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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF SECONDARY EDUCATION
ITANAGAR

NOTIFICATION

The 19th June, 2025

No.DSE-11012/9/2022.—In the interest of Public Service, the Governor of Arunachal Pradesh is pleased to accord approval to frame the Teachers, Transfer and Posting Policy as follows,-

1. **Short title and commencement :** The policy may be called by the **TEACHERS TRANSFER AND POSTING POLICY, 2025.**

2. **VISION :**

To ensure equitable, need based distribution of Teachers to protect the academic interest of students and optimize job satisfaction amongst the Teachers in a fair and transparent manner.

3. **APPLICABILITY :**

The transfer policy shall be applicable to all regular Teachers which include all categories of teachers i.e. Primary Teacher (PRT), Trained Graduate Teacher (TGT), Post Graduate Teachers (PGT), Laboratory Assistant, Wood Work Teacher (Handicraft Teacher), Music Teacher, Agriculture Demonstrator, Junior Librarian etc. and all administrative cadre such as Principal/Vice-Principal (VP)/Head Master (HM), Assistant Project Officer (APO), District Adult Education Officer (DAEO), Block Education Officer(BEO) etc. other than district Ministerial cadre.

4. **DEFINITIONS OF VACANT POSTS :**

- (i) **Actual Vacancy:** A post not occupied by any Teacher whether serving in regular capacity or by a temporarily employed Teacher, like a guest Teacher.
- (ii) **Involuntary Deemed Vacancy:** A post held by a Teacher in a regular capacity for a period of 5 (five) years in the present school of posting or the maximum period entitled in a particular posting under this policy, whichever is lesser.
- (iii) **Voluntary Deemed Vacancy:** A post occupied by such Teacher who has been adjudged eligible for transfer even if she/he is not eligible otherwise on the minimum tenure criteria, such as in the case of promotion or medical ground.

5. **TYPES OF TRANSFER :**

Transfer may be broadly classified into two types-

- (i) **Administrative Transfer,** which the Department orders *suo-moto* in the exigencies of service and in public interest or on administrative grounds.
- (ii) **Transfer on Request,** which shall be affected based on the request of a Teacher and eligibility as per the policy.

6. **PREMISE :**

- (i) This transfer policy shall become applicable with effect from academic session 2025-2026 after official notification. A trial run shall be launched before the official notification.
- (ii) All Teachers in teaching posts and administrative posts are liable to be posted anywhere within the State of Arunachal Pradesh.
- (iii) Transfers can neither be claimed as a matter of right nor do these guidelines intend to confer any such right upon the Teachers for posting at desired places.

- (iv) While effecting transfers, **the academic interest of the students shall be supreme.** The other dominant considerations in affecting transfer will be administrative exigencies / ground and organizational reasons including the need to maintain continuity, uninterrupted academic schedule and quality of teaching and to that extent, the individual interest / requests shall be subservient.
- (v) General transfer will be made only once a year. Online transfers shall normally take place before the commencement of the academic session in order to protect the academic interest of the students.

7. CATEGORIZATION OF SCHOOLS/SERVICE LOCATIONS :

- (i) For the purpose of transfer and posting of Teachers and on the basis of terrain, connectivity, proximity to state capital, proximity to National Highway and other infrastructure, all Government schools will be divided into three categories as follows:
 - (a) Hard
 - (b) Middle
 - (c) Soft
- (ii) All schools located in District Headquarters shall generally be categorized as either Soft or Middle posting, except for a Teacher belonging to that district, for whom it shall be necessarily considered as soft posting.
- (iii) Any school located in home Village/Town of a Teacher, which otherwise is categorized as hard posting or middle posting, shall be considered as soft posting for that particular Teacher who is from the same Village/Town. However, any teacher who is posted in the same district but serving in hard posting or middle posting will be considered as in hard posting or middle posting accordingly.
- (iv) This categorization shall be reviewed or/and revised every 5 (five) years.

8. MANDATORY POSTING :

- (i) All new recruits shall be initially posted in hard posting for a mandatory period of 3 years including probationary posting and subsequently, in middle posting for 3 years. They shall not be posted in their home districts during this mandatory period. Under no circumstances will their request for transfer outside the hard or middle posting be entertained before completion of this mandatory period of 8 years.
- (ii) Teachers who are already in service, but have not completed the mandatory period of 3 years in hard posting and 5 years in middle posting since their appointment at the time of announcement of this policy, shall mandatorily participate in the next transfer drive and complete the remaining mandatory years in the hard posting and middle posting, starting with the hard posting.
- (iii) Normally a Teacher has a service career of about 35 years. Hence, she/he shall serve for a minimum cumulative period of 10 years in hard posting and 10 years in middle posting during her/his entire service career. As a corollary, she/he shall serve in soft posting for a maximum period of 15 years. Once this maximum period is reached soft posting, all future vacancies in soft posting shall be blocked or become unavailable for that particular teacher.
- (iv) If a Teacher has served in the hard posting in the past, even if the school has now been categorized in soft posting or middle posting under this policy, her/his past tenure will be credited to her/him as hard posting.

