

অসম বিধান সভা
তৰাবিহীন প্ৰশ্ন নং -৪৬৩
উত্তৰ দিয়াৰ তাৰিখ - ২৩-০৭-২০২৬
বিষয়ঃ উচ্চ শিক্ষা, মডেল কলেজ ও শিক্ষক বদলি সম্পৰ্কিত।
বিধায়ক: শ্ৰীজাকৰিয়া আহমেদঃ

প্ৰশ্ন

মাননীয় উচ্চ শিক্ষা বিভাগৰ মন্ত্ৰী মহোদয় অনুগ্ৰহ কৰিয়া জানাবেন কিঃ

(ক) শ্ৰীভূমি জেলায় পৰ্যাপ্ত উচ্চ শিক্ষা প্ৰতিষ্ঠান না-থাকায় বহু শিক্ষাৰ্থীকে উচ্চ শিক্ষাৰ উদ্দেশ্যে জেলাৰ বাইৰে গমন কৰতে হয়। এই প্ৰেক্ষিতে শ্ৰীভূমি জেলায় একাটি State University স্থাপনেৰ বিষয়ে সরকারেৰ কোনো পৰিকল্পনা আছে কি? বিস্তাৰিত তথ্য সদনে প্ৰদানেৰ অনুরোধ জানাই।

(খ) উত্তৰ কৰিমগঞ্জ সমষ্টিতে একাটি মডেল কলেজ স্থাপনে বিষয়ে সরকারেৰ কোনো পৰিকল্পনা আছে কি? যদি থাকে, তবে সংশ্লিষ্ট প্ৰকল্পেৰ বৰ্তমান অগ্ৰগতি, DPR প্ৰস্তুতিৰ অৱস্থা, অনুমোদন ও বাস্তবায়নেৰ সম্ভাৱ্য সময়সীমাসহ বিস্তাৰিত তথ্য সদনে প্ৰদানেৰ অনুরোধ জানাই।

(গ) ৰাজ্যেৰ বিভিন্ন বিদ্যালয়ে কৰ্মৰত কিছু মহিলা শিক্ষিকাকে নিজ গৃহ থেকে 10 Kilometer বা তাৰ অধিক দূৰতে কৰ্মস্থলে যাতায়াত কৰতে হয়, ফলে বিভিন্ন ধৰনেৰ সমস্যাৰ সৃষ্টি হয়। এই প্ৰেক্ষিতে মহিলা শিক্ষিকাদেৰ নিজ গৃহেৰ নিকটবৰ্তী বিদ্যালয়ে বদলি বা পদায়নেৰ বিষয়ে সরকারেৰ কোনো পৰিকল্পনা আছে কি? বিস্তাৰিত তথ্য সদনে প্ৰদানেৰ অনুরোধ জানাই।

উত্তৰ

মাননীয় উচ্চ শিক্ষা বিভাগৰ মন্ত্ৰী ডা॰ ৰণোজ পেগু দেৰে উত্তৰ দিব :-

(ক) ৰাজ্যেৰ সকলো জিলাতে গুণগত উচ্চ শিক্ষাৰ সমতা নিশ্চিত কৰাৰ উদ্দেশ্যকে ধৰি ৰাজ্য চৰকাৰেৰ নীতিগত কাঠামো আৰু নিৰ্বাচনী ইস্তাহাৰত দিয়া প্ৰতিশ্ৰুতিসমূহ পালন কৰিবলৈ অসম চৰকাৰ সম্পূৰ্ণৰূপে প্ৰতিশ্ৰুতিবদ্ধ।

