

Director Public Instructions (EE) Punjab

No: SSA/HA/TRANSFER/2020/118750 **Dated, Mohali:** 22-05-2020

The Transfer policy for the Education Providers, EGS/AIE/STR Volunteers w.e.f 01.04.2020 shall be as below:

Subject: Education Providers, EGS/AIE/STR Volunteers Transfer Policy-2020.

1. Objective:


Objective of the policy is the distribution of human resources in an optimal manner to protect academic interest of students and maximize job satisfaction amongst employees in a fair and transparent manner.

2 Main features

- (i) The Policy shall be applicable to all Education Providers, EGS/AIE/STR Volunteers working under SSA/DGSE;
- (ii) The Policy shall be applicable w.e.f. academic session 2020-21 i.e. 01.04.2020;
- (iii) Education Providers, EGS/AIE/STR Volunteers are liable to be transferred anywhere in the State, at any point of time on administrative grounds.

3. Zoning of schools

All Government Schools have been categorized into following five zones for the purpose of transfer of teachers and same will be applicable to Education Providers, EGS/AIE/STR Volunteers also:



Zone 1	Schools located within Municipal area of the City of District Headquarter.
Zone 2	Schools located within the 10 KM radius starting from the boundary of Municipal Area of city of District Headquarters.

Zone 3	Schools located in the City/ Town of Tehsil Headquarters and schools located within 5 km radius starting from the boundary of municipal limits except those which are co-located with District Headquarters.
Zone 4	Schools located on the State Highways or National Highways (Schools within distance of 250 meter from State and National Highway are also included)
Zone 5	All remaining schools not covered in above categories.

Note:

1. The one-time exercise of categorization of schools into zones have been completed by the department.
2. Zone wise list of schools, has been hosted on the website after seeking objections before it is notified by the Government.

4. Time Schedule

(i) Periodicity of the transfers

General Transfers will be made only once in a year, as per time schedule given in para 4(ii) below or as notified by the Government for a given year. However, transfers can be affected by the Government at any time during the year in cases of administrative exigency (i.e. adverse PTR and disciplinary cases); the reasons for transfers under these grounds should be recorded on file.

(ii) Time Table: The following time schedule shall be followed for various activities every year except the first year in which the online transfer policy is being implemented:

- a) Decision about opening of new schools, upgradation of schools/section, addition of new subject/streams and redistribution/ rationalization of teaching posts will be done from 1st December to 31st December, every year.
- b) Notification of "Actual Vacancies" will be done from 1st

(M)

January to 15th January, every year.

- c) Eligible Education Providers, EGS/AIE/STR Volunteers will submit their choice of schools online, from 15th January to 15th February, every year.
- d) Transfer orders will be issued in the second week of March, every year and the joining will be in the first week of April.
- e) There may be any number of rounds of transfers with the condition that the whole process will be completed within one month from the date of inviting Online applications for the transfers.
- f) Qualifying date for actual vacancies, point calculation, count of stay shall be 31st March every year.

5. Basic Principles:

- (i) Transfer/posting to the opted zone/school will not be claimed or treated as a matter of right.
- (ii) Each year vacancy in the schools will be notified. Definition of vacancy is given in para 7.
- (iii) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (iv) In case any relative of the Education Providers, EGS/AIE/STR Volunteers i.e. husband/ wife/ mother/ father/ brother/ sister/ mother in law/ father in law/ sister in law/ brother in law/ son / daughter are running any private school or any of them is a member of the management Committee of such school, whether affiliated or not, within a radius of 15 km from the school of posting his/ her then he/ she will be transferred in a school which is not located within a radius of 15 km of that private school.

6. CRITERIA FOR DECIDING THE CLAIM AGAINST VACANCY:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a Education Providers, EGS/AIE/STR Volunteers, out of **255** points as described below. The Education Providers, EGS/AIE/STR Volunteers earning

highest points shall be entitled to be transferred against a particular vacancy.

