



ABSTRACT

School Education – General Transfer Norms for Non-teaching Staff working in the Directorate of School Education – 2024-2025 transfer guidelines – Orders – Issued.

School Education [SE5(1)] Department

G.O.(Ms).No.149

Dated.01. 07.2024

திருவள்ளூர் ஆண்டு 2055,
குரோதி வருடம், ஆனி-17

Read:-

1. G.O(Ms) No. 176 School Education (SE5(1) Department dated 17.12.2021.
2. Letter received from the Director of School Education R.C.No.037970/A3/S1/2024 dated 24.06.2024.

ORDER:-

In the Government order first read above guidelines were issued framing the policy to regulate transfers and posting of Headmasters and Teachers working in Government / Panchayat Union / Municipal Primary/Middle schools and Government /Municipal High/Higher Secondary Schools.

2. In the letter Second read above, the Director of School Education has stated that at present 37 sections are functioning in the office of the Directorate of School Education. An audit wing is also separately functioning under the control of Financial Advisor and Chief Accounts Officer (FA&CAO). Similarly other Directorates such as Directorate of Elementary Education, Directorate of Private Schools, State Council for Education Research and Training (SCERT), Directorate of Non-formal and Adult Education are also having equal importance under the control of Secretary, School Education department. Chief Educational Offices, District Educational Offices, and Block Educational Offices are functioning in the Revenue district, Educational District and Block level so as to visit, inspect all types of schools and implement various schemes in the field level. Teachers Recruitment board is functioning with 13 sections to conduct TET, competitive examinations to select various category of teachers for Government schools under the control of School Education department, Lecturers for Government Colleges/Polytechnics under the control of Higher education department by following Rule of reservation and other recruitment norms. State Project Directorate (Samagra Shiksha) is functioning with 7 sections to implement Samagra Shiksha in the schools.

3. A General transfer norms and guideline is proposed to be implemented for the first time in order to facilitate, regulate the transfers of non-teaching staff of School Education Department and also for efficient discharge of their duties and responsibilities to improve the overall administration. Therefore, the Director of School Education has now requested the approval of the Government, so as to frame guidelines for General Transfer of Non-Teaching staff in the Directorate School Education and to conduct the General Transfer counselling for the year of 2024-2025.

4. The Government after careful examination, hereby accept the proposal of the Director of School Education to frame guidelines for the General transfer of Non-teaching staff in the Directorate of School Education and to conduct the General Transfer counselling for the year of 2024-2025 as below:-

A. Offices within the Campus of the Directorate of School Education

- 1) Office of the Directorate of School Education (37 sections)
- 2) Directorate of Elementary Education (10 sections)
- 3) Directorate of Private Schools (6 sections)
- 4) Teachers Recruitment Board (13 sections)
- 5) State Project Directorate (Samagra Shiksha) (7 sections)
- 6) State Council of Educational Research and Training (7 sections)
- 7) Directorate of Non-Formal and Adult Education (2 sections)
- 8) CIPE office.

B. Offices at the District/Field Level

- 1) Office of the Chief Educational Officer
- 2) Office of the District Educational Officer
- 3) Office of the Block Educational Officer
- 4) DIET/BIET

C. Schools

Government High and Higher Secondary Schools.

5. (1) **Timing of Postings / Transfers**

As a general policy, all transfers due shall be effected only during the "transfer period", namely, between the 1st of May and the 30th of June every year. During the "non-transfer period" between the 1st of July and the 31st of April every year, transfers necessitated on account of promotion, recruitments by transfer (having the effect of promotion), long leave re-posting, reversion and revocation of suspension may be ordered.

(2) Norms for Postings / Transfers

- a) During the "transfer period", staff who have already completed a service of 3 years or who would be completing a service of 3 years as on the 30th of June next, shall be subjected to transfer to another office, as the case may be, subject to the condition that the transfer is made to a vacant post or the post is also due for transfer under these

orders. No staff shall be allowed to continue in one office for more than 3 years.

