

No: EDN-U (E-V) 5% Trs Quota -2021 | 4700
Office of the,
Deputy Director Elementary Education Una , Distt Una (HP)
Dated: 01 December/2021

To,

All the Principals / Headmasters
GSSS/GHS Distt Una (H.P)

Subject:- Proforma for Inter Distt Transfer of C&V Teachers under 5% Quota .

Memo,

It has come to the notice of the undersigned that some of the C&V teachers working in this Distt are applying for inter Distt Transfer without following the proper process as required in the Inter Distt Transfer Policy notified by the Govt. of H.P. on dated 20.11.2021.

Therefore to avoid unnecessary correspondence , a proforma for inter Distt Transfer under 5% Quota has been prepared by this office and being enclosed herewith for further necessary action . All the Principals / Headmasters are directed to submit the cases alongwith supporting documents , **if any teacher working under their control want to apply for the same.**

DA:- Proforma

*Deputy Director Elementary Education,
Una Distt Una (HP)*

APPLICATION PROFORMA FOR INTER DISTRICT TRANSFER UNDER 5% QUOTA OF (C&V) CATEGORY, AS PER TREAANFER POLICY 20.11.2021.

1.	Name of the Teacher & Place of Posting .	
2.	Name of Post	
3.	Date of First Appointment On Contract Basis On Regular Basis	
4.	Date Since working in Present School	
5	Date of Birth	
6	Previous Three Place of posting.	
6	Permanent address	
13.	On Which Ground the Transfer desired	
	1 Transfer after completion of Five years of service as prescribed in the inter Distt Transfer Policy dated 20.11.2021	
	1.On Mutual Basis	Attach Mutual of Both the Teachers duly countersigned by the principal/ Headmaster Concerned.
	2. On Medical Ground	Attach Certificate issued by the Medical Board of the Distt Concerned.
	3. On Disibility Basis, if Disibility is more than 60%	Attach Certificate issued by the Medical Board of the Distt Concerned.
	4.on marriage basis ,In case of Female Teachers only	Attach certificate issued by the Principal Concerned on the Basis of authenticated documents.
14.	In which Distt. Candidate wants transfer.	

1.Iworking inSchool.....
 hereby declares that I am ready to loose the seniority in Distt and I am ready to be devetailed the seniority list of corresponding cadre.....Distt.
 2. I further Undertake that I have never been got Transferred under inter Distt Transfer Policy fraamed by the Govt from time to time .

**Signature
 Name of Teacher
 Designation
 School name**

Certified that above particulars have been verified from the office record and found correct. Nothing is concealed from the facts.

**Principal Signature
 (With Stamp)**