9. TRANSFER CALENDAR :

- (i) General transfer will be made only once in a year, as per time schedule given in sub-clause (ii) below. However, transfer/posting necessitated by promotions, direct recruitments, medical ground, administrative grounds and posts needed to be filled up in public interest can be made anytime.
- (ii) The following time scheduled shall be followed for the purpose of transfer and posting every year:
 - (a) **1st December – 31st December** : Rationalization of posts, preparation of Provisional actual vacancy list and deemed vacancy list.
 - (b) **1st January – 15th January** : Notification of list of vacancies to be filled / blocked.
 - (c) **1st March – 31st March** : Kept free for board exams.
 - (d) **1st April – 30th April** : Receipt of applications for transfer.
 - (e) **1st May – 15th May** : Online processing of applications through Transfer-Posting software and issue of transfer orders.
 - (f) **16th May – 31st May** : Disposal of all transfer related cases and process completion.

- (iii) Opening of new schools or upgradation of schools shall take effect in April of the coming academic sessions, though formal orders of upgradation can be issued at any time. But the posts in respect of such new/upgraded schools shall be accounted for in the rationalization of posts exercise which shall be carried out prior to the commencement of new academic session, provided posts are created for such schools.

10. GENERAL GUIDELINES FOR TRANSFER :

- (i) All transfer exercises shall be carried out only through approved web-based application, except transfers on administrative exigencies/grounds as may be determined by the controlling authority.
- (ii) Every Teacher will be responsible for the accuracy and regular 'online updation' of her/his credentials as and when any status is changed on e-HRMS. In case, she/he notices any discrepancy, she/he can get it rectified by adopting due procedure after producing the relevant documents before the controlling authority.
- (iii) Minimum service period in a school for seeking transfer shall be 3 (three) years and maximum service period in a school shall be 5 (five) years as on 31st March of the academic year, subject to clause (vii) of this clause.
- (iv) A Teacher shall be eligible to him across the districts in the state.
- (v) The option once availed and confirmed online shall be final and it cannot be changed.
- (vi) Some vacancies of all categories of Teachers may remain unfilled at any given point of time due to shortage of Teachers in the department. To avoid disproportionate concentration of Teachers in some schools or postings, the department may block some actual vacant posts to be kept vacant in the transfer drive.
- (vii) Maximum number of consecutive years a Teacher can serve in soft posting, either in one or more schools, shall be 5 years respectively.
 - (a) However, if a Teacher has attained 50 years of age and has never served in the soft posting during her/his entire service or has served the mandatory posting in hard and middle postings for a total period of 20 (twenty) years, she/he will be entitled to serve in the soft posting for the remaining years, notwithstanding the normal 5 consecutive years limit.
 - (b) However, in case of hard posting, there will be no restriction on the length of tenure for teacher if it is not the Home Village/Town of that Teacher, in whose case, the maximum period should be 15 years.
- (viii) A Teacher on promotion shall not remain in the same school, unless she/he was transferred to that school within the last one year and there is a promotional post available to him in that school.
- (ix) A Teacher designated as associative NCC Officer (ANO) Caretaker officer (CTO) shall be transferred and posted only in schools having same wing of NCC and the ANO/CTO may be replaced by the ANO/CTO only so that there is no disturbance to the regular activities of NCC in the school. For transfer of such officer, concurrence of ADG, NCC shall be required. However, the Department reserves the right to put her/him in any school as per administrative requirement and interest of students.
- (x) All applications for transfer on request shall be made online and shall be forwarded to the Controlling Authority for any comments within 15 days after which the department shall decide on the application on merit administratively.
- (xi) 'Schools of Urgent Requirement' will be identified on the basis of criteria of high PTR/ high enrolment.
- (xii) Application whose request could not be considered in a Calendar year for shortage of vacancy or other reasons shall have to apply afresh for transfer in the subsequent year.
- (xiii) Mutual transfer Requests shall be considered, provided the Teachers are of the same discipline and post and have served school. Fresh recruits shall not be eligible for mutual transfer before the completion of the mandatory period.
- (xiv) Teachers having 12 months or less than that before retirement shall generally not be transferred, though they have completed their 5 years in the same school, as it may otherwise affect the preparation of their pension papers etc., unless the teacher herself/himself has sought transfer.
- (xv) A Teacher shall be considered 'surplus' if the concerned subject of that particular teacher is not offered in that school or if the station seniority/posting tenure of the teacher in that school or posting has exhausted on joining of a new Teacher of the same subject.
- (xvi) Teachers declared 'surplus' from a school as a part of rationalization of posts shall compulsorily participate in the transfer drive. In case of their non-participation in transfer drive for any reason, their salary from such post shall be stopped and the department shall be at liberty to post them at any station across the state in the school having high Teacher deficit.

