



Government of Jammu and Kashmir
School Education Department
Civil Secretariat, Jammu/Srinagar

Subject: - Notification for Online Transfer Drive-2024.

**Notification No. 01- JK(Edu) of 2024
Dated. 18.07.2024**

Online representations are invited from the eligible Teachers/Masters/Lecturers/Principals & equivalent/Headmasters & equivalent and ZEO's & equivalent desirous of their transfer under Online Transfer Drive 2024-25.

A. Conditions for applying:-

- i. Employee(s) serving in Zone I & II and having mature stay i.e. 3years and above, as per transfer policy 2023 have to apply compulsorily while as employee(s) serving in Zone III, IV & V having mature stay i.e. 03, 02 & 01 year, respectively may also apply (optional) online as per prescribed format available on School Education Department's Portal **schedujammu.nic.in/atd**.
- ii. Employee(s) having mature stay in Zone IV/V and willing to get transferred within same educational zone, can also apply.
- iii. District cadre employees can be rotated within Zone II,III/IV/V except Zone-I, wherever required. Directors shall decide such cases keeping in view the requirement of academics, last three years performance of the employee and enrollment in the school. As far as rotation within Zone-I is concerned, the Directorates shall strictly recommend such cases, keeping in view the requirement viz-a-viz academics, enrollment, number of schools falling in the said Zone/Educational Zone and the final approval in this regard shall lie with the Administrative Department.
- iv. The academic staff like Principals, Lecturers, Headmasters, Masters, and Teachers working in JKSCERT & associated DIETs, JKBOSE, Samagra Shiksha and deployed in various offices of the Department and having mature stay shall also compulsorily apply.
- v. Employee(s) seeking transfer on Medical grounds/Disability as specified in the Transfer Policy can also apply within same zone with documentary proof irrespective of their tenure.
- vi. Employee(s) seeking transfer on the single-parent ground as specified in the policy can also apply within the same zone except for Zone-I with sufficient documentary proof.

- vii. Employee(s) seeking transfer on Security grounds shall also apply with documentary proof i.e. recommendations received from the Special DG, CID.
- viii. Lecturers, Masters, and GLTs working in the surplus category shall also apply.
- ix. The RBA/ALC employee(s) and the employees appointed under SRO-202 and having completed prescribed tenure on the post against which he/she has been appointed shall also apply.
- x. Officers working on Administrative Posts viz Principals, Headmasters, ZEOs, and equivalent and having mature stay as per Transfer Policy shall apply compulsorily.
- xi. Employee(s) willing to serve in Zone IV & V can also apply irrespective of their tenure. However, they shall be given preferences as far as practicable.
- xii. Employees having mature stay can be transferred anywhere by the Department as per the requirement of the Department. Further Department reserves the right to transfer any employee anywhere on complaint basis and also on administrative exigencies.
- xiii. Female Lecturers/Headmasters working in Zone IV& V in districts other than their domicile district can also apply irrespective of their tenure along with documentary proof (domicile certificate). This shall, however, be subject to availability of vacancies and requirement of the Department.
- xiv. The Teacher-Grade-II/III/RReTs/3rd Teachers are not covered under this Transfer Policy.

B. The Procedure/Preferences for posting is as follows:-

- i. The employees working in Zone I & II shall be required to opt for transfer to Zones other than the Zones where they are posted.
- ii. Employees retiring in between six months to one year can also apply (optional) and they shall be given preference and shall be posted suitably, as far as practicable.

Note:

1. Zonation applies to the employees as per the Cadre against which they have been appointed i.e. Distt/Div/State Cadre respectively.
2. The details of the respective Zones/Educational zones is available on schedujammu.nic.in/atd.portal. Employees while applying for a zone can also opt for a particular educational zone. This shall however be subject to availability of vacancie(s).

3. The department reserves the right to reject or post/adjust the employees beyond the choice opted by him/her for administrative reasons.

C. Further:-

- i. Submission of applications other than online mode shall not be entertained in any case.
- ii. Submission of wrong, false, or fabricated information shall lead to rejection of candidature, and action under provisions of relevant rules will be initiated.
- iii. In the interest of academics and administration, the Department reserves the right to keep any post vacant, if circumstances so demand.
- iv. The decision regarding acceptance /rejection of transfer requests shall depend on:-
 - a. Administrative measures.
 - b. Maximum stay period.
 - c. Availability of vacancy.
- v. The criteria elaborated/laid down in the Transfer Policy-2023, shall be strictly adhered to while effecting such transfers.

D. Schedule for completion of the Online Transfers-2024.

S. No.	Post	Schedule for Submission of online applications.	Processing and Completion of Transfer process by or before
1	General Line Teachers	22.07.2024 to 25.08.2024.	As per transfer policy.
2	Masters		
3	Headmasters & Equivalent		
4	ZEOs & Equivalent		
5	Lecturers		
6	Principals & Equivalent		

Note:

1. Directors shall ensure that the adjustments/rotation shall be strictly as per the rationalization taking into account the Zones/Educational zones, topography of the area and requirement of the Department as per the provisions of the Transfer Policy. Special focus shall be on

- filling of vacancies in Zone IV& V.
2. For any assistance and clarification, employees can contact their respective Directorates.

(Thannaji Bhat)

Under Secretary to the Government.
School Education Department

Dated: 18.07.2024

No.Edu-Gen/38/2023-01

Copy to the:

1. Director SCERT, J&K.
2. Secretary, J&K Board of School Education.
3. Director School Education Kashmir/ Jammu.
4. Director Information and Public Relations with the request to give wide publicity of the notification in the leading newspapers of the UT.
5. Project Director, Samagra Shiksha, J&K.
6. OSD to Advisor (B) to the Hon'ble Lt. Governor, JK.
7. All Chief Education/Zonal Education Officers.
8. Private Secretary to Principal Secretary to the Government, School Education Department.
9. I/c Website.
10. Stockfile