- (ii) Length of Service shall be the prime factor for deciding the claim of the Education Providers, EGS/AIE/STR Volunteers against a vacancy since it shall have weightage of **95** points as per para 6 iii (a), out of total **255** points.
- (iii) However, to take care of categories like women, widows, widowers, differently abled persons, persons with serious ailments and well performing Education Providers, EGS/AIE/STR Volunteers, a privilege of maximum 55 points can be availed by the Education Providers, EGS/AIE/STR Volunteers of these categories. The division of points shall be as given in para 6 (iii)(a), 6 (iii) (b) 6 (iii) (c) and 6 (iii) (d) below:-

a) Length of Service (95 Points)

Major Factor	Criteria for calculation	Maximum Marks
Service Points in various zones	$(Z1 \times LOS1 + Z2 \times LOS2 + Z3 \times LOS3 + Z4 \times LOS4 + Z5 \times LOS5) / \text{Total LOS}$ <p>Z1=10, Z2=20, Z3=30, Z4=40, Z5=50,</p> <p>LOS1= Length of Service in Zone 1 in Days</p> <p>LOS2= Length of Service in Zone 2 in Days</p> <p>LOS3= Length of Service in Zone 3 in Days</p> <p>LOS4= Length of Service in Zone 4 in Days</p> <p>LOS5= Length of Service in Zone 5 in Days</p> <p>LOS is Length of service in days</p>	50
Length of Service	<p>(Total length of service in SSA/ DGSE in days)/ 365</p> <p>(upto 4 decimal points)</p> <p>Note: If the marks exceeds 35 then the Education Providers, EGS/AIE/STR Volunteers will get 35 marks</p>	35
Age	<p>Age will be calculated on 31st March of every year.</p> <p>A teacher having completed age of 48 years will get 1</p>	10

	mark, 49 years will get 2 marks and so on. Maximum marks will be 10	
--	---	--

b) Special Category (55 marks):

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Gender	Female	5	5 points will be given to female Education Providers, EGS/AIE/STR Volunteers
2	Special Category female Education Providers, EGS/AIE/STR Volunteers	Widow/ divorced/ unmarried female/ wife of serving Military personal/ Paramilitary personal working outside the State	10	All females of this category shall be given 10 marks only.
3	Special Category male Education Providers, EGS/AIE/STR Volunteers	Widower (A male who has lost his wife and has not re-married) and has one or more minor children and/ or unmarried daughter (s)	5	Eligible male widowers shall be given 5 points only. (in case remarriage of self/children becoming major/ daughter getting married, the employee will have to update his profile in the MIS and will not

ma

				be eligible for the advantage any more
4	Differently abled persons	60% and above diability	10	Certified by Civil Surgeon from the State of Punjab or Equivalent Authority or as per list of medical colleges at Annexure X
5	Diseases of "Debilitating Disorders" (i.e. cancer, chronic renal failure, thalasemia, sickle cell anemia, Hepatitis (B and C)	Self Spouse/ unmarried Children	10	Certified by Civil Surgeon from the State of Punjab or Equivalent Authority or as per list of medical colleges at Annexure X
6	Differently abled or mentally challenged children	Men/ women having Mentally challenged children with IQ below 70 or 100% differently abled child	10	Men/ Women Education Providers, EGS/AIE/STR Volunteers having mentally challenged or 100% differently abled children provided maximum 10 points
7	If both husband and wife are working in	In case both husband and wife are working at places at a distance	5	

Amel

	State/ Central Govt or PSU	more than 15 km.		
8	Newly married female Education Providers, EGS/AIE/ STR Volunteers		5	5 points will be given to newly married female teachers.

**c) Well Performing Education Providers, EGS/ AIE/ STR
Volunteers (90 marks)**

c) Well	Major Factor	Sub Factor	Maxi mum Points	Criteria for calculation
1	Well performing Education Providers, EGS/AIE/ STR Volunteers	Education Providers, EGS/AIE/STR Volunteers giving good academic results in previous Academic year	40	As per annexure Y
2	Grading of school of posting		10	(Grading Marks of School)/10 and maximum marks will be 10

