Punjab ICT Education Society (PICTES)

No: 5/3-ICT-2019/Trans/303800 **Dated, Mohali:** 13-09-2019

The Transfer policy for the Computer Faculty w.e.f 01.04.2020 shall be as below:

Subject: Computer Faculty 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 Computer Faculty working under PICTES;

(ii)   The Policy shall be applicable w.e.f. academic session 2020-21 i.e. 01.04.2020;

(iii) Computer Faculty are liable to be transferred anywhere in the State, at any point of time on administrative grounds.

3.   Zoning of schools

All Government Schools shall be categorized into following five zones for the purpose of transfer of Computer Faculty:

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 notified by the Government and hosted on the website after seeking objections.

3. Any subsequent alteration or inclusion of schools in zone, if justified with valid and cogent reasons, will be made with the approval of 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 January to 15th January, every year.

    c) Eligible Computer Faculty 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 Computer Faculty 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 Computer Faculty, out of **255** points as described below. The Computer Faculty 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 Computer Faculty against a vacancy since it shall have

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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 Computer Faculty, a privilege of maximum 55 points can be availed by the Computer Faculty 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	$(Z1 \times LOS1 + Z2 \times LOS2 + Z3 \times LOS3 + Z4 \times LOS4 + Z5 \times LOS5)/Total\ LOS$ $Z1=10, Z2=20, Z3=30, Z4=40, Z5=50,$ LOS1= Length of Service in Zone 1 in Days LOS2= Length of Service in Zone 2 in Days LOS3= Length of Service in Zone 3 in Days LOS4= Length of Service in Zone 4 in Days LOS5= Length of Service in Zone 5 in Days **LOS is Length of service in days**	50
Length of Service	(Total length of service in PICTES in days)/ 365 (upto 4 decimal points) Note: If the marks exceeds **35** then the Computer faculty will get **35** marks	**35**
Age	Age will be calculated on 31st March of every year. A Computer faculty having completed age of 48 years will get 1 mark, 49 years will get 2 marks and so on. Maximum marks will be 10	10

b)   Special Category (55 marks):

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation

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1	Gender	Female	5	5 points will be given to female Computer Faculty
2	Special Category female Computer Faculty	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 Computer Faculty	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 be eligible for the advantage any more
4	Differently abled persons	60% and above disability	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	Self Spouse/ unmarried	10	Certified by Civil Surgeon from the

	Disorders" (i.e. cancer, chronic renal failure, thalasemia, sickle cell anemia, Hepatitis (B and C)	Children		State of Punjab or Equivalent Authority or as per list of medical colleges at Annexure X
6	<u>Differently abled</u> or <u>mentally challenged</u> children	Men/ women having Mentally challenged children with IQ below 70 or 100% differently abled child	10	Men/ Women Computer Faculty having mentally challenged or 100% differently abled children provided maximum 10 points
7	If both husband and wife are working in State/ Central Govt or PSU	In case both husband and wife are working at places at a distance more than 15 km.	5	
8	Newly married female Computer Faculty		5	5 points will be given to newly married female Computer Faculty.

Note: *Newly married female Computer faculty means the females who got married during the last one year from the date of seeking of the Transfer applications every year.*

c) Well Performing Computer Faculty (*90 marks*)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Well performing Computer Faculty	Computer Faculty 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	Annual Confidential Report		20	Marks obtained in ACR/5 and maximum marks will be 20
4.	Computer Faculty 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	

Note: The average of last seven years of results will be considered.

d) Ward of a Computer Faculty studying in Government school (*15 marks*)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation

1	Ward of a Computer Faculty enrolled/ studying/ studied in Government School		15	For one child marks awarded will be 0.625 x 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	Computer Faculty taking any kind of leave more than 3 months during an academic year except maternity and child care leave	-5	• For leave more than 3 months but less than 4 months during the preceding aacademic 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 Computer Faculty 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 Computer Faculties 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 or PICTES, 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 Computer Faculty, a post which will become vacant due to retirement, 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 Computer Faculty in excess of sanctioned/ assessed strength in a school to other school having requirement, the task of creating/ shifting sanctioned posts shall be carried out before General Transfers.

   ii) Computer Faculty 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. For newly appointed Computer Faculty minimum stay in the school will be three years or on completion of contract period whichever is earlier.

   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 employees seeking transfer should have achieved more than 125 points out of 255.

vi)   In administrative exigency (i.e, adverse PTR and disciplinary cases), the Department shall be at liberty to post any Computer Faculty at any of the stations, in the interest of study of students.

vii)   All Computer Faculty who are found " Computer Faculty 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.

vii)   To ensure uninterrupted NCC program in the schools having NCC units, Associate NCC Officers (ANO) will be replaced by the teachers working as Associate NCC Officers only.

9.   **Category of Computer Faculties exempted from this transfer policy:**

This transfer policy will not beapplicable in case of those Computer Faculty who are cancer patients/ on dialysis/ 60% and above handicapped/ Hepatitis B/ Hepatitis C/ Sickle cell Anemia/ Thalessemia/ divorcee/ 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 Computer Faculty 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 Computer Faculty 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 displinary action.

ii) All the options once exercised will be available for viewing to all concerned Computer Faculty in their login.

iii) Computer Faculty on fresh appointment shall be considered for appointment against vacancies not-occupied by any incumbent across zones depending upon their merit.

iv) 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 Computer Faculty 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 Computer Faculties 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 Computer Faculty with any right to transfer.

13 POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the policy, the department

shall be competent to transfer any Computer Faculty against a vacant post 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

Computer Faculty shall not bring in any outside influence. If such an influence from whichever source espousing the cause of computer faculty is received it shall be presumed that the same has been brought in by the computer faculty. The request of such a Computer faculty shall not be considered. Action may also be initiated against such a Computer faculty under applicableRules/ Instructions/ Guidelines 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.

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Dated
03.09.2019

Krishan Kumar, IAS
Secretary School Education

No: 5/3-ICT-2019/TRANS/303800   Dated: 13-09-2019

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. All District Education Officer (SE), Punjab.

5. All School Principals/Head Masters.

6. All Computer Faculties.

**Member Secretary-cum-
Director Public Instructions (SE),
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 Computer Faculty

Sub factor : Results of Computer Faculty

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

Computer Faculty'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

Computer Faculty Teaching Only Board Classes	Whole weightage will be for Board class as per formula above
Computer Faculty teaching both Board, non board classes/ PPPP subjects	60% weightage will be for Board Classes and 40% for non board classes
Computer Faculty teaching only non board classes	100% weightage will be average of non board classes

Formula for calculation for Non Board classes (Max 40)

Grade	Multiplying factor	%age of students	Formula for calculation
A (and above)	40	X1	(X1x40)/100
B (60% to 80%)	30	X2	(X2x30)/100
C (50% to 60%	20	X3	(X3x20)/100
D (33% to 50%)	10	X4	(X4x10)/100
E (below 33%)	0	X5	0
Total			