- (b) The above 3 years norms is squarely applicable to all categories of staff (P.A. to DEO, Superintendent to Junior Assistant/Typist cadre, Lab Assistant and Record Clerk) in the Directorate of School Education, Teachers Recruitment Board, State Project directorate, other directorates, CEO,DEO,BEO offices and schools.
- (c) In the first instance, all directorates including Teachers Recruitment Board will be filled up by rotation till all positions are filled within the staff in other directorates. For example, a superintendent in the Directorate of School Education can select Teachers Recruitment Board or any other Directorates.
- (d) In the next level, Chief Educational Officers are empowered to conduct transfer counselling over 3 years for all categories and request transfer (in the transfer period only) of non teaching staff Group D Posts to Junior Assistant Level within the revenue district. (CEO,DEO,BEO offices and schools). Section/seat change within the same office is not allowed to anyone and it will be viewed as rules not followed.
- (e) Posting of staff in all other cases, shall be decided as per the norms laid down in this G.O., except in special circumstances during which posting needs to be effected at times other than those scheduled for posting / transfer of the respective cadre of staff, the Joint Director (Personnel) may select an individual for posting in a section, after recording reasons for such requirements in writing.
- (f) Whenever an administrative exigency arises, transfer may be done at any time by the competent authority concerned.
- (g) On promotion to a higher post, the staff / officer shall be considered for posting in a section where he/she had worked earlier, subject to the condition that upon promotion, an individual shall invariably be posted in a section other than the one in which he/she is currently working. In order to ensure that all cadre of staff /officers acquire first-hand knowledge of the work carried out by the various sections of the Directorates, and other district level offices no staff / officer up to the rank of Superintendent, shall work in the same section for more than 3 years.
- (h) All new recruits shall put in a minimum service of 1year compulsorily in the same category of offices.
- (i) Those who have been transferred on administrative grounds against complaints or irregularities will not be allowed to choose the same office again.
- (j) A consolidated list of staff shall be prepared in an Register, in the prescribed format and one page shall be earmarked for individual staff. Each and every post held by the individual along with the tenure shall be recorded in the respective page automatically, so as to ensure that staff are preferably not posted in the same section where he/she had already worked for three years.

- (k) A person who is due for transfer on completion of three years of service in a seat/post/station need not be transferred to another station if his left-over service before retirement is one year or less. In such cases, he/she shall be given a change of seat/post in the same station or if that is not possible and if the post is a non-sensitive one, he/she shall be allowed to continue in the same post until he/she retires from service on attaining the age of superannuation. However, if the post is a sensitive one and there is no other suitable post in the station, then, he/she shall be transferred to another station.
- (l) If a person who is due for transfer on completion of three years of service in a seat/post/station is physically challenged (40% or more), person having mentally ill or physically challenged children who possess relevant certificate issued by the competent authority, upholding the claim, person affected by serious illness like heart surgery / kidney transplantation / dialysis treatment/cancer Spouse of serving personnel of defence services, widows, spouse, he/she shall be given priority in the transfer counseling using the discretionary powers of the officer concerned without affecting others.

(3) Registration of Requests for Transfer

- a) The transfer applications including transfers-on-request to vacant posts as well as mutual transfers, may be processed and kept ready for issue of orders immediately after the close of the financial year.
- b) The transfer-on-request within the transfer period should be only to a vacant post. Transfers-on-request should be made only with reference to seniority of registration made in the register and they shall be placed only below the over 3 year candidates.
- c) Each transferring authority shall maintain a 'Register of Requests' for transfer within his jurisdiction, category-wise in the prescribed format.
- d) A maximum of 3 alternative options with regard to the station/zone as the case may be, shall be registered in respect of any individual. If one request is sanctioned, the other options shall be treated as cancelled.
- e) Those who have completed a service of one year in the same station only eligible for request transfer.
- f) In respect of the request for transfer to the place where the spouse is working, the minimum period of one year of service in the present station need not be insisted upon.
- g) Similarly, physically challenged with disability of 40% and above, those who have undergone kidney transplantation, dialysis treatment, heart surgery, and those affected by cancer and brain tumour also exempted from the condition of minimum one year of service in the present station.
- h) However, persons who are not due for transfer in the normal course or on their own request, should not be disturbed to accommodate the requests of others.

(4) Cases where Requests for Transfer / Mutual Transfer is not to be Registered

Requests for transfer / mutual transfer shall not be registered in the following cases:

- a) If the applicant has not already completed or would not complete in the next transfer period, ie., **a service of at least one year** in the post from which he requests for a transfer.
- b) If the applicant has worked in the requested station earlier and he had been punished for any irregularities while working in that station.
- c) The request for transfer registered on the basis of an application from the Government servant concerned, shall be cancelled if he/she withdraws his application at any time before issue of transfer orders / if he/she is promoted to a higher post and is posted in the same place or to any other place.

6. Exceptions:-

These orders do not apply to the following category of posts:

- a) Government servants in Group "D" posts.
- b) Part-time non-teaching staff on consolidated pay.

7. General instructions:-

- (a) After completion of over 3 years transfer and request transfer within the transfer period and also within the revenue district, the balance list of non teaching staff not possible to accommodate within the revenue district and request transfer candidates to other revenue districts shall be reported to Joint Director (Personnel) through a special messenger immediately.
- (b) All the above said process of over 3 years of transfer, request transfers within the transfer period shall be made through EMIS only.