বৰ্তমান শ্ৰীভূমি জিলাত আঠখন মহাবিদ্যালয় চলি আছে, যাৰ সবিশেষ, ছাত্ৰ-ছাত্ৰীৰ নামভৰ্তিৰ বিৱৰণ পৰিশিষ্ট 'ক'ত সংলগ্ন কৰা হৈছে। উচ্চ শিক্ষা বিভাগে ছাত্ৰ-ছাত্ৰীৰ জনসংখ্যা, বৰ্তমানৰ প্ৰতিষ্ঠানিক সামৰ্থ্য, ভৌগোলিক সুলভতা, আৰু ভৱিষ্যতৰ শৈক্ষিক প্ৰয়োজনীয়তা আদি কাৰকৰ ভিত্তিত প্ৰতিখন জিলাৰ উচ্চ শিক্ষাৰ আন্তঃগাঁথনি আৰু শৈক্ষিক প্ৰয়োজনীয়তাসমূহ নিৰন্তৰভাৱে পৰ্যালোচনা কৰি আছে। ভাৰতীয় জনতা পাৰ্টিৰ নিৰ্বাচনী ইস্তাহাৰত উল্লেখ কৰা লক্ষ্যসমূহক শাসন ব্যৱস্থাৰ পথ প্ৰদৰ্শক নীতি হিচাপে গ্ৰহণ কৰাৰ বাবে ২০২৬ চনৰ ১৩ মে'ত ৰাজ্যিক কেবিনেটে গ্ৰহণ কৰা সিদ্ধান্তই উচ্চ শিক্ষাক শক্তিশালী কৰাৰ লগতে উন্নয়নমূলক পদক্ষেপসমূহ পৰ্যায়ক্ৰমে আৰু পদ্ধতিগতভাৱে ৰূপায়ণৰ দিশত চৰকাৰেৰ দায়বদ্ধতাক প্ৰতিফলিত কৰিছে। "এখন জিলা, এক বিশ্ববিদ্যালয়" স্থাপনেৰ উদ্দেশ্য অসমৰ প্ৰতিখন জিলাতে উচ্চ শিক্ষাৰ সুযোগ প্ৰসাৰিত আৰু শক্তিশালী শৈক্ষিক পৰিৱেশ তন্ত্ৰ সৃষ্টিৰ লক্ষ্যেৰে চৰকাৰেৰ এক উল্লেখযোগ্য নীতিগত পদক্ষেপ। এই সন্দৰ্ভত চৰকাৰে প্ৰতিষ্ঠিত নিয়ম, পদ্ধতি, আৰু বিধিগত বিধান অনুসৰি প্ৰয়োজনীয় পৰীক্ষা আৰু মূল্যায়ন গ্ৰহণ কৰিব। কৰিমগঞ্জ মহাবিদ্যালয়ৰ সন্দৰ্ভত শ্ৰীভূমিজিলাৰ শৈক্ষিক প্ৰয়োজনীয়তা, উপলব্ধ সম্পদ, আৰু উচ্চ শিক্ষাৰ সুবিধা সম্প্ৰসাৰণৰ বহল উদ্দেশ্যেৰ প্ৰতি লক্ষ্য ৰাখি উচ্চতম পৰ্যায়ৰ চৰকাৰেৰ নিৰ্দেশনা আৰু নীতিগত সিদ্ধান্ত অনুসৰি বিষয়টো বিবেচনা কৰা হ'ব।

(খ) উত্তৰ কৰিমগঞ্জ সমষ্টিত বৰ্তমান কৰিমগঞ্জ মহাবিদ্যালয় আৰু ৰবীন্দ্ৰ সদন ছোৱালী মহাবিদ্যালয় আছে।

ইয়াৰোপৰি কৰিমগঞ্জ জিলাত বৰ্তমান পণ্ডিত দীনদয়াল উপাধ্যায় ইৰালিগ'ল আদৰ্শ মহাবিদ্যালয় অৱস্থিত। তদুপৰি জিলাখনত প্ৰধান প্ৰকল্পৰ (Signature Project) অধীনত তৰাৱাৰি সমষ্টিত এখন পণ্ডিত দীনদয়াল উপাধ্যায় আদৰ্শ মহাবিদ্যালয় আৰু পাথাৰকান্দি সমষ্টিত এখন মডাৰ্ণ মহাবিদ্যালয় নিৰ্মাণকাৰ্য্য সম্পূৰ্ণ হৈছে যদিও বৰ্তমানলৈ উচ্চ শিক্ষা বিভাগক হস্তান্তৰ কৰা হোৱা নাই। জিলাখনৰ ৰামকৃষ্ণ নগৰ সমষ্টিতো এখন চৰকাৰী মহিলা আদৰ্শ মহাবিদ্যালয় নিৰ্মাণমান অৱস্থাত আছে।