- (xvii) Any Teacher transferred on administrative grounds of misconduct cannot be transferred back to the school from where she/he was transferred on such grounds.
- (xviii) All Teachers who are transferred and/or posted to a new place would “stand relieved” within (15) working days from his or her present place of posting without waiting for any formal relieving. If a Teacher fails to comply with the transfer order, his/her pay shall be put on hold in the current posting from the 16th day onwards and her/his increment for the financial year or the next financial year shall be forfeited after due inquiry in the matter.
- (xix) Any attempts by a teacher to bring any political or other outside influence for transfer on any superior authority of the Department shall be treated as misconduct and would be liable for disciplinary action as per conduct Rules.
- (xx) In case of involuntary deemed vacancy, the Teacher holding the post will get a system generated notification (e-SMS) one month before the maturity of her/his tenure in the particular school or posting.

11. CRITERIA FOR ALLOTMENT OF POST AGAINST A VACANCY :

- (a) For contesting transfer requests against a vacancy, the following parameters shall be considered for allotment of the post to the most eligible Teacher. All the parameters shall carry equal value of 10 (ten) points each. Against each parameter, the employee who gets preference/priority will get 10 (ten) points and the Teacher who doesn't get preference/priority will get '0' (Zero) point. The employee securing the maximum score out of the total 70 (seventy) points shall be allotted the vacant post:
 - (i) **Age** : The teacher who is oldest by age shall be given priority.
 - (ii) **Gender** : Female teacher shall be given preference.
 - (iii) **Years of service in Hard Posting**: The Teacher having served for the longest period in the Hard Posting shall be given priority.
 - (iv) **Availability of APAR for the last three years** : The Teachers whose APAR is available at least for the last 3 years will be given preference.
 - (v) **National/State Award** the Teacher who is a National/State Award winner will be given priority.
 - (vi) **Students Result** : The Teacher producing best results in the last Board exam will be given priority.
 - (vii) **Health ground** : *Notification order No.SEDN-276/2019 dated 10th February, 2020 Transfer and Posting Policy 2019-2020 point 10.C (i) – Medical ground will be applied here.*

In this regard, a parameter criteria listed below:-

1. Age:

- 18-30 Years Old : 2.5 Marks
- 31-40 Years Old : 5 Marks
- 41-50 Years Old : 7.5 Marks
- 51-60 Years Old : 10 Marks

2. Gender:

- Female : 10 Marks
- Male : 8 Marks

3. Service year:

- Hard : 0.7 Marks/Year
- Middle : 0.3 Marks/Year
- Soft : 0.15 Marks/year

*Points Above 10 will count as 10

4. APAR:

- 1 Year : 3 Points
- 2 Years : 6 Points
- 3 Years : 10 points

5. National/State Award: National/ State Award 10 Points

6. Students Results: - As per students subject-wise pass percentage of concern teachers

- Class I to VIII : RTE Act
- Class IX to XII : Pass Percentage

7. Health ground: Notification order No. No. SEDN-276/2019 dated 10th February, 2020 transfer & posting policy 2019 -2020 point 10.C (i)- Medical ground will be applied.

- (b) In case of tie between two or more Teachers contesting for a vacancy/station, the female employee shall be given preference. In case of the employee between same genders, the employee with an earlier date of joining in the present post in the present station shall be given preference. And in case, if the date of joining in the present post in the present station also coincides, then the older employee shall be given the preference.

(c) **Humanitarian Grounds (Specials Case) Transfers :**

Notwithstanding the eligibility/score obtained by other transfer applicant under the para 11(a), an applicant whose request for transfer is on any of the following Humanitarian Grounds, after due verification, shall be given priority while giving allotment against a vacancy:

- (i) **Medical Grounds:** All applications for transfer under Medical Grounds shall be referred to the State Medical Board. If the competent Authority is satisfied with the claim and recommendation of the State Medical Board, transfer may be processed anytime of the year. Medical ground shall be applicable to the teacher and her/his family, that is, her/his legally wedded spouse and children only.

