

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION : E-V BRANCH,
ROOM NO. 116, OLD PTRACHAR VIDYALAYA BUILDING, TIMARPUR,
DELHI-54.

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CIRCULAR

Sub. : **GUIDELINES FOR TRANSFER OF GUEST TEACHERS WORKING IN VARIOUS GOVT.SCHOOL(s)/GOVT.AIDED SCHOOL(s) UNDER DIRECTORATE OF EDUCATION, GOVT.OF NCT OF DELHI.**

1. PURPOSE :

In order to manage/redress the grievances of Guest Teachers of various categories, in a structure way it has been felt necessary to frame a guideline/SOP for transfer/posting of Guest Teachers.

2. APPLICABILITY

This transfer/posting guideline(s) is applicable only upon all TGT/PGT/Misc. Guest Teachers of various categories, who are engaged and are working on Stop Gap Arrangement in various Govt.Schools/Govt.Aided Schools under Directorate of Education, Govt.of NCT of Delhi.

(i) Transfer/posting requests would normally be considered half yearly i.e. w.e.f. first week of *April* and *October* every year.

(ii) These guidelines are not applicable to disengaged/not-reported Guest Teachers.

3. ELIGIBILITY

The Guest Teachers can apply for their transfer only in case of following grounds:

(i) The School from where Guest Teacher is working is located at a distance of above 20 Km. from the residence of Guest Teacher (as per MIS data).

(ii) Guest Teacher can apply for transfer only on the following grounds : (a) Marriage (b) Physically disabled (more then 40 %) /Specially Abled (Divyang) (c) Medical Grounds if (Self, Spouse, Children no other persons included) suffering from terminal diseases only like-advanced Cancer, severe Heart Diseases, Stroke, Major organ failure, Brain tumors, Paralysis, Neurological diseases, HIV, Liver Cirrhosis (d) Pregnant women/miscarriage case who is working as Guest Teacher will be considered for transfer, subject to submission of medical advise from the



Registered medical Doctor of Govt./Govt. Recognized Hospital/Medical Institution etc.

- (iii) In all above cases documentary evidence of ground like marriage card, medical documents etc. must be submitted along-with transfer application otherwise application will not be considered.
- (iv) Mutual transfer request of Guest Teachers will be considered only after receiving separate application from both willing Guest Teachers for their transfer.
- (v) On administrative grounds and in exigencies or in public interest, the Competent Authority, may transfer any Guest Teacher to any School.

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METHOD / PROCEDURE FOR TRANSFER/POSTING

- (i) Application for transfer/posting with option should be submitted to **“ Section Officer, Establishment-V Branch, Directorate of Education, Room No.116, First Floor, Old Patrachar Vidyalaya Building, Timarpur, Delhi-110054”** before end of every April and October, in the prescribed format alongwith his/her all supporting documents i.e. Joining Order/Aadhar Card/Medical Certificate of Hospital/Medical Treatment Papers of Hospital regarding serious chronic illness/Pregnancy/Disability Certificate/Marriage Certificate/Mutual transfer request etc, if any.
- (ii) Transfer/posting requests will be considered only against existing vacancy and not against anticipated vacancy.
- (iii) Transfer request on ground of distance shall be considered for those whose place of work is more than 20 Km. away from their residence (official recorded address as per MIS data).
- (iv) The Guest Teacher is duly bound to get his/her details/official record updated on MIS Module like residential address, age, mobile No. e.mail ID, working days, PH Category, Caste- Category (SC/ST/OBC), Marital Status before applying for transfer otherwise the claim for transfer will not be considered.
- (v) The Guest Teacher seeking transfer can not opt for a “deemed vacancy”. Decision of allotment of School shall be based on merit of working days, i.e. Guest Teacher having higher working days shall be accorded priority against lower working days, in case the opted School is applied by more then one Guest Teachers.
- (vi) *Transfer/posting to the opted School will not be claimed or treated as a matter of right and any opted or nearby School can be allotted within the radius of 20 Km starting from the residence, subject to availability of VACANT POST in the opted/applied School.*



(vii) If the Guest Teacher does not report to the transferred/posted place of posting his/her ID shall be **BLOCKED** till the next **06 (Six) Months** from the date of issuance of the allocation order and no reallocation/transfer/posting will be done till the time.

This issues with the prior approval of Director of Education/
Competent Authority.

JOINT .DIRECTOR OF EDU.(E-V)

NO.F.DE.18.2(89)/E-V/TRANSFER/2023/682-93 Dated: 25 April, 2023

Copy forwarded for information and necessary action to the following :

1. Secretary to the Hon'ble Minister of Education Delhi Sectt., IP Estate, New Delhi.
2. PS to Secretary (Education), Old Sectt., Delhi.
3. PA to Director of Education, Dte.of Education, Old Sectt., Delhi.
4. PA to Addl. Director of Education (School), Dte.of Education, Old Sectt., Delhi.
5. Jt. Director of Education (Admn.), Dte.of Education, Old Sectt., Delhi.
6. All Regional Directors of Education, Dte.of Education, Delhi.
7. All District DDEs, DDEs (Zone), DoE, Govt.of NCT of Delhi.
8. All HQ Branch In-charges/DDEs, Dte. of Education (HQ), Old Sectt., Delhi.
9. All TGT/PGT/Misc. Guest Teachers of various categories, working in various Govt. Schools/Govt.Aided Schools under Directorate of Education, Govt.of NCT of Delhi.
10. OS(IT) to upload the circular on the departmental website for information of HoSs/all Guest Teachers and other concerned, of Govt/Govt. Aided Schools of DoE.
11. Guard file.

JOINT .DIRECTOR OF EDU.(E-V)