উত্তৰ কৰিমগঞ্জ সমষ্টিত আদৰ্শ মহাবিদ্যালয় স্থাপন সম্পৰ্কীয় প্ৰস্তাৱ প্ৰচলিত নীতি নিৰ্দেশনা, বাজেটৰ বিধানৰ উপলব্ধতা, শৈক্ষিক প্ৰয়োজনীয়তা, সম্ভাৱনীয়তা, আৰু ৰাজ্যত উচ্চ শিক্ষাৰ সুবিধাসমূহ শক্তিশালী কৰাৰ সামগ্ৰিক লক্ষ্য অনুসৰি পৰীক্ষা কৰা হ'ব।

(গ) চৰকাৰে ২০২৩ আৰু ২০২৫ চনত সংশোধিত অসম প্ৰাথমিক আৰু মাধ্যমিক বিদ্যালয়ৰ শিক্ষক (পোষ্টিং আৰু বদলিনিয়ন্ত্ৰণ) আইন, ২০২০ আৰু পৰৱৰ্তী সংশোধনীৰ লগতে সংশ্লিষ্ট নিয়মাৱলী, ২০২২ প্ৰণয়ন কৰি শিক্ষকৰ বদলি আৰু পদবীক স্বচ্ছ আৰু প্ৰণালীবদ্ধভাৱে নিয়ন্ত্ৰণ কৰিছে। উল্লেখ কৰা আইন আৰু নিয়মসমূহ পৰিশিষ্ট "খ"ত সংলগ্ন কৰা হৈছে।

আইনখনৰ বিধান অনুসৰি মহিলা শিক্ষককে ধৰি শিক্ষক সকলে নিৰ্ধাৰিত অনলাইন পৰ্টেলৰ জৰিয়তে বদলিৰ বাবে আবেদন কৰিব পাৰে, আৰু এনে আবেদন সমূহ আইনৰ প্ৰযোজ্য বিধান, নিৰ্ধাৰিত ছাত্ৰ-শিক্ষকৰ অনুপাত (পিটিআৰ), খালী পদৰ উপলব্ধতা, আৰু বিদ্যালয়ৰ শৈক্ষিক প্ৰয়োজনীয়তা অনুসৰি বিবেচনা আৰু নিষ্পত্তি কৰা হয়।

প্ৰাথমিক শিক্ষা সঞ্চালকালয়, অসমে বিধিগত বিধান অনুসৰি আন্তঃজিলা একক বদলি, আন্তঃজিলা একক বদলি, আৰু পাৰস্পৰিক বদলি আদি বদলি প্ৰক্ৰিয়া চলায়। সংশোধিত বিধান অনুসৰি, অবিৰত সেৱাৰ প্ৰয়োজনীয় সময়সীমা সম্পূৰ্ণ কৰাকে ধৰি নিৰ্ধাৰিত যোগ্যতাৰ মাপকাঠী পূৰণকৰা মহিলা শিক্ষক সকলে বদলিৰ বাবে আবেদন কৰিব পাৰে। তদুপৰি, মহিলা শিক্ষকসকলৰ সুৰক্ষা আৰু সুৰক্ষাৰ চিন্তা-চৰ্চাৰ সমাধানৰ বাবে ব্যৱস্থা কৰা হৈছে, য'ত বদলিৰ প্ৰস্তাৱসমূহ উপযুক্ত ক্ষেত্ৰত যোগ্য কৰ্তৃপক্ষই বিবেচনা কৰিব পাৰে, আনকি উচ্চ পিটিআৰ থকা বিদ্যালয়ৰ পৰাও, আইনখনৰ বিধানৰ অধীনত জিলা আয়ুক্তই বদলিৰ প্ৰস্তাৱ প্ৰেৰণ কৰিব পাৰে।

