ST&SC Development, M&BCW Department-regarding.

Madam/Sir,

In inviting a reference to the subject mentioned above, I am to say that Govt. in ST&SC Development, M&BCW Department has issued the following guidelines to regulate transfer and posting of the teachers working under the administrative control of ST&SC Development, M&BCW Department.

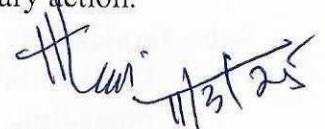
1. Transfer guidelines of Post Graduate Teachers (PGTs), Class-III & Class-II Headmasters/Headmistress has been issued vide Notification No.9455 dtd. 12-05-2023 (copy enclosed). PGTs, Class-III & Class-II Headmasters/Headmistress are State cadre services. Transfer and posting of teachers is subject to the conditions stipulated under this guideline and shall be taken up **during 1st April to 14th June of the relevant academic year at Department level.**
2. Transfer guidelines of District Cadre Teachers has been issued vide Notification No.5864 dtd. 22-03-2023 (copy enclosed). The teachers like Trained Graduate Teachers (TGTs), Hindi, Sanskrit, PET, Sevak/Sevika, Tribal Language Teachers (TLTs) etc. are district cadre services. Transfer and posting of teachers is subject to the conditions stipulated under this guideline and shall be taken up **during 1st May to 14th June of the relevant academic year at District level.**
3. It is a matter of concern that, it is being observed that teachers of both State and District Cadre services are frequently coming to the Monday Grievances held at State level for their transfer for which the academic activities in the schools must be getting adversely affected.
4. You are, therefore, requested to issue suitable instructions to the District Welfare Officers to convey about transfer policies followed for teachers working under the administrative control of this Department and implement the transfer guidelines of district cadre teachers at district level as per the guidelines. Transfer applications received from the teachers after 1st April of the relevant academic year should be examined and disposed of as per the merit of the case (s) with reference to the guidelines by 14th June of the academic year. Further, the district cadre teachers should not be encouraged for any inter-district transfer.

Yours faithfully,


Principal Secretary to Govt.

Memo No. 6766 SSD/ Dtd. 12/03/2025

Copy along with copy of transfer guidelines of teachers of SSD Department forwarded to all DWOs/ PA, ITDAs/ CIs/ DIs for information and necessary action.



Joint Director

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BC WELFARE DEPARTMENT

No. 5864 / SSD, Bhubaneswar Dated the
STSCD-EEI-ESTT-0042-2022

22nd Mar., 2023.

Notification

Subject: Transfer Guidelines for District Cadre Teachers Working under the Administrative Control of ST & SC Dev Department.

For equitable distribution of the teaching staff vis-a-vis the sanction post of teachers in different schools, for effective transaction of academic activities and to bring transparency in transfer posting matters of teachers, ST & SC Development Department after due consultations and careful consideration have been pleased to formulate following guidelines for transfer of teachers belonging to district cadre posts at district level.

1. Applicability:

All teacher coming under district cadre posts.

2. Broad objective:

2.1- Equitable distribution of the teaching staff across the district.

2.2- Addressing the critical health issues of teachers or his/her spouse and dependent children.

3. Eligibility criteria:

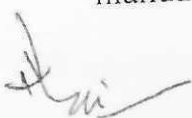
To be eligible to apply for transfer, an employee must have completed at least three years of continuous service at the present station.

4. Principles of transfer:

Following principles shall be followed while considering the transfer and posting matters:

4.1 No teacher shall be transferred and posted to his/her home block or within 30 kms of radius of his home village/home town whichever less. This restriction may be relaxed if the applicant teacher comes under para 4.3 below.

4.2 A teacher can serve in a particular school for a maximum period of six years of continuous service from the date of his/her joining. After completion of six years, the teacher will be transferred to a new school mandatorily.



