

No: EDN-U-(E-V)- Trans. Elem /2023- 3/22- 23

Office of the,
Deputy Director Elementary Education
Una, Distt Una (H.P.)

Dated 26/08/23

OFFICE ORDER

With the prior approval of the competent authority the following C&V Teachers 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.

1.	Rajni Sharma, TGT(Hindi) LT	GSSS Katohar Khurd, Distt Una	GSSS Kalruhi, Distt Una	Smt Rajni Sharma (LT) may be transferred in condonation of short stay from GSSS Katohar Khurd, Una to GSSS Kalruhi, Una vice Smt, Manjit Kaur (LT) vice versa on mutual basis in relaxation of ban on transfer.
2.	Manjit Kaur, TGT (Hindi)LT	GSSS Kalruhi, Distt Una	GSSS Katohar Khurd, Distt Una	

NOTE:-

1. While regulating/ implementing above transfer of the teachers ,the norms and standards for providing teachers in a school as contained under Sr. No. 1(b) in the schedule of RTE Act /2009 be complied strictly. In case any violation of these instructions you will be entirely responsible.
2. In case of transfer on mutual basis in condonation of short stay, willingness of the concerned teachers be obtained by the Principal/Headmaster/Incharged/HOD before relieving him/her. In case he/she is not willing for this transfer, than he/she may not be relieved and the case may be referred back alongwith his /her written unwillingness.
3. In case of the transfer on vice/versa basis the following points may be examined in the transferee.
 - (i) Whether he/she has more than two years of service left.
 - (ii) Whether as per his/her service record, he/she dose not suffers from any physical handicap/serious medical problem.
 - (iii) Whether he/she served in a tribal/hard area before(in case the transfer is being proposed to a tribal/hard area. These tranffire orders should meet all the conditions mentioned above. Otherwise the transfer orders may be referred back.

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 .to their order No: EDN-Ele(III) B(6)-1/2023-C&V(Una)-Transfer, dated 25.08.2023.
2. The Principal /Headmaster GSSS Katohar Khurd, GSSS and GSSS Kalruhi Distt. Una for information and necessary action / compliance. He will also ensure that the joining and relieving report be sent to this office immediately on joining / relieving of the official concerned against clear cut vacancy. If transferee does not join his new place of posting within stipulated period, the concerned head of institution inform to this office immediately for disciplinary action.
3. The Individual concerned .

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 th July 2013. Clause No 8.
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 contract/Para teacher policy 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 as per Govt. Notification dated 22.08.2012.
7	The teacher on Ist appointment in difficult/Sub-cadre/tribal
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.
15	In case of Contract teacher, if stay is more than one year and stands condoned in relaxation of Contract policy ,then the orders may be implemented ,otherwise referred back.
16	In case of transfer on mutual basis or against Vacancy, in condonation of short stay, willingness of the concerned trachers be obtained by the Principal/Headmaster/Incharge/HOD before relieving him/her. In case he/she is not willing for this transfer,then he/she may not be relieved and the case may be referred back alongwith his her written unwillingness.

*Deputy ~~Director~~ Elementary Education
Una Distt Una(H.P)*