



**Government of Jammu & Kashmir  
School Education Department  
Civil Secretariat, J&K.**

Subject: - Transfer Policy for Employees of School Education Department.

**Government Order No. 103-JK (Edu) of 2023  
Dated: 24.04.2023.**

In supersession of all previous orders on the subject, the Transfer Policy for the employees of School Education Department is hereby notified forming **Annexure- 'A' and 'B'** to this Government Order.

**By order of the Government of Jammu and Kashmir.**

**Sd/-  
(Alok Kumar) IRS,  
Principal Secretary to the Government.**

No:- Edu-Gen/38/2023-01

Dated:- 24.04.2023

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Principal Secretary to the Lieutenant Governor, J&K UT.
3. All Principal /Commissioner/Secretaries to the Government.
4. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, GoI.
5. Divisional Commissioner, Jammu/Kashmir.
6. Secretary, J&K Public Service Commission.
7. Secretary, J&K Board of School Education.
8. Director School Education, Jammu/Kashmir.
9. Director, Archives, Archeology and Museums, J&K.
10. Director Information, J&K.
11. Project Director, Samagra Shiksha J&K.
12. Secretary, J&K Services Selection Board.

13. OSD to the Advisor (B) to Lt. Governor.
14. General Manager, Government Press, Jammu/Srinagar.
15. All Chief Education Officers.
16. Joint Director (Central) SCERT, J&K.
17. Pvt. Secretary to the Chief Secretary.
18. Private Secretary to Principal Secretary to the Government, School Education Department.
19. I/c Website.
20. Government Order file (w.3.s.c)

Copy also to the Commissioner/Secretary to the Government, General Administration Department UT of Ladakh.

24/04/23

  
**(Abhishake Abrol) JKAS,**  
Deputy Secretary to the Government.



**Annexure-'A' to Government order No. 103-JK(Edu)of  
2023 dated: 24.04.2023**

**Transfer Policy**

In order to address the concerns of employees of the School Education Department pertaining to personnel administration, while fulfilling the primary objective of the department i.e. to provide quality education to the students, transfer policy for effecting transfers in the department is hereby notified.

The salient principles of the policy are as follows:

**A. General Principles:**

1. It shall be imperative for the Directorates to maintain a complete **e-database** on transfer/postings of employees for effective implementation of transfer policy.
2. All transfers shall be made through online mode via **Online Transfer Portal** for which the department shall issue Notification every year at the end of the Academic Session and such process shall be completed before the commencement of new Academic Session. However, on administrative exigencies, offline transfers can also be effected with the approval of the competent authority.
3. Zonation/Tenure
  - i. Zone-I, II and III shall ordinarily be **three (03)** years, at a particular school.
  - ii. Zone-IV and V shall ordinarily be **two (02)** years and **one (01)** year respectively, at a particular school.

*However, the mentioned tenure shall not be applicable to an employee who is willing to serve/continue in Zone III, IV and V.*

4. Tenure for transfer of officers on administrative posts viz. CEOs, Principals, Headmasters, ZEOs & equivalent shall ordinarily be two years with a maximum period of three years.
5. In Zones IV and V, the period spent outside the actual place of posting on account of deputation, deployment, attachment and leave shall not be considered for claiming maximum tenure for transfer.

6. Employees would be rotated between Zone-I, II, III and IV as far as practicable. In addition, there will be Zone-V which shall comprise of difficult locations (in-accessible areas) within the UT. The detail of Zones is annexed as **Annexure-'B'**.
7. An employee who has served in Zone-V will preferably be given posting in Zone-I and II to the extent possible.
8. Employee(s) shall generally have to serve in Zones-III, IV and V on promotions, whether immediately or later, unless specifically excluded by the Administrative Department on some reasonable grounds.
9. The new appointees shall be posted in Zones-III, IV and V as far as practicable.
10. Employees appointed under RBA/ALC category shall be required to serve in RBA/ALC area as required under the Jammu and Kashmir Reservation Act, 2004.
11. The employees appointed under SRO-202 shall be eligible for transfer only after completion of five years tenure on the post against which he/she has been appointed.
12. Employees appointed under UT, Divisional or District cadre shall be transferable only within his/her own cadre and shall in no case be transferable from one Divisional cadre to another Divisional cadre or District Cadre, or from one District cadre to another District cadre or Divisional cadre post except as per the provisions as laid down at **Para-21 ,22 & 23**.
13. In case of shortage of Teaching Staff in any specific subject within a School Complex, respective Directors shall make necessary arrangements for the same strictly as per instructions contained in Government Order No. 2173-JK(Edu) of 2022 dated: 01.12.2022.
14. Any other extraordinary arrangement to meet out the shortage/deficiency of staff shall strictly be made by the Administrative Department after taking inputs from the concerned Directorates.

