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**Government of Assam
Elementary Education Department
Dispur, Guwahati-06**

No.PMA. 108/2018/80

Dated, Dispur the 06th March'2019

Guidelines

on

Online Mutual Transfer of the Assistant Teacher working under Elementary Education Department, Assam and Sarva Siksha Abhijan, Assam for the year 2018-19

To ensure quality education in the elementary level and to ensure smooth services of the working teachers and to optimize job satisfaction amongst the teachers in fair and transparent manner, the Department of Elementary Education has adopted the Guidelines mentioned hereunder of Mutual Transfer of services of Assistant Teachers working under the Department of Elementary Education, Assam, Sarva Siksha Abhijan, Assam and under State Pool for current year.

1) Main Provisions:

- (i) The Guideline shall be effective w.e.f. **07.03.2019.**
- (ii) **Both Intra and Inter district** mutual transfer among the Regular Assistant Teachers of Elementary Education Department (other than the districts of sixth schedule areas) and Contractual Assistant Teachers under SSA, Assam and State Pool (other than the districts of sixth schedule areas) will be conducted.
- (iii) The mutual transfer between working teachers will be materialised through online system
- (iv) The mutual transfer will be done once in a year preferably in the month of January & February.
- (v) The Guidelines will cover the elementary level regular teachers, contractual teachers and state pool teachers (for intra and inter district mutual transfer) working in the Government and Provincialised schools.
- (vi) The Guidelines will enable DEE to materialise the mutual transfer for Regular Teachers with the approval of Government.
- (vii) The Guidelines will enable SSA to materialise the mutual transfer for Contractual Teachers and State Pool Teachers.
- (viii) **In case of intra district** mutual transfer, the scope will be limited between Regular and Regular; Contractual and Contractual/ State Pool; State Pool and State Pool/ Contractual.
- (ix) **In case of inter district** mutual transfer, the scope will be limited between Regular and Regular; Contractual and Contractual, State Pool and State Pool. This has been done to maintain the respective cadre strengths.
- (x) The scope of mutual transfer will be opened for same category of teachers i.e. between Assistant Teacher-LP and Assistant Teacher-LP, Assistant Teacher-UP(SS) and Assistant Teacher-UP(SS), Assistant Teacher-UP(M&S) and Assistant Teacher-UP(M&S), Assistant Teacher-(Language) and Assistant Teacher-(Language), Assistant Teacher-(Science) and Assistant Teacher-(Science), Assistant Teacher-(Hindi) and Assistant Teacher-(Hindi) etc. (**Details of post wise eligibility etc. Given in Annexure- I**).
- (xi) The medium (Language-1 of TET) of both the applicant teachers will be considered for mutual transfer. Mutual transfer between same medium applicant will be allowed in case of TET qualified applicants. In case of non-TET qualified applicants, the medium of school is to be same) in the process.

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- (xii) One teacher can apply with one co-applicant only. In any case a teacher cannot submit his/her online application with more than one teacher. On receipt of more than one application from any teacher, such applications will summarily be rejected even after generation of transfer order.
 - (xiii) One applicant teacher can not change his/her choice/online application once he/she has completed the online application process. Petition for changing of choices/ online applications will not be entertained.
 - (xiv) Grievance mechanism regarding online mutual transfer will be arranged in the online mutual transfer system, if required.
 - (xv) In case of detection of false information submitted by applicants or violation of any provision/clause of this Guidelines, the transfer order shall stand cancelled.
 - (xvi) submission of online application does not confer any right of transfer to any working teacher.

2) Time Schedule:

- (i) The online application will be received w.e.f 15th March, 2019 to midnight of 30th March, 2019.
- (ii) The transferred teachers will have to join in the new place of posting within 7 (seven) days of issuance of the order. In case of either of the teacher do not join in the newly transferred school within 7 days of issuance of the order, in such case, that particular mutual transfer order of both the teachers will automatically be cancelled.