8. Promotions:-

- (i) The category of Personal Assistant to District Educational Officer is governed by the special rules for the Tamil Nadu General service. All other categories of posts from Superintendent to Junior Assistant are governed by Tamil Nadu Ministerial service rules and the crucial date of panel is 15th March of every year. The list of approved candidates to all the category of posts shall be prepared and released within 30th April of every year as specified in Schedule-XI of Section 7(1) of Tamil Nadu Government Servants (Conditions of service) Act, 2016. Promotion/Recruitment by transfer should be completed within 31st May of every year without any delay.
- (ii) In accordance with rule 3 (g) of Tamil Nadu Ministerial service rules, for appointment by Recruitment by transfer to the 20% of vacancies in the Cadre of Junior Assistant from the feeder category of Record Clerk and Office Assistant having minimum 7 years of service, Chief Educational officer is the appointing authority as per reference 5th cited. The procedure for appointment by Recruitment by transfer and time schedule should be followed by Chief Educational Officers as stated above.

- (iii) In accordance with the Special Rules for the Tamil Nadu General Subordinate service, promotion/Recruitment by transfer for the category of Record Clerk, Lab Assistant, Driver from the feeder category of Basic servants, Chief Educational Officer is the appointing authority as per reference 5th cited. The crucial date of panel for these categories is 1st December of every year. Promotion/Recruitment by transfer should be completed within 31st May of every year without any delay.

9. The Competent Authority for conducting General Transfer Counselling, Consolidated e Register of Staff and Format for Request transfer are stated in the Annexures I, II. and III to this order.

(By Order of the Governor)

J.Kumaragurubaran,
Secretary to Government

To

The Director of School Education, Chennai-06.

The Director of Elementary Education, Chennai-06.

The Director, State Council for Educational Research & Training, Chennai – 06.

The State Project Director, Samagra Shiksha, Chennai – 06.

The Secretary to Government, Welfare of Differently Abled Persons Department, Chennai – 06.

The Secretary to Government, Adi-Dravidar and Tribal Welfare Department, Chennai – 09.

The Secretary to Government, Backward Class, Most Backward Class & Minority Welfare Department, Chennai – 09.

The Accountant General, Chennai-18.

The Accountant General, (CAS) Chennai-09

Copy to:

The Hon'ble Chief Minister, Chennai -09.

The Senior Personal Assistant to Hon'ble Minister of School Education, Chennai - 09

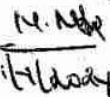
The Senior Public Service to Secretary to Government of School Education Department, Chennai – 09

School Education (Budget) Department, Chennai - 09.

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Section Officer.



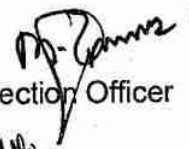
Annexure – I

Competent Authority for conducting General Transfer Counselling

Sl. No.	Category of Staff	Competent Authority within the Revenue District	Competent Authority from District to District
1	P.A.to DEO, Superintendent, Desk Superintendent, Assistant, Junior Assistant, Typist, Lab Assistant, Record Clerk	Chief Educational Officer of the Revenue District concerned	Joint Director (Personnel)

J.Kumaragurubaran,
Secretary to Government

/True Copy /


Section Officer

M. Kumar
11/6/2024

ANNEXURE II

Consolidated eRegister of Staff – Page Format

SCHOOL EDUCATION DEPARTMENT

Sl. No: _____

STAFF PARTICULARS

Name:	Section:
Qualification:	Entry Level Post:

Posting particulars from the date of appointment.

Designation	Section	Period		Category	Total period (Y/M/D)
		From (Month / Year)	To (Month / Year)		

I hereby declare that the above details furnished by me are correct and true to the best of my knowledge.

Date:

Signature:

Name in Capital letters:

For office use only

1. No. of years completed in the present section /department

2. Working Particulars

as on-----

Years	Months	Days

Confidential			Core			Non-Core		
Y	M	D	Y	M	D	Y	M	D

J.Kumaragurubaran,
Secretary to Government

/True Copy /

Section Officer

11.11.2024

ANNEXURE III

Format for Request transfer

SCHOOL EDUCATION DEPARTMENT

1. Name of applicant with designation, office/school address
2. Native place, Taluk, District
- 3.DOB
- 4.First Date of joining into Government service
- 5.Date from which working in the present station
6. Previous transfer details (Previous station to present station)
7. Reason for the previous transfer (Individual request/promotion/etc)
- 8.Previous 6 year stations (Place of work, designation, From-To, Reason for transfer)
- 9.Priority if any (enclose necessary evidence)
- 10.Transfer requested places (3 places)
- 11.Reason for seeking transfer
- 12.Signature
- 13.Approval of officer

J.Kumaragurubaran,
Secretary to Government

/True Copy /


Section Officer


17/6/24