নিৰ্ধাৰিত পিটিআৰ বজাই ৰাখিবলৈ আৰু শিক্ষকৰ ন্যায্য নিয়োগ সুনিশ্চিত কৰিবলৈ চৰকাৰে সময়ে সময়ে শিক্ষক যুক্তিসংগতকৰণৰ অনুশীলনও গ্ৰহণ কৰে। নিযুক্তি প্ৰক্ৰিয়াত স্বচ্ছ ৰেগুলাইজেচন ব্যৱস্থাৰ জৰিয়তে যোগ্য প্ৰাৰ্থী নিৰ্বাচন কৰা হয়, আনহাতে প্ৰচলিত নীতি অনুসৰি মহিলা প্ৰাৰ্থীৰ বাবে সুবিধাজনক স্থানৰ ওপৰত যথাযথ বিবেচনা কৰা হয়।

**** এই উত্তৰৰ লগতে পৰিশিষ্ট' নথি অসম বিধানসভাৰ ৱেবচাইট 'www.cms.neva.gov.in' ত আপল'ড কৰা হৈছে।**

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পৰিশিষ্ট "ক"

Enrolment in U.G. 1st Year for Academic Year 2021-22 to 2026-27 in Colleges of Sribhumi District, Assam
AY 2026-27 Admission data till 17th June 2026 (Final Spot Admission round admission to be conducted)

Sl. No.	Name of the College	Total Enrollment in UG 1st Year (Session 2021-22)	Total Enrollment in UG 1st Year (Session 2022-23)	Total Enrollment in UG 1st Year (Session 2023-24)	Total Enrollment in UG 1st Year (Session 2024-25)	Total Enrollment in UG 1st Year (Session 2025-26)	Total Enrollment in UG 1st Year (Session 2026-27) (Admission till 17th June 2026)
1	KARIMGANJ COLLEGE	461	1004	1179	1135	1318	1215
2	N C COLLEGE	1225	1056	1562	1413	1627	1686
3	NILAMBAZAR COLLEGE	533	276	547	507	554	584
4	PDUAM ERALIGOOL	59	46	112	349	454	430
5	PATHARKANDI COLLEGE	447	488	703	584	680	638
6	R K NAGAR COLLEGE	623	659	802	894	922	930
7	R S GIRL'S COLLEGE	407	255	429	310	477	633
8	SWAMI VIVEKANANDA COLLEGE	250	141	247	257	390	424



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 211 দিশপুৰ, মঙ্গলবাৰ, 26 মে', 2020, 5 জ্যৈষ্ঠ, 1942 (শক)

No. 211 Dispur, Tuesday, 26th May, 2020, 5th Jaistha, 1942 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LEGISLATIVE DEPARTMENT::: LEGISLATIVE BRANCH

NOTIFICATION

The 22nd May, 2020

No. LGL.48/2020/3.— The following Act of the Assam Legislative Assembly which received the assent of the Governor on 15th May, 2020 is hereby published for general information.

ASSAM ACT NO. III OF 2020

(Received the assent of the Governor on 15th May, 2020)

THE ASSAM ELEMENTARY AND SECONDARY SCHOOL TEACHERS'
(REGULATION OF POSTING AND TRANSFER), ACT, 2020

AN

ACT

to provide for the responsibility of the State Government to manage posting and transfer of teachers of Elementary and Secondary Schools according to the requirement of teachers in a School in order to maintain proper Pupil Teacher Ratio.

Preamble

Whereas it is expedient to provide for the responsibility of the State Government to manage posting and transfer of Teachers of Elementary and Secondary Schools according to the requirement of Teachers in a School in order to maintain proper Pupil Teacher Ratio (PTR) norms prescribed in the Right of Children to Free and Compulsory Education Act, 2009 and rules framed and norms laid down thereunder, for ensuring optimum utilization of manpower for effective academic support to the students and for prevention of adverse effect on academic activities in Schools.