3) Procedure:

- (i) Public Notice on submission of online mutual transfer application will be published in leading news papers of the state.
- (ii) The online application system will be opened for receipt of online mutual application.
- (iii) One teacher is allowed to apply with one co-applicant only. On receipt of more than one application from any teacher, such applications will summarily be rejected even after generation of transfer order.
- (iv) One applicant teacher cannot change his/her choice/online application once he/she has completed the online application process. Petition for changing of choices/ online applications will not be entertained.
- (v) The intending applicants will have to register themselves in the system for online mutual transfer application.
- (vi) The transfer order will be uploaded in the official website.
- (vii) The transferred teachers will have to join in the new place of posting within 7 (seven) days of issuance of the order. In case, either of the teacher does not join in the newly transferred school within 7 days of issuance of the order, that particular mutual transfer order of both the teachers will automatically be cancelled.
- (viii) And any other procedure as required.

4) Exception:

Notwithstanding anything contained in the Guidelines, the Commissioner & Secretary to the Government of Assam, Elementary Education Department with the prior approval of the Government shall be the competent authority to materialise any mutual transfer in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

The above Guidelines is to be followed during the process of mutual transfer of Assistant Teachers under Elementary Education Department, Assam and Sarva Siksha Abhijan, Assam.

Sd/- Preetom Saikia, IAS
Commissioner & Secretary to the Govt. of Assam
Elementary Education Department

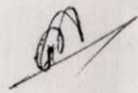
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Dated, Dispur the 06th March'2019

Copy to:

- 1) The Mission Director, SSA, Assam for information and necessary action.
- 2) The Director, Elementary Education, Assam for information and necessary action.
- 3) The Principal Secretary, BTC, KAAC, NCHAC for information.
- 4) The Deputy Commissioner, All district for information.
- 5) The District Elementary Education Officer, All districts for information.
- 6) The District Mission Co-ordinator, SSA, All districts for information.
- 7) The PS to the Hon'ble Minister, Education for kind appraisal of Hon'ble Minister.
- 8) The Block Elementary Education Officer, All Education Blocks for information.
- 9) The Block Mission Co-ordinator, SSA, All Education Blocks for information.

By order etc.



(M. Gogoi)

Deputy Secretary to the Govt. of Assam
Elementary Education Department



Annexure- I of Point No. 10 of the Guideline

Details of Post wise eligibility etc. for Regular Teachers under the Directorate of Elementary Education, Assam

- 1) The Assistant Teacher of LPS will be eligible to apply for Mutual Transfer with Assistant Teacher of LPS.
- 2) Assistant Teacher of Junior Basic School will be able to eligible for Mutual Transfer with Assistant Teacher of Junior Basic School.
- 3) Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of UPS or MES will be eligible to apply for Mutual Transfer with Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of UPS or MES.
- 4) Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of Senior Basic School will be eligible to apply for Mutual Transfer with Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of Senior Basic School.
- 5) Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of Senior Basic School will be eligible to apply for Mutual Transfer with Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of Senior Basic School
- 6) Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of MVS will be eligible to apply for Mutual Transfer with Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of MVS.
- 7) Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of MEM will be eligible to apply for Mutual Transfer with Assistant Teacher/ Science Teacher/ Hindi Teacher/ Arabic Teacher/ Language Teacher of MEM.
- 8) The Regular Teachers of newly provincialized schools (2013) will not be eligible to participate in the Online Mutual Transfer process.
- 9) The Regular Teacher of LPS who were amalgamated with UPS shall only be eligible to apply for Mutual Transfer with Regular teacher of LPS not with Regular Teacher of UPS.
- 10) Other conditions at Guideline.

Details of Post wise eligibility etc. for SSA Contractual and State Pool Teachers, Assam

- 11) SSA Contractual and State Pool - Lower Primary Teacher with Lower Primary Teacher, Upper Primary-Social Science Teacher with Upper Primary-Social Science Teacher and Upper Primary-Maths & Science Teacher with Upper Primary-Maths & Science Teacher will be eligible. .
- 12) **In case of intra (within) district** mutual transfer, a SSA Contractual Assistant Teacher will be eligible to apply with SSA Contractual Teacher / State Pool Teacher. A State Pool Teacher will be eligible to apply with State Pool Teacher / SSA Contractual Teacher .
- 13) **In case of inter district** mutual transfer, a SSA Contractual Assistant Teacher will be eligible to apply with SSA Contractual Teacher. A State Pool Teacher will be eligible to apply with State Pool Teacher.
- 14) The SSA Contractual/ State Pool Teacher of LPS who were amalgamated with UPS shall only be eligible to apply for Mutual Transfer with SSA Contractual/ State Pool Teacher of LPS not with SSA Contractual/ State Pool Teacher of UPS.
- 15) Other conditions at Guideline.

