


No: EDN-U Elem-(E-V) Trs-2018/ 2678, 2682
Office of the ,
Dy Director Elementary Education Una, Distt Una (H.P.)
Dated: 11 May /2018

OFFICE ORDER

With the prior approval of the competent authority the following staff is/are hereby transferred / adjusted in the institutions indicated against each name with immediate effect. The transfer / adjustment will be subject to the conditions given overleaf:-

Sr .N o	Name & Designation Sh / Smt	From	To	Remarks
1	Asha Rani , OT	GSSS Kungrat	GHS Chattarpur	Vice Smt Urmila Devi, OT in condonation of short stay and in relaxation of ban on transfers ,without TTA/JT .
2	Smt Urmila Devi ,OT	GHS Chattarpur	GSSS Santokhgarh (Boys)	Against Vacancy , in condonation of short stay and in relaxation of ban on transfers ,without TTA/JT.


Deputy Director Elementary Education,
Una Distt Una (HP)

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Copy forwarded to the following for information and necessary action:-

- 1 The Director of Elementary Education HP Shimla for information w.r.t. their order No: EDN-Ele (III) B (6) -2/2011-C&V(Una)Transfer(A) Dated 25.04.2018 and **continuation corrigendum letter dated 03.05.2018** .
- 2 The Principal / Headmaster of GSSS /GHS Kungrat /Santokhgarh(Boys) /Chattarpur Distt Una (H.P.) for necessary action and compliance .He will also ensure that the joining and relieving report be sent to this office immediately on joining /relieving of the official concerned. If transferee does not join his new place of posting within stipulated period after the expiry of joining time if allowed the concerned head inform to this office immediately for disciplinary action.
- 3 Guard File.


Deputy Director Elementary Education,
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Terms and conditions for transfer(s)/adjustment(s) +

1.	The transfer(s)/adjustment(s) be implemented as per the latest transfer policy for Govt. Employees approved by the Government of Himachal Pradesh Department of Personnel vide Office Memorandum No. PER(AP-B)E((3)-17/2012 dated 10th July, 2013.
2.	It should be ensured that no stay order has been issued by any Court of Law qua the posts involved in the transfer(s)/adjustment(s).
3.	If the teacher has earlier been transferred on administrative grounds/public interest then the case may be referred back for further directions.
4.	The teacher under transfer from non-difficult / non-tribal area to difficult/sub-cadre/tribal area shall move first.
5.	The teacher under transfer from difficult/sub-cadre/tribal area shall be relieved only after the joining of his/her substitute.
6.	The teachers working under Contract/Para teacher policy will be considered eligible for transfer against vacancy only after the completion of minimum tenure of three years respectfully. And they do not replace a regular teacher as per Govt. notification dated 22-8-2012.
7.	The teacher on 1 st appointment in difficult/sub-cadre/tribal areas will be considered eligible for transfer only after the completion of minimum tenure of five years.
8.	The school must not be left without teachers in any condition.
9.	No surplus arrangement/mal adjustment is made.
10.	Normal stay/distance is as per the transfer policy framed by the Government in the year 2013 unless condoned by the competent authority.
11.	The recommendations of the general body of the school management committee made on the completion of the academic session are also been kept in view.
12.	If more than one approval has been received for the same station simultaneously then the matter be referred back for further orders.
13.	If, the approval for transfer have been conveyed on mutual basis, then the mutual consent be confirmed before implementation.
14.	Transfer orders of craft Teacher are to be implemented alongwith post ensure that there will be single post of Craft teacher in the institution.