



Abstract

School Education – Announcement for the year 2021-2022 - General Transfer Counselling Policy for Teachers working in Government / Panchayat Union / Municipal / Primary / Middle schools and Government/Municipal High / Higher Secondary Schools – Orders -Issued.

School Education [SE5(1)] Department

G.O.(Ms) No.176

Date 17.12.2021

திருவள்ளூர்வராண்டு 2052,
பிலவ வருடம், கார்த்திகை-2

Read :

1. G.O.(Ms).No.404, Education, Science and Technology (S2) Department, Dated 25.05.1995
2. G.O.(Ms).No.525, Education Department, Dated 29.12.1997.
3. G.O.(Ms).No.231, School Education Department, Dated 11.08.2010.
4. G.O.(1D).No.218, School Education Department, Dated 20.06.2019.
5. The Commissioner of School Education Roc.No.25154/A1/S2/2021, dated 13.10.2021, 09.11.2021, 17.11.2021 and 22.11.2021

ORDER :-

In the Government order first read above guidelines were issued with regard to transfer of teachers in hilly areas.

2. In the Government order second read above revised norms were issued for sanction of Teaching Posts in Schools.

3. In the Government order third read above, the Government directed the Director of School Education and the Director of Elementary Education to rationalize the deployment of existing Teachers in school as per the Pupils : Teacher ratio specified in Right of Children to Free and Compulsory Education Act, 2009, in respect of both the Government / Government Aided Schools.

4. In the Government order fourth read above, guidelines were framed to conduct General Transfer Counselling for Teachers working in Government / Panchayat Union/Municipal Primary / Middle schools and Government / Municipal/ Corporation High / Higher Secondary Schools for the year 2019-2020.

5. During the Budget session 2021-2022, the Honourable Minister for School Education has made the following announcement in the floor of assembly:-

அறிவிப்பு எண். 15 : ஆசிரியர்களுக்கான பொது மாறுதல் கொள்கை:

“அரசுப் பள்ளிகளில் பணிபுரியும் ஆசிரியர்களின் நலனுக்காக, ஆண்டுதோறும் பொதுமாறுதல் நடத்தப்பட்டு வருகிறது. இப்பொதுமாறுதலை ஒளிவுமறைவின்றி 2021-2022ஆம் கல்வியாண்டு முதல் நடத்திட பொது மாறுதல் கலந்தாய்வுக் கொள்கை வகுக்கப்பட்டு வெளிப்படையாக நடைமுறைப்படுத்தப்படும்.”

6. In the letters fifth read above, the Commissioner of School Education has sent the proposal to frame the policy to regulate transfers and postings of Headmasters and Teachers working in Government / Panchayat Union/Municipal Primary/Middle schools and Government/Municipal High / Higher Secondary Schools. He has stated that, the policy proposes a comprehensive solution for teacher transfers and postings, so that every year Government Orders need not be issued and the teachers will also be well informed about the guidelines. The proposed policy, once implemented, will address among other things, the problem of perennial vacancies in certain districts like the Nilgris, Krishnagiri, Thiruvannamalai and Villupuram. He has also stated that with the introduction of priority blocks to address the issue of teacher vacancies in hilly and remote areas in the proposed policy, the Government Order first read above may be withdrawn.

7. The Government, after careful examination of the proposal of Commissioner of School Education, has decided to accept the proposal and frame the policy to regulate transfers and postings of Headmasters and Teachers working in Government / Panchayat Union/Municipal Primary/Middle schools and Government/Municipal High / Higher Secondary Schools as below:-

(1). GENERAL CONDITIONS

(a) The staff fixation shall be done as per the student strength available in the EMIS as on 1st of August. The Pupil – Teacher ratio shall be followed as per the Government order second and third read above. English medium sections shall not have a separate teacher if the number of students are less than 15 in Classes 6th to 10th in all schools.

(b) The counselling shall be done either during the month of May or at the end of the first or second term. No transfer counselling will be done during academic sessions. In case of counselling in the month of May, the places of the teachers due for retirement in the month of May shall also be shown as vacancies. Those who are due for retirement in the month of May, shall be eligible to take one of the existing vacancies alone and not a notional vacancy as on the date of counselling, in case of promotion. The post, in which a teacher is on unauthorised absence for more than one month, will be treated as vacant and made available for counselling.

(c). The order of priority for transfer of Headmasters/ Teachers is as follows :-

- i. Transfer of teachers rendered surplus.
- ii. General Transfer on request.

(2). CRITERIA FOR TRANSFERS / POSTING

(a). 1. SURPLUS TEACHERS:-

Staff fixation will be done as per the Pupil - Teacher Ratio. This shall be carried out as stipulated in the Government order second and third read above and as per the Right of Children to Free and Compulsory Education Act, 2009. The same will be published in the EMIS and the Departmental website. Similarly school specific / subject wise vacancy shall also be made available in the departmental website well in advance.