Central
Act No. 35
of 2009

It is hereby enacted in the Seventy-first Year of the Republic of India as follows :-

Short title,
extent and
commencement

1. (1) This Act may be called the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020.
- (2) It extends to the whole of Assam.
- (3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

Definitions

2. In this Act, unless the context otherwise requires,-
 - (a) "Appointing Authority" means the Appointing Authority of a teacher according to the provisions of the relevant Service Rules for the time being in force;
 - (b) "Category or Cadre" means different Category of Teachers working in the State, like Principal, Vice-principal, Head Master, Assistant Head Master, Assistant Teachers, Intermediate Teachers, Graduate Teachers, Post Graduate Teachers, Fixed pay Teachers, Contractual Teachers, Additional Teachers, Craft Teachers, Music Teachers, Tutors etc;
 - (c) "Competent Authority" means the State Level Committee or the District Level Committee as mentioned in sub-sections (1), (2) and (5) of section 5 ;
 - (d) "District Level Committee" means the Committee as mentioned in sub-section (5) of section 5 ;
 - (e) "Elementary School" means the school imparting education to any class from class I to VIII ;

- (f) "Government" means the Government of Assam;
- (g) "High PTR" means a school where number of Teachers are more than the requirement as per PTR norms;
- (h) "Low PTR" means a school where number of Teachers are less than the requirement as per PTR norms;
- (i) "Mutual Transfer" means inter change of two Teachers having same status and same subject between two schools;
- (j) "PTR" means Pupil Teacher Ratio which denotes the requirement of one Teacher against certain number of students;
- (k) "PTR norms" means the norms as laid down under section 4 of this Act for the purpose of posting and transfer of Teachers in a school;
- (l) "prescribed" means prescribed by rules made under this Act;
- (m) "School" means all provincialised and Government schools of both Elementary and Secondary level ;
- (n) "Secondary School" means the school imparting education to upto class X or up to class XII;
- (o) "State Level Committee" means the respective committees as mentioned in sub-sections (1) or (2), as the case may be, of section 5 ;
- (p) "Teacher" means all Teachers or Tutors of both Elementary and Secondary Schools drawing salary or fixed pay or honorarium from the Government exchequer or from Samagra Siksha Abhiyan, Assam excluding Heads of schools.

**Norms for
posting of
Teachers**

3. (1) All Teachers of Elementary Schools shall be posted by the Appointing Authority strictly in accordance with the provisions contained in the Right of Children to Free and Compulsory Education Act, 2009 read with the Rules framed thereunder and norms fixed by the Government from time to time in compliance with the provisions of the said Act.
- (2) The Teachers of Secondary Schools shall be posted by the Appointing Authority in accordance with the relevant Service Rules in force and norms fixed by the Government from time to time in compliance with the provisions of the said Rules.
- (3) The place of posting of Teachers under sub-sections (1) and (2) above shall be in accordance with the PTR norms as laid down under section 4 of this Act.

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2009

**Principle for
maintaining
PTR norms**

4. (a) For Elementary Schools, PTR has to be calculated in accordance with the provisions contained in sections 19 and 25 read with the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and rule 21 of the Assam Right of Children to Free and Compulsory Education Rules, 2011. While calculating the number of available Teachers in a school, all the Teachers or Tutors working in the school irrespective of category including Teachers provided by the Samagra Siksha Abhiyan and contractual Teachers, fixed pay Teachers and any other category of Teachers appointed by the Government, but excluding any irregular or illegal Teachers, are to be taken into consideration;

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- (b) For Secondary Schools, there shall be one Teacher or Tutor against 40 pupils. In case of Secondary Schools, all the subjects available in the school has to be taken into consideration and one Teacher can be assigned against minimum 10 pupils for that particular subject. In case of Higher Secondary School, the Post Graduate Teachers have to attend the classes from IX to XII. While calculating the requirement of Teachers subject-wise for class IX to XII, the availability of Post Graduate Teachers in the school has to be taken into consideration. In addition, while calculating numbers of available Teachers in a school, all the Teachers or Tutors working in the school irrespective of category including Teachers provided by the Samagra Siksha Abhiyan, Assam and contractual Teachers, fixed pay Teachers and any other category of Teachers appointed by the Government of Assam, but excluding any irregular or illegal Teacher, are to be taken into consideration. Overall PTR of a Secondary School shall be 40:1, which means one Teacher against forty pupils.

