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GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-3 Branch)

Notification

No. 2/14/2020-2edu3/2020487/1

Dated, Chandigarh: 27-5-2020

The Governor of Punjab is pleased to issue "Transfer Policy- Non Teaching Staff" from 1st April, 2020 as below:

Subject: Non teaching Staff Transfer Policy-2020.

1. Objective:

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

2 Main features

- (i) The Policy shall be applicable to all non teaching Cadre Posts i.e. all Superintendents, Senior Assistants, Junior Assistants, Clerks, SLAs, Librarians, Assistant Librarians, Library Restorer except employees on extension of services after attaining the age of superannuation;
- (ii) The Policy shall be applicable w.e.f. academic session 2020-21 i.e. 01.04.2020;
- (iii) Non teaching staff i.e. members of State Cadre or District Cadre are liable to be transferred anywhere in the State or in the District as the case may be, at any point of time.

3. Zoning of schools/ Offices

All Government Schools have been categorized into following five zones for the purpose of transfer of teachers:

Zone 1	Schools located within Municipal area of the City of District Headquarter.
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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 has been completed by the department. The same zoning will be used for the purpose of zoning of schools/ office. For staff working in offices of Education Department the zoning will be as per the location of the office as given above.
2. Zone-wise list of Schools/ Offices has already been hosted on the website by the Government after notifying it.
3. Any subsequent alteration or inclusion of Schools/ Offices 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 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, up-gradation of schools and redistribution/ rationalization of non teaching posts will be done from 1st December to 31st December, every year.
- b) Notification of "Actual Vacancies" and "Deemed Vacancies" will be done from 1st January to 15th January, every year.
- c) Eligible non teaching staff will submit their choice of schools/ office online, from 15th January to 15th February, every year.
- d) Transfer orders will be issued in the last week of March, every year and the joining will be in the first week of April.
- e) Qualifying date for actual vacancies, deemed vacancies, points calculation, count of stay shall be 31st March every year.
- f) 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.

5. **Basic Principles:**

- (i) Transfer/posting to the opted zone/school/ office will not be claimed or treated as a matter of right.
- (ii) Each year vacancy in the schools will be notified. Definition of vacancy and deemed vacancy is given in para 7(i).
- (iii) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (iv) Unless protected under a provision of this Policy, every non teaching staff **except Librarians, Assistant Librarians, Library**

Restorers, SLAs and clerks (only posted in schools) completing continuous stay of 5 years in a particular zone/ school/ office shall be transferred.

- (v) In some cases no option may be received for a "deemed vacancy". In such a case, non teaching staff occupying that post will be allowed to continue in the same school/ office for the next one year, if he/she opts for this. Such non teaching staff shall not be allowed to seek transfer before the completion of his/her stretched tenure of next one year.

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 non teaching staff, out of 255 points as described below. The non teaching staff 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 non teaching staff 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 non-teaching staff, a privilege of maximum 55 points can be availed by the non teaching staff 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, LOS1= Length of Service in Zone 1 in Days</p>	50

	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	
Length of Service	(Total length of service in DEPARTMENT in days)/ 365 (upto 4 decimal points) Note: If the marks exceeds 35 then the non teaching staff will get 35 marks	35
Age	Age will be calculated on 31 st March of every year. A non teaching staff 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
1	Gender	Female	5	5 points will be given to female concerned employee
2	Special Category female non teaching staff	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 non	Widower (A male who has lost his wife and has not re-married)	5	Eligible male widowers shall be given 5 points only.

	teaching staff	and has one or more minor children and/ or unmarried daughter (s)		(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	Above 60%	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	Men/ women having Mentally challenged children with IQ below 70 or 100% differently	10	Men/ Women non teaching staff having mentally challenged or 100% differently abled

	children	abled child		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 employees		5	5 points will be given to newly married female employees.

c) Well Performing non teaching staff (90 marks)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Well performing non teaching staff	Non teaching staff giving good performance as reported by the DDO in previous year	40	As per annexure Y
2	Grading of School/ Office		10	Marks obtained in grading/10 and maximum marks will be 10

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3	Annual Confidential Report		20	ACR is of 100 marks and the formula for calculation of marks is (Marks obtained in ACR)/5
4	non teaching staff 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 non teaching staff studying in Government school
(15 marks)

Sr No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Ward of a non teaching staff 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	non teaching staff taking any kind of leave more than 3 months during an academic year except maternity and child care leave	-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 non teaching staff belonging to Special Category as defined in Para 6(ii) (b) point 2 to 6 above, posted in one school/ office shall not exceed 50% of the total sanctioned strength. Therefore, such non teaching staff 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.