Transfer of teachers (deployment) rendered surplus after the above exercise shall be taken up first, subject to the following conditions :-

- i) The junior most teacher, based on the date of joining in the current school of posting, in a particular cadre / subject shall be deployed elsewhere. This will not be based on over-all seniority within the district, but based on the particular school seniority and particular subject seniority. This rule will be applicable from Primary to Higher Secondary Schools. The teacher once deployed shall not be deployed again for the next three academic years. In such cases, the concerned teacher should show evidence to get exempted from further deployment. However, if the teacher is willing, they will be allowed to take part in the counselling during the subsequent year.
- ii) If any other teacher in a particular cadre / subject is willing from the same school, the said teacher may be deployed in place of the junior most teacher after duly obtaining a declaration countersigned by the Headmaster / Block Educational Officer / District Educational Officer concerned.
- iii) If the teacher to be deployed is visually impaired (40% or more), the said teacher shall be allowed to continue in the same station. Thereby the immediate next junior teacher in the cadre / specific subject will be deployed.
- iv) If the teacher to be deployed is due for retirement in the same academic year, the said teacher will be allowed to continue in the same station. Thereby the immediate next junior teacher in the cadre / specific subject will be deployed.
- v) If a teacher is in charge of the NCC unit in a school, the said teacher shall be allowed to continue in the same station. Thereby the immediate next junior teacher in the same cadre (same subject) will be deployed.

- vi) The deployment of surplus teacher will be based on their initial date of joining in the teacher service. If the date of joining in the service is same, Date of Birth (DOB) may be the deciding factor.
- vii) The deployment shall be done in the following order :-

In case of Elementary Education - Within block / Education District / Revenue District and outside the Revenue District. In case of School Education - Within Revenue District and outside the Revenue District.

2. SPECIAL CASE

Transfer may be given to the spouse of the personnel of defence services who died in action, prior to the General Transfer Counselling.

(b). GENERAL TRANSFER ON REQUEST – PROCEUDRE TO BE FOLLOWED:

- (i) Date for notification of vacancies, surplus teachers and inter-se seniority of teachers - 1st week of May / September / December.
- (ii) Registration of transfer request through EMIS & Claims and objections – 5 working days from the date of notification.
- (iii) Publication of final list of vacancies, surplus teachers and inter-se seniority of teachers with their priority – 10 working days from the date of notification.

(c). GUIDELINES TO BE FOLLOWED FOR GENERAL TRANSFERS ON REQUESTS:

- (i) Teachers availing transfer under special category shall possess the required certificates issued by the competent authority before the commencement of online registrations.
- (ii) Teachers willing to apply for both, within the district and for inter-district transfer, will do so in a single application only.
- (iii) Those who have been transferred on administrative grounds against complaints or irregularities will not be allowed to choose the same school again.
- (iv) As far as possible, male teachers will preferably be posted in co-educational and boys schools, and only if there are no takers for girls schools among female teachers, the same shall then be made available to male teachers.

(d). PRIORITY TO BE FOLLOWED:

Where more than one application is received seeking transfer to the same vacancy, the decision will be made on the basis of the following order of priority:-

- i. 100% Visually impaired teachers.
- ii. Physically challenged teachers (including visually impaired) with a disability of 40% or more (bench mark disability) and who possess relevant certificate issued by the competent authority, upholding the claim.
- iii. Teachers having mentally ill or physically challenged children and who possess relevant certificate issued by the competent authority, upholding the claim.
- iv. Teachers who have undergone kidney transplantation, dialysis treatment, heart operation and those affected by cancer and brain tumour.
- v. If a teacher is working in one of the priority blocks i.e., blocks where the percentage of vacancies of teachers is more, thereby having a detrimental effect on the performance of students in academic subjects.(As in the annexure D)
- vi. Spouse of serving personnel of defence services.
- vii. Widow/ widower and single women over the age of 40 and legally divorced women.
- viii. Spouse employed at more than 30 km radius from the place of work :-

If both husband and wife are employed and the distance between the places of their employment is more than or outside a 30 km radius, their case will be considered under spouse quota and they will be treated as living in two different places. Transfer under this category will be considered only after three years of earlier transfer. (The spouse transfer category is applicable only in respect of spouse employed in schools/offices under Union / State Government / Public Sector Undertakings and Govt. Aided Schools. A service certificate is to be produced from the competent authority to avail this benefit).

- ix. Others.