Medical Ground case shall cover the following types of diseases only:

1. Cancer
2. Paralytic Stroke
3. Renal failure
4. Coronary artery disease
5. Thalassaemia
6. Parkinsons 'Disease
7. Motor-Neuron Disease
8. Any other disease with more than 50% mental disability duly examined by and recommended by the State Medical Board.

- (ii) In extreme cases, when the incumbent is not able to perform his duties due to illness resulting in the hampering of work, he/she may be allowed to proceed on voluntary retirement. However, if such offers are not accepted and the Teacher is medically unfit to perform duty, compulsory retirement as per the rules shall be recommended in the interest of the public service.

- (iii) **PwD Cases:** Efforts to be made to ensure that persons with Disabilities (PwD) (40% and above disability only) are posted in their desired place subject to availability of vacancies and other provisions of these rules.

- (iv) **Spouse Ground:** As far as possible, working spouse under the Education Department will be transferred within same station. However, if the duo is from different Department /Organizations of State Government or Central Government or any PSU, the employee belonging to Education Department may be transferred in the place of their spouse, subject to availability of vacancies. Any employee seeking transfer on spouse ground should have completed minimum 10 (ten) years of service in hard belt in his/her career their request can be approved.

- (v) **Children's Education Ground:** Teachers whose child/children is/are appearing in Class-X or Class XII Board exam in the next academic year may be granted transfer to the Town/Place where the children are pursuing their education.

12. RATIONALIZATION/EARMARK OF SANCTIONED POST AGAINST EVERY GOVERNMENT SCHOOLS (CLAUSE ADDED):

- A. Irrespective of RTE Act, by observing the educational scenario of state, minimum 5 Teachers will be provided in GPS and 6 Teachers in GUPS including the Head of the Institute respectively. If there is Section in the school or the no. of students are excess, in such case Pupil's Teacher Ratio (PTR) will be applied.
- B. As per latest CBSE Class room norms, in Secondary and Higher Secondary School the ratio will be 1:45 with mandatory subject Teacher, in case of more than one section in a class PTR will be applied as per CBSE norms.
- C. Sanctioned post: -
- PRT= Minimum 5 PRT (English, Hindi, Science, Math, Social Science) upto CI - V
 - TGT (Ele) = Minimum 5 TGT (English, Hindi, Science, Math, Social Science) upto CI- VIII
 - TGT (Sec)= Min 10 TGT (main subject) (English, Hindi, History, Political Science, Economics, Geography, Physics, Chemistry, Biology, Math) upto CI- X

- PGT (GHSS) = PGT are subjected to post as per availability of courses/ stream:-
- Humanities = 6 PGT (English, Hindi, Pol Science, Geography, Economics, History)
- Science = 4 PGT (Physics, Chemistry, Biology, Math)
- Commerce = 2 PGT (Business Studies, Accountancy)
- Agriculture = 1 PGT
- Horticulture = 1 PGT

Table of Subject-wise sanctioned post :

Sl. No.	DESIGNATION	ENGLISH	HINDI	SCIENCE	MATHS	SOCIAL SCIENCE
1.	PRT (ELE) CL I-V	1	1	1	1	1

Sl. No.	DESIGNATION	ENGLISH	HINDI	SCIENCE	MATHS	SOCIAL SCIENCE
1.	TGT (ELE) CL VI- VIII	1	1	1	1	1

SL. No.	DESIGNATION	ENG	HINDI	HISTORY	POL. SC.	ECO	GEO	PHY	CHEM	BIO	MATH
1.	TGT (SEC) Class IX - X	1	1	1	1	1	1	1	1	1	1

Sl. No.	DESIGNATION	ENG	HIN	HIS	P. SC.	ECO	GEO	PHY	CHEM	BIO	MATH	Bus. studies	Acct	AGRI	HORTI
1.	PGT CL X-XII	1	1	1	1	1	1	1	1	1	1	1	1	1	1