3. If two employees obtain same score calculated upto 6 decimal places and if one of them is a female, then female will get preference. In case both are of same gender, then the one senior in service will have preference.

7. Defining Vacant Posts

- (i) There shall be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy.

- a) **Actual Vacancy:** A post not occupied by any non teaching staff, a post which will become vacant due to retirement, promotion, voluntary retirement or otherwise as on date of publication of vacancies as per schedule given in Para 4 (ii) (b) above.
- b) **Deemed Vacancy:-** For Superintendents, Senior Assistants, Junior Assistants, Clerks a post occupied by an employee posted in office other than schools for a period of five Years or more on the qualifying date.

8. Procedure to be adopted

- i) With a view to transfer the non teaching staff in excess of sanctioned/ assessed strength in a school to other school/ office having requirement, the task of creating/ shifting sanctioned posts shall be carried out before General Transfers.
- ii) Non teaching staff will be given option to choose as many schools/ office 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/ office for seeking transfer shall be two year. For newly appointed non teaching staff minimum stay in the school will be three years or the probation whichever is earlier.
- iv) In administrative exigency (i.e disciplinary cases), the Department shall be at liberty to post any non teaching staff at any of the stations.

v) Request for mutual transfers will be entertained at the time of general transfers only.

9. **Category of Non-teaching Staff exempted from this transfer policy:**

This transfer policy will not be applicable in case of those non teaching staff who are cancer patients/ on dialysis/ 80% and above handicap/ Hepatitis B/ Hepatitis C/ Sickle cell Anemia/ Thalassemia/ 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 employees 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 non teaching staff 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 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 concerned non teaching staff in their login.
- iii) Non teaching staff on fresh appointment/ promotion 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 Non teaching staff 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 employees 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 employee 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 non teaching staff 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 EXTRANEIOUS INFLUENCE

Non teaching staff shall not bring in any outside influence. If such an influence from whichever source espousing the cause of Non

teaching staff is received it shall be presumed that the same has been brought in by non teaching staff. The request of such a non teaching staff shall not be considered. Action may also be initiated against such a non teaching staff under relevant Service Rules/ Employees Conduct 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.

Dated, Chandigarh: 27-5-2020

Krishan Kumar
Secretary School Education

No. 2/14/2020-2edu3/

Dated, Chandigarh:

A copy is forwarded to the Controller, Printer and Stationery, Punjab, SAS Nagar for publication of the above notification in the Punjab Government ordinary Gazette and 20 printed copies of the notification may please be supplied to this Department.

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Superintendent

No. 2/14/2020-2edu3/

Dated, Chandigarh:

A copy is forwarded to the Superintendent, Department of General Administration (Parliamentary Affairs Branch) in reference to the letter no. 1/37/2018-1Cabinet/3474 dated, 11.5.2020 for information.

-sd-
Superintendent

No. 2/14/2020-2edu3/

Dated, Chandigarh:

A copy is forwarded to the Superintendent Personnel Department (Personnel Policies-2 Branch) for information.

-sd-
Superintendent

No. 2/14/2020-2edu3/2020487/5 Dated, Chandigarh: 27-5-2020

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

1. Director General School Education, Punjab
2. ✓ Director Public Instructions (SE), Punjab
3. Director Public Instructions (EE), Punjab
4. Director SCERT, Punjab
5. Secretary, Punjab School Education Board.