**Competent
Authority for
recommending
transfer of
Teacher as per
PTR norms**

5. (1) The State Level Committee as mentioned below shall be the Competent Authority for recommending inter district transfer of Teachers of Elementary Schools in accordance with this Act:-
(a) Mission Director, Samagra Siksha Abhiyan, Assam;
(b) Director, Elementary Education, Assam.
- (2) The State Level Committee as mentioned below shall be the Competent Authority for recommending inter district transfer of Teachers of Secondary Schools in accordance with this Act :-
(a) Mission Director, Samagra Siksha Abhiyan, Assam;
(b) Director, Secondary Education, Assam.
- (3) The State Level Committee mentioned in sub-sections (1) and (2) of this section, may also recommend to revoke any order of transfer issued in contravention of the PTR norms as mentioned in section 4.

- (4) The Senior most Secretary of the Elementary or Secondary Education Department, as the case may be, shall accord approval for issue of the inter district transfer order of Teachers by the respective Appointing Authority on the basis of recommendation of the State Level Committee, on being satisfied that the recommendation is made in accordance with the provisions of section 4 of this Act:

Provided that the Senior most Secretary of the respective Department as aforesaid, while approving recommendation of any transfer shall ensure that no Teacher is transferred from a low PTR School to a High PTR School except under section 9 of this Act.

- (5) The District level Committee as mentioned below shall be the Competent Authority for recommending inter school transfer of Teachers within the district :-

(a) Additional Deputy Commissioner (Education) of the District- - - - Chairman ;

(b) District Elementary Education Officer or Inspector of Schools , as the case may be, - Member Secretary ;

(c) All Deputy Inspector of Schools of the district - ---
- Members; and

(d) The concerned Block Education Officers - Member.

- (6) The Appointing Authority shall issue the inter school transfer order of Teachers within the District on the basis of recommendation of the District Level Committee, on being satisfied that the recommendation is made in accordance with the provisions of section 4 of this Act:

Provided that the concerned Appointing Authority as aforesaid, while issuing the transfer order, shall ensure that no Teacher is transferred from low PTR School to high PTR School except under section 9 of this Act.

Inter school
transfer norms of
Teachers within
the district

6. The Government and the Competent Authority shall be guided by the following norms in respect of inter school transfer of Teachers within the district:-

- (a) The Teachers may be transferred from one Elementary School to another Elementary School within the district in accordance with the requirement of Teachers in the school as per norms as provided under sections 19 and 25 read with the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and rule 21 of the Assam Right of Children to free and compulsory Education Rules, 2011.

- (b) The Teachers may be transferred from one Secondary School to another Secondary school within the district in accordance with the requirement of Teachers in the school and also considering the subject-wise requirement.

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2009

The overall PTR of a Secondary School is 40:1 which means one Teacher against forty students and there must be minimum 10 students for a particular subject for providing a Teacher for that subject.

- (c) The Application for transfer by a Teacher has to be addressed to the District Level Committee and submitted through the concerned District Elementary Education Officer or the Inspector of Schools, as the case may be, in such Form as may be prescribed, who shall place the Application before the District Level Committee for consideration.
- (d) The transfer of Teacher from one school to another school within the district may be allowed by the Competent Authority strictly in accordance with the PTR norms. Teacher from a High PTR school may only be transferred to a school having Low PTR. Under no circumstance Teacher from a Low PTR school shall be transferred to a High PTR School except under section 9 of this Act.
- (e) The effect of all the transfers shall have to be done during the period of summer vacation in order to minimize academic loss.
- (f) The District Elementary Education Officer or the Inspector of schools and the District Level Committee shall take action for transfer and posting of Teachers in schools in accordance with the PTR norms and in compliance with the provisions of this Act, so that the transfer orders can be issued within the summer vacation, by the concerned Appointing Authority.
- (g) In the event of receipt of more than one application for transfer, the first preference shall be given to Differently Abled Teachers and for other Teachers it shall be decided on the inter-se-seniority of the Teachers:

Provided that Differently Abled female Teacher shall be preferred over a male Teacher within this category and weightage between two Differently Abled Teachers shall be given on the basis of the respective percentage of disability.

