

Dated: May 14, 2014.

**OFFICE MEMORANDUM**

**Sub: Transfer Policy Guidelines for Teaching Staff.**

In supersession of all previous Office Memorandums / Orders on the subject, the following guidelines are hereby issued for transfer of Government School Teachers in the UT of Daman & Diu.

1. **Norms for transfers:** All teachers / Head Masters and Principals are liable to be transferred from one school to another on completion of normal tenure in the first school as tabulated below:

Category	Normal Tenure	
	For transfer within the same district (Intra-district)	For transfer from one district to another district (Inter-district)
Teacher / Head Master	3 years	5 years
Principal	3 years	5 years

2. The competent authority for transfers shall be as per below:-

Category	Competent Authority
Teachers / Headmaster	Secretary (Education)
Principal (within same district)	Secretary (Education)
Principal (inter-district)	Hon'ble Administrator

3. No teacher shall ordinarily be allowed to serve a second term in the same school.
4. All Teacher Grade-I / Head Masters must compulsorily serve a tenure in both Districts before they are posted as Principal in a Higher Secondary School/Asstt. Director of Education.
5. Inter-district transfers shall be made as per a seniority list based upon the duration of actual tenure in a district.
6. Request for mutual transfer may be considered subject to Administrative convenience in public interest. No TA/DA will be admissible in such case. However, no mutual transfer request will be entertained in case of teachers requesting to return to the same school where he/she has been previously working or before completion of tenure period of minimum three years.
7. All transfer/posting orders shall ordinarily be issued in the month of April/May every year, indicating the date of relieving and consequential movement of the other officials.

Secretary Science & Technology/Agriculture  
Sp. Sec. Pers./Home/Vig.  
Daman & Diu and DNH

Letter File No : 257  
Inward Date : 16/5/14  
Outward Date : 15/5/14

16/05/2014  
16/05/2014

920  
8. Transfer on account of promotion/vacancy/administrative exigency may be done at any time of the academic year with the prior approval of Competent Authority.

9. Transfer of Husband and Wife, when both happen to be teachers or in Government Service, may as far as possible, be effected to the same station. Consideration may be shown by issuing transfer orders earlier than due with a relaxation of upto one year in such cases.

10. Subject to administrative convenience, Teacher / Head Master / Principal retiring on superannuation within one year, will ordinarily be exempted from transfer. Subject to the availability of vacancy, a teacher may be posted near his home town or place where he/she wishes to settle down after retirement.

11. A Teacher / Head Master / Principal who is due for inter-district transfer as per this policy, may not be transferred, if his / her child is studying in Class 12<sup>th</sup> and due to appear in the Board examination during next March / April, subject to a written request having been received in advance, and subject further to a written undertaking to be furnished that he shall move to the other district in the next annual transfer.

12. The Teacher / Head Master / Principal transferred from Diu District to Daman shall ordinarily move first and relieve those stationed at Daman to enable them to report to Diu.

13. Transfer order once issued will not be cancelled, except on extreme compassionate or administrative ground, with the prior approval of Hon'ble Administrator.

14. No deviation from this transfer policy is permissible except on sufficient grounds and in public interest with the prior approval of Hon'ble Administrator.

By order and in the name of the  
Administrator of Daman & Diu  
and Dadra & Nagar Haveli

Spl. Secretary-cum-Director(Education)  
Daman & Diu.

To,

1. The Dy. Director of Education, Daman & Diu.
2. The CEO, District Panchayat, Daman / Diu.
3. The Asstt. Director of Education, Diu.
4. The Chief Officer, Municipal Council, Daman / Diu.

Copy to:-

1. The Development Commissioner, Secretariat, Daman.
2. The Finance Secretary, Secretariat, Daman.
- ✓ 3. The Special Secretary (Personnel), Secretariat, Daman.
4. The Dy. Inspector General of Police, Daman & Diu.
5. The Collector, Daman/Diu.
6. The Staff Officer to Administrator, Daman.
7. All Heads of Office in Daman & Diu District.