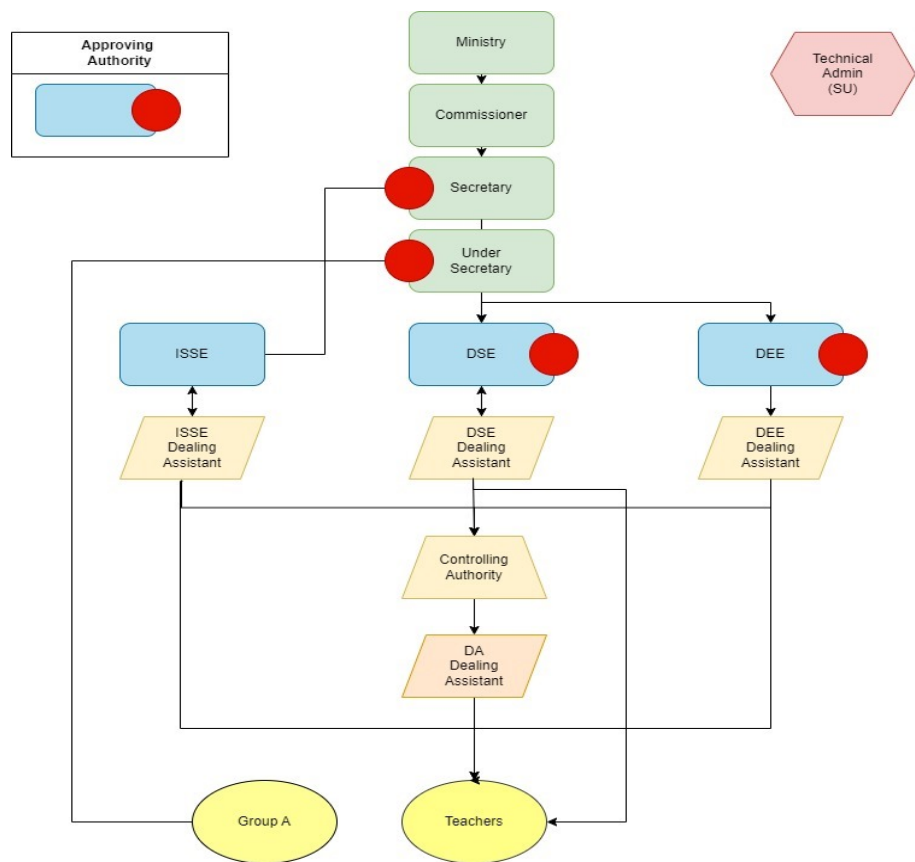
Sl. No.	Resource Teacher (Vocational Course)	Info. Tech.	Tours & Travels
1.	CL IX - XII	1	1

Lab Asst. & others	Phy	Chem	Bio	Info. Tech	Librarian	PET	Agri	Horti	Music	Wood-craft teacher
CL- IX-XII	1	1	1	1	1	1	1	1	1	1

***Note :** All the above mentioned subject Teachers and others are subjected to be posted as per availability of the courses as per CBSE curriculum in the particular schools.

- 13. Authorities Competent to Effect Transfer :**
In order to effect transfer and posting of Teachers under Education Department, Head of the Department shall be competent to exercise all power under this policy. The Commissioner/ Secretary may delegate power to such authorities with such further limitations for such period a deemed appropriate in view of prevailing circumstances whether by a general or specific order to such authorities. The power so delegated is liable to be withdrawn by the **Commissioner/ Secretary** whose discretion in this regard shall be final.
- There must be access key for the Under Secretary Education in the portal in regards to the transfer and posting of DDSE, Principal, HM/VP, DAEO, BEO, CRCC, BRCC.

The structure of ADMIN Flow Chart for Teacher Registry Portal for transfer and posting is shown below in the diagram:



14. **Grievance Redressal :**
If any Teacher has any grievance or objection against her/his transfer or posting, she/he may submit a representation to the competent authority through proper channel. The aggrieved Teacher shall not go to the court without placing her/his grievances before the Department of Education. The Aggrieved teacher may consider the option to go to the court only after exhausting all available channels in the Department. If a Teacher files a case in the court but subsequently loses the case, then all the legal fees and other expenditure incurred by the Department with regards to the case shall be borne by the teacher.
15. **Power of Relaxation:**
Notwithstanding anything contained in the policy, in case of administrative exigencies, the Government of Arunachal Pradesh shall be competent to transfer any Teacher to any place at any point of time, in relaxation of any or all of the above provisions after recording reasons justifying such relaxation with due approval from the Government. Any change in the policy shall be made only with the approval of the Cabinet.
16. **Repeal and Savings :** The Teachers transfer and posting policy 2019-2020 notified vide no. SEDN-276/2019 dated 10th February, 2020 is hereby repealed.
Notwithstanding such repeal, any action taken under the 2020 policy shall be construed to have been validly taken under the corresponding policy of this policy.
This Notification shall come into force with immediate effect.

Amjad Tak, IAS
Commissioner (Education),
Government of Arunachal Pradesh,
Itanagar.