3	Performance Report		20	Marks obtained in Performance Report/5 and maximum marks will be 20
3	Education Providers, EGS/AIE/STR Volunteers seeking transfer from Zone 1, 2 and 3 to zone 4 and 5		20	For transfer to zone 5 from Zone 1, 2 and 3= 20 marks For transfer to zone 4 from Zone 1, 2 and 3 = 10 marks
	Total		90	

d) Ward of a Education Providers, EGS/AIE/STR Volunteers studying in Government school (15 marks)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Ward of a Education Providers, EGS/AIE/STR Volunteers enrolled/ studying/ studied in Government School		15	For one child marks awarded will be $0.625 \times \text{No of years studied in Government school}$ For Two or more children marks will be the sum of marks awarded for each child as per criteria above. (Maximum

				marks 15)
--	--	--	--	-----------

e) Excessive Leave:

Sr No	Major Factor	Sub factor	Maximum Points	Criteria for Calculation
1	Excessive Leave	Education Providers, EGS/AIE/STR Volunteers taking any kind of leave more than 3 months during an academic year except maternity	-5	<ul style="list-style-type: none"> • For leave more than 3 months but less than 4 months during the preceding academic year (-1) mark. • For leave more than 4 months but less than 5 months during the preceding academic year (-2) mark. • For leave more than 5 months but less than 6 months during the preceding academic year (-3) mark. • For leave more than 6 months but less than 7 months during the preceding academic year (-4) mark. • For leave more than 7 months during the preceding academic year (-5) mark.

Note:

1. Number of Education Providers, EGS/AIE/STR Volunteers and teachers belonging to Special Category as defined in Para 6(ii) (b) point 2 to 6 above, posted in one school shall not exceed 50%

of the total sanctioned strength. Therefore, such Education Providers, EGS/AIE/STR Volunteers shall not be considered for transfer in a school already having 50% staff of Special Category..

2. If husband and wife, both are working in School Education Department, the benefit of 10 points under para 6(iii)(b)(6) above can be claimed by only one of them.

7. Defining Vacant Posts

Actual Vacancy: A post not occupied by any teacher, a post which will become vacant due to retirement, promotion, voluntary retirement, as per PTR (Pupil Teacher Ratio) or otherwise as on date of publication of vacancies as per schedule given in Para 4 (ii) (b) above.

8. Procedure to be adopted

- i) With a view to transfer the Education Providers, EGS/AIE/STR Volunteers in excess of sanctioned/ assessed strength in a school to other school having requirement, the task of shifting sanctioned posts of Education Providers, EGS/AIE/STR Volunteers shall be carried out before General Transfers.
- ii) Education Providers, EGS/AIE/STR Volunteers will be given option to choose as many schools as they want from all the zones for which he/ she is eligible. The option will be taken in online mode only.
- iii) Minimum stay at a particular school for seeking transfer shall be two year.
- iv) Applications seeking transfer received during the course of the year will not be entertained.
- v) Request for mutual transfers will be entertained at the time of general transfers only subject to the condition that both the Education Provider/ EGS/AIE/STR Volunteer *seeking transfer should have achieved more than 25 points out of 250, but post of both the teachers seeking mutual transfer should not be surplus at their present school.*

- vi) In administrative exigency (i.e, adverse PTR and disciplinary cases), the Department shall be at liberty to post any Education Providers, EGS/AIE/STR Volunteers at any of the stations, in the interest of study of students.
 - vii) All Education Providers, EGS/AIE/STR Volunteers who are found "Education Providers, EGS/AIE/STR Volunteers without requisite workload" on the basis of redistribution exercise enumerated in para 8 (i) above, shall compulsorily be shifted from their place of posting irrespective of any tenure.
- 9. Category of Education Providers, EGS/AIE/STR Volunteers exempted from this transfer policy:**

This transfer policy will not applicable in case of those Education Providers, EGS/AIE/STR Volunteers who are cancer patients/ on dialysis/ 60% and above handicap/ Hepatitis B/ Hepatitis C/ Sickle cell Anemia/ Thelesimia/ divorce/ persons having differently abled children or mentally challenged children/ War widow/ widow of Shaheed/ where death of the spouse makes it necessary for the serving employee to relocate to another place immediately and having children below 15 years of age or teachers who are spouses of armed force personnel who have been posted in difficult areas. In these cases there will not be any need to submit online transfer request. Orders in such cases shall be issued with the approval of Chief Minister on merits.