**B. Calendar for Transfer:**

15. In order to maintain constancy during the academic session, transfers shall be made only at the close of

academic session and there shall be no mid-term transfers. However,

- i. Teaching staff can be transferred from one school to another as per the requirement even during the mid-session on cogent reasons including performance of the teacher, school results, enrollment, requirement of subject specific teacher and/or any other administrative measures.
- ii. Employees can be posted upon their promotion, revocation of suspension, resumption of duties after training/leave. They shall be adjusted against vacant posts during the non-transfer period as far as practicable.

**C. Special consideration shall be accorded subject to administrative efficacy as follows:**

16. Where both the husband and wife are in Government service, they may be posted conveniently as far as practicable, subject to availability of post(s).
17. The employee(s) attaining the age of superannuation within six months, shall preferably be posted nearby his/her residence as far as practicable.
18. Employee in the age group of 58 years and above shall not be posted in Zone-IV and V as far as practicable.
19. To the extent possible, single parent, divorcee, widow, female employees and an employee having specially abled children shall be posted conveniently.
20. Physically challenged employee(s) may be given convenient posting subject to the availability of post(s).
21. Inter-cadre and mid-term transfer requests on extreme Medical conditions (self, spouse or dependent children) and Security grounds shall be made for a period of two years by the Administrative Department on the recommendation of the Designated Committee constituted for the purpose, subject to the production of following documents:

S.No	Ground	Document required
1	Medical Diseases covered: i. Life consuming diseases.	Medical Certificate from the Standing Medical Board.

	ii. Disability not less than 40%.	
2	Security	Recommendations from Special DG, CID Wing.

In case, any continuation beyond period of 2 years on Security ground is required, fresh recommendations shall be mandatory. However, in respect of Life Consuming Disease of the official(s), no fresh certification shall be required.

The Designated Committee shall meet twice in an Academic Session and recommend cases accordingly. However, the lien, seniority and promotion prospects of such employees shall be retained in their parent District/Division cadre.

22. Inter-cadre mutual transfer of the employees shall be considered by the Administrative Department subject to the condition that they have qualification with similar academic background and shall have to serve at the place where they are posted on mutual basis. The officials so transferred on mutual basis have to serve for a minimum period of three years in that school. However employees:-

- i. due for promotion shall not be eligible for mutual transfer.
- ii. appointed under RBA/ALC category shall be eligible for mutual transfer only after completion of their tenure in RBA/ALC area as required under the Jammu and Kashmir Reservation Act, 2004.

The lien, seniority and promotion prospects of such employee(s) shall be retained in their parent District/Division cadre.

23. In case of marriage, inter-cadre transfer of lady employee shall be considered by the Administrative Department on the recommendation of the Designated Committee constituted for the purpose, provided she has served five years in her parent cadre (District/Divisional). However, this would be subject to availability of vacancies, department's

requirement, and seniority of the official and on production of following documents:

S.No.	Ground	Document required
1	Marriage	1. Domicile of both husband and wife 2. Marriage certificate

The lien, seniority and promotion prospects of such employee(s) shall be retained in their parent District/Division cadre.

