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No.3-24-2008-Adm.I/B/ 1901
Government of Goa,
Directorate of Education,
Panaji – Goa.

Dated:- 26/06/2008

OFFICE MEMORANDUM

Sub:- Transfer Guidelines of teaching staff of
Education Department, Panaji

The Government of Goa is pleased to frame transfer policy of Government teachers of the Education Department with immediate effect.

BROAD GUIDELINES :

1. Under this policy, a teacher from any school will be liable for transfer in normal circumstances after 5 years of service in the school where he/she is posted. A school means a Government School imparting Education from pre-primary to higher secondary level of education.
2. In normal circumstances the transfer will be executed only within the Districts of the State as per the guidelines given below in order of priority
 - a. Teachers with hardship cases.
 - b. Teachers who have served for more than 10 years in remote areas
 - c. Extra teachers in the District.
 - d. On serious disciplinary grounds or for any other administrative reasons.

Note I. For this purpose the hardship cases will be as following

- i. Suffering from life threatening diseases like cancer, serious heart ailments, after bypass/open heart operation or any other ailments / sickness of serious nature to be certified by the Dean / Medical Supdt. of Goa Medical College.
- ii. Above 55 years of age.
- iii. Advanced stage of pregnancy.
- iv. Physically handicapped teacher or having spastic / handicapped child to be certified as per the norms by Social Welfare Department

Note II. Any other Administrative reasons shall include

- a. Complaints from M.L.A. or the area in writing
- b. Complaints from Talika Panchayat / Panchayat through Resolution

- c. Report of the A.D.E.I. of adverse nature;
- d. Disciplinary enquiries of serious nature.

Inter-District transfers will not be generally encouraged but can be considered on the following circumstances :

- a. In case a vacancy exists in the district. For this the reasons will have to be recorded in writing by the Director of Education and approved by the Government.
 - b. To a remote area in another District with the condition that the inter District transferee will not seek another transfer for 5 years.
- 3.
- a. Under this policy a teacher means a teacher working in a Government School from pre-primary to higher secondary level of education.
 - b. This policy will also be applicable to the Headmasters of Government Middle Schools, Headmasters of Government Primary Schools and A.D.E.Is as they are equivalent to Teacher Grade – I.
 - c. In case of surplus teachers, general policy will not apply and they will be posted as and where need arises at that particular time of the year.
 - d. In case of death, long leave, etc., the transfers shall be made as and when need arises.

SPECIFIC GUIDELINES

- 1. Generally transfers should be made at least 2 to 3 weeks before the commencement of the new academic year. However, if situation demands due to unforeseen circumstances, transfers will be made at any period during the academic year, in public interest;
- 2. As soon as the teacher becomes liable for transfer, the transfer shall be effected.
 - a. During the summer vacation before the schools reopen;
 - b. In the month of July/August after the enrolment figures are scrutinized.
 - c. In exceptional circumstances at the time of Diwali vacation;
 - d. Any time in public interest without disturbing the teaching.
- 3. Mutual transfer applications received may be considered and decided keeping in view the contingencies.