10. Mechanism to be adopted

- i) Every Education Providers, EGS/AIE/STR Volunteers will be responsible for the accuracy and regular updation of data in the MIS in respect of his/ her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the DDO/ School Head concerned. He/she shall be responsible for updation of profile as and when any status is changed. Any wrong data entry will invite disciplinary action.
- ii) All the options once exercised will be available for viewing to all

mau

concerned Education Providers, EGS/AIE/STR Volunteers in their login.

- iii) The transfer exercise shall be carried out through Application Software. However, 1% cases shall be checked manually on random basis.

11. Post transfer exercise

- (i) All Transfers shall be implemented within fifteen days of their issuance.
- (ii) The Education Providers, EGS/AIE/STR Volunteers transferred on administrative grounds will not be transferred for a period of three years and will not be transferred back to same school from where they were transferred out on administrative grounds
- (iii) Department will form an online grievance redressal system through which aggrieved teachers if any, can submit his/ her grievance within 15 days of issuance of orders after joining at new place of posting. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 15 days.

12 DISCLAIMER

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any teacher with any right to transfer.

13 POWER OF RELAXATION OF GUIDELINES

ma Notwithstanding anything contained in the policy, the department shall be competent to transfer any Education Providers, EGS/AIE/STR Volunteers against a vacant post of teacher in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

14 INTERPRETATION OF GUIDELINES

Administrative Secretary, School Education shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the

implementation of the policy for the purpose of effect, control and administration of the department as a whole.

15 SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Education Providers, EGS/AIE/STR Volunteers shall not bring in any outside influence. If such an influence from whichever source espousing the cause of Education Providers, EGS/AIE/STR Volunteers is received it shall be presumed that the same has been brought in by the Education Providers, EGS/AIE/STR Volunteers. The request of such a Education Providers, EGS/AIE/STR Volunteers shall not be considered. Action may also be initiated against such a Education Providers, EGS/AIE/STR Volunteers under relevant Rules and an entry to this effect shall be made in his/her service record.

The above transfer policy will also be put on the website of the Department and it shall be presumed to have been sent to all concerned for compliance.


**Director Public Instructions (EE),
Punjab**

No: *As Above.*

Dated: *22-05-2020*

A copy is forwarded to the following for information and necessary action:

1. PS/ Education Minister
2. PS/ Secretary School Education, Punjab.
3. PS/ Director General School Education, Punjab.
4. Director Public Instructions (SE), Punjab
5. All District Education Officer (EE), Punjab.
6. All BPEOs.
7. All Education Providers, EGS/AIE/STR Volunteers.


**Director Public Instructions (EE),
Punjab**

Annexure X

List of Medical Colleges as under:

1. Post Graduate Institute of Medical Edu.& Research, Chandigarh.
2. Govt. Medical College & Hospital Sector 32, Chandigarh.
3. Christian Medical College, Ludhiana.
4. Dayanand Medical College, Ludhiana.
5. Govt. Medical College, Amritsar.
6. Sri Guru Ramdas Institute of Medical Science & Research, Amritsar.
7. Govt. Medical College, Patiala.
8. Guru Gobind Singh Medical College, Faridkot.



Annexure Y

Well performing Education Providers, EGS/AIE/STR Volunteers

Sub factor : Results of teachers

Formula for calculating of weightage as per Board results (Max 40)

Education Providers, EGS/AIE/STR Volunteers's Board Results

Below 50%	= 0 mark
50%	= 5 marks
51% to 60%	= 10 marks
61% to 70%	= 15 marks
71% to 80%	= 20 marks
81% to 90%	= 30 marks
91% to 99%	= 35 marks
100%	= 40 marks

ma

Formula for calculation of weightage for Parho Punjab Parao Punjab subjects (maximum 40)

Above State Average of end line or any other term used for Paro Punjab
Parao Punjab evaluation

0-5%	= 8 marks
5-10%	= 20 marks
11-15%	= 32 marks
16-20%	= 40marks

Below Average of end line

0-5%	=(-) minus 2 marks
5-10%	= (-) minus 5 marks
11-15%	= (-) minus 8 marks
16-20%	=(-) minus 10 marks