Inter district transfer norms of Teachers

7. The Government and the Competent Authority shall be guided by the following norms in respect of inter district transfer of Teachers :-

- (a) A Teacher working in a district continuously for 10 (Ten) years or more can apply for transfer to his or her home district or to a nearest contiguous district.

- (b) A Differently Abled Teacher can apply after working two years in a district for transfer to his or her home district or to a nearest contiguous district.
- (c) The application for transfer by a Teacher has to be addressed to the State Level Committee and submitted through the District Elementary Education Officer or the Inspector of Schools, as the case may be, in such Form as may be prescribed, who shall place the Application before the State Level Committee.
- (d) On receipt of application, the State Level Committee shall examine the application and on being satisfied with the grounds or reasons stated in the application, shall identify vacant posts in Low PTR schools of the district to which the transfer is applied for by the Teacher, in consultation with the Appointing Authority of the district.
- (e) The effect of all the transfer has to be done during the period of summer vacation, in order to minimize academic loss.
- (f) The District Elementary Education Officers or the Inspector of Schools and the State Level Committee shall take action for transfer and posting of Teachers in schools in accordance with the PTR norms and in compliance with the provisions of this Act, so that the transfer orders can be issued within the summer vacation, by the concerned Appointing Authority.
- (g) In case of more than one application for transfer, the procedure as provided in section 6 (d) of this Act shall, mutatis-mutandis, apply.

Principle for
Mutual Transfer

8. Mutual transfer of Teachers without adversely effecting academic support to the students shall be done every year in a transparent manner through online process as may be prescribed:

Provided that mutual transfer shall be allowed only between the Teachers of same status and also only between the Teachers of same subject.

Power of Deputy
Commissioner

9. In case of exigency for maintenance of proper academic atmosphere in a school or for maintaining peace and tranquility or safety and security of a female Teacher, the Deputy Commissioner of a district, after observing such formalities as may be prescribed, if satisfied that transfer of a Teacher is essential for any one of the said grounds, may, refer to the Competent Authority for transfer of a teacher, even from a Low PTR school. The Competent Authority shall immediately consider such proposals of the Deputy Commissioner and recommend to the concerned Appointing Authority for issue of transfer order:

Provided that on transfer of such a Teacher from a Low PTR school, the Appointing Authority shall immediately post a Teacher in that school to maintain the PTR norms as per provisions of this Act, either by direct recruitment or through transfer from a High PTR school.

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| Grounds for seeking transfer | 10. | A Teacher may seek transfer only on the following grounds :-
(a) For change of residence due to marriage;
(b) For looking after elderly and ailing parents;
(c) For safety and security of female Teachers;
(d) For treatment of the Teacher and/or their dependents;
(e) For the reasons as mentioned in section 7 of this Act ;
(f) For any other specific and justifiable ground. |
| Transfer not to effect seniority | 11. | Transfer of a teacher made under this Act, shall not in any way effect his original seniority in the respective cadre of the service. |
| Offences and Penalties | 12. (1) | Violation of any of the provisions of this Act, shall be treated as commission of an offence punishable under this Act. |
| | (2) | Whoever violates any one or more of the provisions of this Act shall be punishable with rigorous imprisonment for a term which may extend to one year or a fine not exceeding fifty thousand rupees . |
| | (3) | Any person who abets for commission of any of the offences as aforesaid shall be liable for the same punishment as provided for the commission of the said offence under this Act. |
| | (4) | Offences under this Act shall be cognizable, bailable and Act No. 2 compoundable within the meaning of the Code of Criminal of 1974 Procedure, 1973. |
| Cognizance of offence | 13. (1) | No court shall take cognizance of any offence punishable under this Act except with the previous sanction in writing of the Government in the Education, Elementary or Secondary Department, as the case may be, under which the Teacher has been either appointed or working on the date of commission of the alleged offence under this Act. |
| | (2) | Offences under this Act shall be triable by a Magistrate not Act No. 2 lower in rank than that of a Judicial Magistrate of the 1st of 1974 class under the Code of Criminal Procedure, 1973. |
| Power to make rules | 14. (1) | The State Government may, by notification in the Official Gazette make rules for carrying out the provisions of this Act. |
| | (2) | Without prejudice to the generality of the foregoing provision such rules may provide for all or any of the following matters, namely :- |