(3) CATEGORIES EXEMPTED FROM THE CONDITION OF MINIMUM ONE YEAR OF SERVICE IN THE PRESENT STATION:

- i. 100% Visually impaired teachers.
- ii. Physically challenged teachers with a disability of 50% and above and in possession of relevant certificate issued by the competent authority.
- iii. Physically challenged teachers with a disability of 40% and above and in possession of relevant certificate issued by the competent authority.

- iv. Teachers having mentally ill and physically challenged children who possess relevant certificate issued by the competent authority.
- v. Teachers who have undergone kidney transplantation and dialysis treatment, heart operation and those affected by cancer and brain tumour.

(4). MAXIMUM SERVICE IN A STATION:

The teachers who have completed eight (8 yrs) years of service in a particular school will be transferred compulsorily. **However, this rule will only be applicable prospectively, only for the newly appointed teachers from the date of issuance of this policy.** In such cases, these teachers, after completion of 8 years, will be given priority on par with surplus teachers (i.e., they will be allowed to participate in the counselling before the general counselling takes place).

(5). TEACHER TRANSFER ON ADMINISTRATIVE GROUNDS:-

Whenever an administrative exigency arises, transfer may be done at any time by the competent authorities concerned.

(6). MUTUAL TRANSFER

Transfer orders on mutual applications will be considered at any time during the academic year, subject to the following conditions :-

- a. A teacher will be eligible for mutual transfer, only when he / she is having a minimum of two years of service left before retirement.
- b. Once a mutual transfer is obtained, the concerned teachers shall be eligible for mutual transfer only after 2 years of service in the given place.

(7). UNIT TRANSFER :

- a) Unit transfer is applicable for schools that are under the administrative control of various departments / local bodies. This includes movement of teachers from elementary to school education directorate and vice versa.
- b) In order to avail transfer under this category, necessary No Objection Certificate (NOC) is to be issued by the Heads of the parent departments concerned.

c) CONDITIONS FOR UNIT TRANSFER:-

- (i) A teacher from a different unit shall be taken in to the School Education Department at any time. **But, they shall be offered vacancies available in the priority blocks alone through counselling.**

- (ii) **Teachers on transfer under unit transfer will be treated as the junior most in the category / service in the new unit.** ie., An approved probationer in the post appointed in the other units will be placed below the approved probationer in the identical category in the new unit.
- (iii) Teachers who have completed probation in the parent department alone are eligible for unit transfer.
- (iv) Necessary declaration in this regard will be obtained from the teacher concerned and entered in the service register of the individual.

(8). APPEAL:

Any person aggrieved during the process may give their objection in writing within 3 days of completion of the respective process, to the next higher authority of the competent authority.

8. The Government, also withdraws the orders issued in the Government Order first read above.

9. The competent authorities for transfer of Headmasters and Teachers working in Government / Panchayat Union/ Municipal, Primary, Middle, High and Higher Secondary Schools and the list of appellate authorities are stated in the Annexures A, B and C to this order.

(BY Order of the Governor)

**Kakarla Usha,
Principal Secretary to Government.**

To

The Commissioner of School Education, Chennai-6.

The Director of Elementary Education, Chennai-6.

The Director, State Council for Educational Research and Training, Chennai-6.

The State Project Director, Samagra Shiksha ,Chennai-6.

The Secretary to Government,

Welfare of Differently Abled Person Department, Chennai-9.

The Director for Welfare of the Differently Abled, chennai-5.

The Principal Secretary to Government, Backward Classes, Most Backward Classes and Minorities Welfare Department, Secretariat, Chennai-9.

The Commissioner, Commissionerate of Welfare of Backward Classes, Most Backward Classes and Minorities Welfare Department, Chennai-5.

The Principal Secretary to Government,

Adi- Dravidar and Tribal Welfare Department, Secretariat, Chennai-9.

The Commissioner,

Commissionerate of Welfare of Adi Dravidar and Tribal, Chennai-5.

Copy to:-

The Hon'ble Chief Minister's Office, Secretariat, Chennai-9.

The Senior Personal Assistant to the Hon'ble Minister for School Education, Chennai-9.
The Senior Private Secretary to the Principal Secretary to Government,
School Education Department, Chennai-9.
All Sections in School Education Department, Secretariat, Chennai-9.
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//Forwarded By order //



Under Secretary to Government.

G.O.(Ms.).No.176, School Education(SE5(1))Department, dated 17.12.2021

Annexure - A

The competent authority for transfer of Headmasters/ Teachers working in different kinds of schools are as follows:

Sl. No.	School	Category	Competent authority	
			Within Revenue District	Inter District
1.	Government / Municipal Higher Secondary School	Headmaster	Chief Educational Officer(CEO)	Joint Director (Higher Secondary)
2.	Government / Municipal High School	Headmaster	Chief Educational Officer(CEO)	Joint Director (Personnel)
3.	Government / Municipal Higher Secondary School	1) Post Graduate Assistants in subjects 2) Post Graduate Assistants in Tamil and Other Languages 3) Computer instructor Grade I 4) Physical Directors - Grade I 5) District Inspectors of Physical Education	Chief Educational Officer(CEO)	Joint Director (Higher Secondary)
4.	Government / Municipal Higher Secondary School	1) Computer instructors 2) Vocational Instructors (Agriculture)	Chief Educational Officer(CEO)	Joint Director (Vocational)
5.	(i) Government / Municipal High School/ Higher Secondary School	1) Graduate Teachers in subjects (Maths, Science & Social Science) 2) Graduate Teachers in Tamil and Other Languages 3) Physical Directors - Grade II	Chief Educational Officer(CEO)	Joint Director (Personnel)
6.	(i) Government / Municipal High School/ Higher Secondary School	1) Secondary Grade Teachers 2) Physical Education Teachers 3) All other Special Teacher categories in the Tamil Nadu School Educational Subordinate Service.	Chief Educational Officer(CEO)	Joint Director (Personnel)

(The term Teacher, wherever it occurs in the policy, shall include High School / Higher Secondary School Headmasters also).

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Under Secretary to Government.

G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021

Annexure- B

The competent authority for postings and transfers of Headmasters, Teachers, etc., working in Government / Panchayat Union/ Municipal, Primary and Middle Schools are as follows:-

Sl. No.	Type of School	Category	Competent Authority		
			Within Block	Within Revenue District	Inter District
1.	Government/ Panchayat Union/ Municipal - Middle Schools	i. Headmaster of Middle School ii. Graduate Teacher(Tamil) iii. Graduate Teacher (other than Tamil) iv. Graduate Teacher (subjects)	District Educational Officer (DEO)	Chief Educational Officer (CEO)	Joint Director (Administration)
2.	Government /Panchayat Union/ Municipal - Primary Schools and Middle Schools	i. Headmasters of Primary Schools (Secondary Grade) ii. Secondary Grade Teachers iii. Physical Education Teachers iv. Pre-vocational Instructors (Full-Time)	District Educational Officer (DEO)	Chief Educational Officer (CEO)	Joint Director (Administration)

//True Copy//


Under Secretary to Government.

G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021

Annexure - C

List of Appellate Authorities:-

Sl.No.	Competent Authority	Appellate Authority
1.	Commissioner/Director of School Education	Government
<u>DIRECTORATE OF ELEMENTARY</u>		
1.	Director of Elementary Education	Commissioner/Government
2.	Joint Director (Administration.)	Director of Elementary Education
3.	Chief Educational Officer	Joint Director (Admin)
4.	District Educational Officer	Chief Educational Officer
<u>COMMISSIONERATE OF SCHOOL EDUCATION</u>		
1.	Joint Director (Higher Secondary)	Commissioner/Director of School Education
2.	Joint Director (Personnel)	Commissioner/Director of School Education
3.	Joint Director (Vocational)	Commissioner/Director of School Education
4.	Chief Educational Officer	Joint Director (Higher Secondary) (or) Joint Director (Personnel) as the case may be
5.	District Educational Officer	Chief Educational Officer

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17/12/2021

Under Secretary to Government.

G.O.(Ms.).No.176, School Education(SE5(1)) Department, dated 17.12.2021

ANNEXURE- D

In G.O.Ms.No.404, Education, Science and Technology (S2) Department dated 25.05.1995, teachers were directed to work for not less than one year in hilly areas to address the issue of teacher vacancies in these areas. The issue of teacher vacancies are felt invariably in many of the northern districts and select rural and as well as in remote blocks in other districts also.

In order to resolve this issue, the concept of priority blocks is introduced taking into account the prevalence of teacher vacancies in the said block. The more the vacancies of teachers in a block, the greater is the chance of the block being notified as a priority block. As a rule, such blocks should not exceed 10 % of the available 413 blocks in the State.

Sl.No.	Type of teachers	Mandatory service in the designated priority block at the time of counselling	Remarks
1	New recruits	5 Years	New recruits will be posted in priority blocks through general counselling and will compulsorily serve in the block for 5 years initially. During the process of transfer counselling, if all vacant posts in the notified priority blocks are filled, the competent authority shall arrange the remaining blocks in descending order of vacancies. New teachers shall be allowed to take vacant positions strictly by descending order of those blocks. Vacancies in the block in descending order of vacancies will be made available only after all the vacancies in the previous block are completely filled up.

2	Existing teachers working in non-priority blocks & willing to work in priority block through general counselling.	3 years	-
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The identification and declaration of the priority block will be carried out from time to time by the competent authority.

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Under Secretary to Government.