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Superintendent

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 Superintendents, Senior Assistants, Junior Assistants, SLAs, Librarians, Library Restorer

Sub factor : Results of Superintendents, Senior Assistants, Junior Assistants, SLAs, Librarians, Library Restorer

For Superintendents Clerks/ Junior Assistants working in schools/ offices:

Time Bound disposal of Dak (10 marks)

Number of letters received during the year	Number of letters dealt and disposed off in timely manner	Percentage of letters dealt and disposed off in timely manner	One mark each for every 10% disposal of letters

School/ Office marks (20 marks)

School/ Office	Marks	Remarks
Block Primary Education Office	20	If an employee takes responsibility of additional Senior Secondary School then additional 10 marks will be awarded, for high school 5 marks will be awarded
Senior Secondary School	10	
High School	5	
District Education Office	0	

Salary (Record of last 6 months) (20 marks)

Number of employees for whom salary bill is prepared per month	Marks
	1 mark will be awarded for 5 employees

GPF (10 marks)

Number of employees	Marks
	0.5 mark will be awarded for 5 employees

GIS (10 marks)

Number of employees	Marks

	0.5 mark will be awarded for 5 employees
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Issuing of Form No 16 (10 marks)

Number of employees	Marks
	0.5 mark will be awarded for 5 employees

Retirement benefits(10 marks)

Number of employees to retired in the Academic Year	Percentage of staff got sanction for retirement benefits in time	Marks
		1 mark for each 10%

Service Book (10 marks)

Number of employees whose service book is maintained	Marks
	1 mark will be awarded for 5 employees

Cash Book (20 marks)

20 Marks will be awarded if Cash Books is up to date, reporting will be done by DDO.

Court Case (20 marks):

Number of court cases received during the year	Number of cases whose reply is filed	Marks
		2 mark will be awarded for each 10%

Note: 5 marks will be deducted if there will be any contempt of Court.

Medical Bills (10 marks)

Number of employees who submitted medical claim bills	No of employees whose medical claim bills forwarded within 7 working days	Marks
		1 mark will be awarded for each 10%

Librarians, Assistant Librarians and Library Restorers:

Total number of books in library as on 31st March of the year:

Number of students in the school:

Number of books per student:

15 marks will be awarded if the number of books per student in the library is 5 and additional 1 mark will be awarded if number of books per student in the library is 6 and so on maximum upto 20 marks.

Total Number of Books issued to students (30 marks)

Total number of books issued during the year	Total number of students	Number of books issued per student during the year	Marks
			20 if Number of books issued per student during the year is 4 and additional 2 marks if Number of books issued per student is 5 and so on upto maximum marks 30

Up gradation of School Library (30 marks):

New Increased the year	Books during	Marks
		10 marks for every 50 books

Publication of School Magazine (20 marks)

- a) Wall Magazine (10 marks): for every 2 articles displayed 1 mark will be awarded (maximum marks will be 10)
- b) School Magazine (10 marks): For Publishing school magazine 10 marks will be awarded. (maximum marks will be 10)

Book Bank (10 marks):

If a school maintains book bank 10 marks will be awarded if it will have 3 books per student.

Book Review (20 marks)

Percentage of Students participated in book review competition	75% and above students	60 to 75% students	50 to 60% students	40 to 50% students	Below 40%
Marks	20	15	10	5	0
Record of book review competition will be maintained in the school and it should be in all three languages i.e English, Hindi and Punjabi					

Senior Laboratory Attendants:

Well performing SLAs

In schools Science subject is taught by Science Lecturers and Master Cadre. In the process of teaching science Senior Laboratory Attendants have an important part to play as without proper conduction of practicals/ experiments in the laboratory teaching of science is not possible. Hence the weightage for the results of Science Subject of the school should also be given to Senior Laboratory Attendants.

Science Results

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

School Board Result of Science Subject

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

Formula for calculation of weightage for Parho Punjab Parhao Punjab Science (maximum 40)

Above State Average of end line or any other term used for Parho Punjab Parhao Punjab Science 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

60% weightage will be for Board Classes and 40% for non board classes / PPPP Science results.

Formula for calculation for Subjects with grading (Max 40)

Grade	Multiplying factor	%age of students	Formula calculation for
A	40	X1	$(X1 \times 40) / 100$
B	30	X2	$(X2 \times 30) / 100$
C	20	X3	$(X3 \times 20) / 100$
D	10	X4	$(X4 \times 10) / 100$
E	0	X5	0
Total			

Maintenance of Science Laboratory:

1. 20 Marks will be awarded if Stock Register is up to date.
2. 20 Marks will be awarded if record of experiments conducted during the year is up to date.
3. 20 Marks will be awarded if apparatus is properly displayed in the Laboratory.