- 4.3 A teacher can apply for transfer on the ground of his/her critical health problem, health problem of his/her spouse or dependent children with supporting medical document. PwD (teacher) are also included in this category.
- 4.4 During transfer and posting, preference shall be given for posting of female employees to Girls High Schools, Girls Higher Secondary Schools and schools having girls' hostels.
- 4.5 All applications received on health ground shall be examined by a Sub Committee headed by the CDMO or his representative, one more doctor from DIII as to be recommended by the CDMO and the DWO (member-convener). The sub-committee should clearly mention the genuineness of the health problem cited by the applicant teacher in his/her application and submit the report to the District Collector.
- 4.6 Transfer cannot be claimed as a matter of right. While taking up transfer the interest of the students and schools shall be given uppermost priority.
- 4.7 All transfer applications shall be addressed and submitted to the District Collector only.

5. **Types and Principles of transfer:**

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

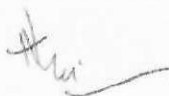
5.1- *Request transfer*- (i) After completion of three years of continuous service in a particular school & place, one is eligible for applying for transfer. In the application three choices should be indicated in order of preferences. (ii) The transfer which is effected on the request of an employee on the grounds of his/her self-critical health problem or the critical health problem of his/her spouse or any dependent children. For transfer posting request under such ground, minimum mandatory period of continuous service in a school or location shall be relaxed.

5.2- *Compulsory transfer*- Transfer which is effected after a Teacher has completed a tenure of six years at a particular station. In the application, three choices shall be indicated in order of preference, if applied by the concerned teacher.

5.3- *Administrative transfer*- the transfer which the district Authority orders suo moto on administrative grounds / exigencies and in public interest.

6. **Procedure of transfer:**

6.1- At district level a transfer Committee shall be constituted by the District Collector with following members.




- i. Project Administrator, ITDA (Hqrs) – Chairman in TSP districts & Addl. District Magistrate (looking after ST/SC Dev Section) in non TSP districts.
- ii. Other Project Administrator, ITDAs, if any – Member(s)
- iii. C.I of Schools (SSD) – Member
- iv. D.I of Schools (SSD) – Member
- v. District Welfare Officer- Member-convener

The Committee shall take up the annual transfer during 1st May to 10th June each year with prior approval of the District Collector. All applications of transfer addressed to the District Collector, service tenure of the teachers at their present station, genuine health issues of the applicant teachers and vacancy position etc. shall be properly examined by the Committee in accordance with this transfer guidelines. Accordingly, draft transfer proposal shall be prepared by the Committee and recommend to the District Collector by 12th June of each year. Transfer shall be effected only after due approval by the District Collector.

6.2-The annual transfer shall be taken up at District level once in a year (academic year) during 1st of May to 14th of June.

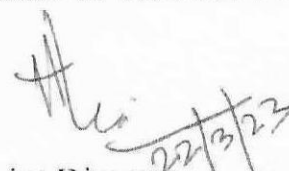
By order of the Governor



Commissioner-cum-Secretary to Government

Memo No. 5865 /SSD dtd. 22.03.2023

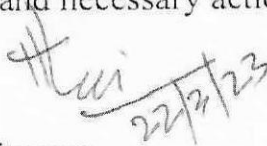
Copy forwarded to the Private Secretary to Hon'ble Minister, ST & SC Dev., M & BCW Deptt./ Private Secretary to the Commissioner-cum-Secretary ST & SC Dev., M & BCW Deptt. for kind information of Hon'ble Minister/ Commissioner-cum-Secretary.



Joint Director

Memo No. 5866 /SSD dtd. 22.03.2023

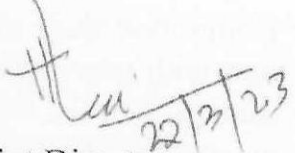
Copy forwarded to all Collectors for information and necessary action.



Joint Director

Memo No. 5867 /SSD dtd. 22-03-2023

Copy forwarded to all PA,ITDAs/DWOs/CIs/DIs for information and necessary action.


22/3/23
Joint Director

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

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 IIMs 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 IIMs 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 IIMs are accommodated in Girls HSS, Girls HSS and no female IIM 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 1st of April to 14th 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.

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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