24. Inter zonal (Education zone) transfers shall be effected to bring administrative efficiency after due diligence.

**D. Other Directions:**

25. The surplus employee in a school/institution shall be transferred without taking into consideration his/her period of stay.
26. No leave shall be sanctioned in favour of the employee who is under orders of transfer except in the circumstances beyond his/her control.
27. In respect of Model Schools as also those schools that have maintained high standards of education, the teaching staff shall be posted such that the standards are not compromised, even if, the same is in exception to the general policy.
28. Officers working on Administrative posts i.e. CEO, Deputy CEO, DEPO, ZEO and ZEPO shall be posted on transfer to an equivalent post of academic nature.
29. Orders once issued must be strictly complied with and if it is considered that any order requires modification for some compelling reasons, it shall be done only after obtaining approval of the next higher authority. Reversal of transfer orders once made must be a very rare event and to be resorted to only in exceptional cases, for which cogent reasons shall be recorded in writing.
30. In respect of RETs/RRETs, where the initial appointment is school specific, the instant policy shall not apply.

## E. Delegation of Powers to make Transfers

31. Powers to make transfers shall be exercised in accordance with the provisions of Transfer policy/Delegation of powers as notified by the GAD vide G.O No. 861-GAD of 2010 dated 28.07.2010 and G.O No. 810-JK(GAD) of 2020 dated 01.09.2020 respectively as amended from time to time.

S. No.	Class of Employees	Authority to whom delegated
I	District Cadre non-gazetted employees within the district	District Level Officer of the Department shall submit proposal to the Head of the Department.
II	Divisional Cadre non-gazetted employees within the Division	Divisional Level Head of the Department
III	State Cadre non-gazetted employees	State Level Head of Department. In case, there is no State Level HoD, powers shall be exercised by the Administrative Department.
IV	First gazetted level officers in the department	Head of the Department shall submit proposal to the Administrative Department.
V	Inter-Division transfer of first gazetted level officers in the department	Head of the Department shall submit proposal to the Administrative Department.
VI	Gazetted officers above the first gazetted level upto Joint Director/Deputy Director/equivalent level posts	Minister In-charge. Minister In-charge may delegate any of these powers to the Minister of State and /or Administrative Secretary.



## Annexure-'B'

### Criteria of the areas falling under Zone-I,II,III,IV and V.

S.No	Zone	Criteria																																	
1	I	Within Municipal Limit of District Headquarter																																	
2	II	Outside Municipal Limit upto 20km from District Headquarter																																	
3	III	Beyond 20km to 40Kms from District Headquarter																																	
4	IV	Beyond 40kms and above from District Headquarter and also where change of residence is required. In addition, those schools where there is no motorable road and walking distance from the nearest motorable road is 7 kms or more one way.																																	
5	V	<p>In-accessible areas in the UT of J&amp;K. The detail is as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S.No</th> <th style="text-align: center;">District</th> <th style="text-align: center;">Area</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Kishtwar</td> <td style="text-align: center;">Marwah Dachhan Warwan, Paddar</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Reasi</td> <td style="text-align: center;">Mahore, Chassana</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Rajouri</td> <td style="text-align: center;">Khwass</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Kathua</td> <td style="text-align: center;">Malhar, Bani</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Doda</td> <td style="text-align: center;">Bhaleesa</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">Ramban</td> <td style="text-align: center;">Gool, Khari</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">Kupwara</td> <td style="text-align: center;">Karnah sector, Keran/Kralpora Kupwara, Machil, Trehgam</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">Bandipora</td> <td style="text-align: center;">Gurez</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">Anantnag</td> <td style="text-align: center;">Aishmuqam</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">Baramulla</td> <td style="text-align: center;">Uri</td> </tr> </tbody> </table>	S.No	District	Area	1	Kishtwar	Marwah Dachhan Warwan, Paddar	2	Reasi	Mahore, Chassana	3	Rajouri	Khwass	4	Kathua	Malhar, Bani	5	Doda	Bhaleesa	6	Ramban	Gool, Khari	7	Kupwara	Karnah sector, Keran/Kralpora Kupwara, Machil, Trehgam	8	Bandipora	Gurez	9	Anantnag	Aishmuqam	10	Baramulla	Uri
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24/04/23