- (a) Application Form for Transfer of Teachers under sections 6 (d) and 7 (c) ;
 (b) Procedure of online process for mutual transfer under section 8 ;
 (c) Formalities to be observed for referring transfer from Low PTR School, by the Deputy Commissioners under section 9 ;
 (d) Other Forms or Formats which are to be or may be prescribed under this Act ;
 (e) any other matter which are required to be or may be framed, not inconsistent with the provisions of this Act.
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| Protection of action taken in good faith | 15. | No suit, prosecution or other legal proceedings shall lie against the Government or any Officer of the Government for anything, which is done or intended to be done in good faith under this Act or Rules made there under. |
| Application of other laws not barred | 16. | The provisions of this Act shall be in addition to and not in derogation of the provisions of any law for the time being in force. |
| Power to remove difficulties | 17. | If any difficulty arises in giving effect to the provisions of this Act, the Government may by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, in the academic interest of a particular school or district or of a teacher, as may appear to it to be necessary or expedient for removing the difficulty. |

S. M. BUZAR BARUAH,

Commissioner & Secretary to the Government of Assam,
 Legislative Department, Dispur, Guwahati-6.



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 507 দিশপুৰ, সোমবাৰ, 11 জুলাই, 2022, 20 আশাৰ, 1944 (শক)

No. 507 Dispur, Monday, 11th July, 2022, 20th Ashadha, 1944 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECONDARY EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

NOTIFICATION

The 11th July, 2022

No.ASE 600/2021/285.- In exercise of the powers conferred by sub-section (1) and (2) of section 14 of the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020 (Act No. III of 2020), the Governor of Assam, is hereby pleased to make the following rules, namely:-

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| Short title,
extent and
commencement | 1. | (1) | These rules may be called the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Rules, 2022. |
| | | (2) | They shall come into force on the date of their publication in the Official Gazette. |
| | | (3) | It shall apply to all the schools established within the State of Assam under the Government of Assam. |
| Definitions | 2. | (1) | In these rules, unless the context otherwise requires,- |
| | | (a) | "Pupils Teacher Ratio(PTR)" means the pupil teacher ratio as provided under section 19 and 25 read with the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and rule 21 of the Assam Right of Children to Free and Compulsory Education Rules, 2011, in a school shall be ,- |
| | | (i) | 30:1 in (Lower Primary) Elementary Schools; |
| | | (ii) | 35:1 in (Upper Primary) Elementary Schools; |
| | | (iii) | 40:1 in Secondary Schools; |
| | | (iv) | 10 nos. (minimum) of Pupil in each subject in Secondary School; |
| | | (v) | "Teacher" means teacher as defined in the Act in section 2 clause (p) shall also include, Demonstrators, Instructors or |

any teaching staff engaged or appointed, in whatsoever name working in Government Schools, Provincialised Schools, Schools run and managed by SSA or any Government funded Institutions or Organisations both of Elementary and Secondary level Schools drawing Salary or fixed pay or remuneration from the Government exchequer.

(b) "Posted District" means the district where the Teacher/Tutor is currently posted prior to his application for transfer.

(c) "Proposed District" means the district of the school to which the Teacher/Tutor intends to get himself transferred.

(d) "Registration" means registration of Teachers and Officials in the online Transfer Portal.

(2) Words and expression used in these rules and not defined herein, above but defined in the Act, shall have the same meanings respectively, assigned to them in the Act and thereafter, in case of any conflict, the provisions in the Act, shall prevail.

Registration of Teachers

3. The following categories of Teacher shall register their names under these rules, namely :-

- (a) Elementary Teacher/Tutor
- (b) