

COLLEGIATE EDUCATION DEPARTMENT

TRANSFER NORMS OF COLLEGE TEACHERS

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HIGHER EDUCATION (F) DEPARTMENT

G.O.(Ms.)27/94/H.Edn. Dated, Thiruvananthapuram, 21st February, 1994.

Abstract :- Higher Education Department — Establishment of Collegiate Education — Norms for transfers and postings of College Teachers — Revised Orders — Issued.

Read :— 1. G.O.(Ms.) No. 180/87/H.Edn., dated 16-6-1987.
2. G.O.(Rt.) No. 1318/87/H.Edn., dated 4-7-1987.
3. G.O.(Rt.) 1730/87/H.Edn., dated 19-9-1987.
4. G.O.(P) No. 15/89/P&ARD., dated 22-5-1989.
5. Letter No. Estt. F3/2004/93/Coll. Edn., dated 25-5-1993.

ORDER

Government are pleased to issue the following revised norms for transfers and postings of teachers under the Collegiate Education Department in supersession of the orders issued in the Government Orders read as 1st, 2nd and 3rd papers above as amended subsequently.

1. Every teacher will be required to specify the place where he/she would like to get a posting or transfer. This place will hereinafter be called as 'home station'. A teacher will be allowed to change his/her home station for a maximum number of two times in his/her entire period of service.

† [An application for a change of "Home Station" will be considered as request for transfer to the newly selected "home station" and transfer will be affected subject to other conditions in the norms. In respect of teachers who change their home station, the entire service of such teachers in all the declared home station, before or after such change will be treated as home station.]

2. (a) Outside service will mean service outside the home station but in the case of places in Thiruvananthapuram District outside service will mean service outside Thiruvananthapuram District.

† [All colleges situated within a radius of 15 kms from a city shall be treated as Home Station.]

(b) "In Districts other than Thiruvananthapuram the service put in at the native place or home station or institution within an approximate distance of 35 Kms. of native place or home station before 16-6-1987 (date of issue of the original G.O. on transfer norms) will be considered as home station service".

(1) "Persons who have worked for at least 3 years in Polytechnic, Engineering College, Medical College and Law College will be given request transfer to Arts and Science Colleges subject to the General Transfer Norms".

(2) When vacancies arise in City Colleges, preference to be given for those working in Mofussil Colleges/Evening Colleges for more than 3 years.

† [When teachers are transferred from city service to mofussil service the person who has least mofussil service including Evening College will be transferred first.]

3. (a) Persons who have completed three years of outside service will become eligible for a transfer to their home station. However for the College in the following places, namely Kattappana, Kodencherry, Elerithattu and in Wayanad District (Kalpetta and Mananthavady) eligible outside service will be only two years.

† Added vide G.O.(Ms.) No.114/2004/H.Edn. dated 1-9-2004 see on page 70

(b) For the purpose of calculating outside service, the period of service in Colleges at Kattappana, Kodencherry, Elerithattu and in Wayanad District will be calculated at the rate of 1 ½ years for every one year.

(c) (i) For service at a station which is between 250 Kms. and 425 Kms. away from the home station, every one year of service will be treated as 1 ¼ years.

(ii) For service at a station which is more than 425 Kms. away from the home station, every one year of service will be treated as 1½ years.

(iii) The above weightage in calculation shall be given in proportion to the actual period of duty at the station.

4. (a) In order to provide an eligible teacher in his/her home station where there is no open vacancy, persons with less than three years of outside service will be transferred in the manner indicated below:--

(i) Persons without outside service starting with the junior most.

(ii) Persons with less than one year of outside service starting with the Juniormost.

(iii) Persons with less than two years of outside service starting with the juniormost.

(iv) Persons with less than three years of outside service starting with the juniormost.

(b) While transferring teachers as provided in (a) above those have served at farther outstations will be transferred to nearer outstation institutions when required to be transferred out.

5. In the case of an institution where all the teaching staff in a Department have already completed three years of outside service to provide for a person who has three or more years of outside service, the following additional criteria will be followed.

(a) If the applicant has less outside service than any person working in that institution, no transfer will be given, when teachers working in an outstation institution are to be transferred out, the one with the longest service at that station to be transferred out first as far as possible.

(b) If the applicant has equal or greater outside service than any person working in that institution, the person with the minimum of outside service in that station will be transferred first. However, he will be disturbed only if the incoming person has a minimum of nine months longer outside service than the person who is to be transferred out.

(c) Other things beings equal, among the persons who have to be transferred out to accommodate a person who has requested for a transfer to home station, the person with the longest period of service in that station will be transferred out first.

(d) Other things being equal among the persons who have requested for transfer to a home station, the person who has been working farthest away from the station will be given priority.

6. Persons who have been given transfer to their home station after a minimum of three years of outside service will not ordinarily be disturbed for a period of three years from the home station except in the case of promotion and other unexpected contingencies.

7. In the case of open vacancies in Home Stations/Out Stations, the person with the longest outside service will be posted.

8. (a) Outside service will include periods of deputation of F.I.P. and eligible leave such as half pay leave/commuted leave/leave on Medical Certificate/Study leave. Leave upto three months alone will be ordinarily counted. Leave availed for taking up appointment outside and for joining spouse will not be counted as outside service.

(b) Leave for study purpose/deputation for F.I.P. to home station will not be considered as outside service. The reposting of teachers on return from F.I.P., etc., will be effected strictly as per the transfer norms in force.

9. As far as possible, husband and wife will be posted in the same institution/Home Station subject to transfer norms.

10. In the case of teachers of preferential categories, the provisions for special preferences as per the existing Government orders in force to be followed.

11. Teachers having Ph.D/M.Phil will be given preference for transfer to Colleges having Post-Graduate Departments/Centres of Excellence, provided they come within the ambit of Transfer Norms.

12. As far as possible, NCC Officers who have undergone training will be retained in their station for a period of five years from the date of their Commissioning.

13. Teachers who have only 2 years to retire will be posted in stations of their choice, giving preference to those who are due to retire earlier.

14. State President and General Secretary of recognised 'Teachers Associations' will be eligible for a posting at the Headquarters of the Association.

15. No other special considerations will be given on other grounds.

16. Length of service for the purpose of transfer and posting will be calculated as on 31st March every year. All the general transfer to be deemed to have come in to effect on the [31st May every year] † for the purpose of computing outstation service.

17. (a) Transfers should be effected before the re-opening of the Colleges.

(b) ¶ [Those incumbents who are undergoing F.I.P. or on long leave who are due to rejoin duty on or before 1st July of every year will also be included in the transfer proposals, on the presumption that they will rejoin duty on or before 1st July.] Those who are due to rejoin duty after 1st July will be posted according to vacancy available at the time of their rejoining duty.

18. The above orders will be implemented taking into account also the General Guidelines issued by Government as per the G.O. read as 4th paper above.

‡ [19. These norms will be applicable to teachers of Music Colleges also.]

By order of the Governor,

SUDHA PILLAI,

Secretary.