

No: EDN-U(E-V) Trs-2018/ 1822- 1824  
Office of the  
Dy Director Elementary Education Una, Distt Una (H.P.)  
Dated: 11/4/18 11 April /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 No	Name & Designation Sh / Smt	From	To	Remarks
1	Parveen Kumar PET (PTA ) Contract	GSSS Polian Beet (Una )	GSSS Guglehar ( Una )	Against vacancy , in condonation of short stay , in relaxation of ban on transfers ,without TTA and JT

*NOTE:- in case of Contract Teacher, these orders may be implemented only if the concerned teacher has completed three years minimum stay at present station ,if stay is less than three years such cases be sent back even shory stay has been condoned and contract policy has been relaxed .*

*sd*  
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 w.r.t. their order No: EDN-Ele (III) B (6) -2/2011-C&V(Una)Transfer(A) Dated 02.04.2018 .
- 2 The Principal GSSS Polian Beet and Guglehar 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.

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Deputy Director Elementary Education,  
UNA DISTT UNA (HP)

**Terms and Conditions for transfer(S) /Adjustment (S)**

1	The transfer(S)/adjustment (S) be implemented as per the policy for transfer of teachers in Edu. Deptt. (H.P) approved by the HP Department of Personal vide office memorandum No. PER(AP-B)E(3)-17/2012 dt: 10 <sup>th</sup> 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 ground/ 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 teacher working under <b>contract/Para teacher policy</b> will be considered eligible for transfer against vacancy only after the completion of minimum tenure of three years and they do not replace a regular teacher.
7	The teacher on Ist 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 is as per the transfer policy dated 10.7.2013 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 approvals for transfer have been conveyed on mutual basis, then the mutual Consent be confirmed before implementation.
14	The transfer orders of craft Teacher are to be implemented along with post ensure that there will be single post of Craft Teacher in the institution.

-Sd-

*Dy Director Elementary Education  
Una Distt Una*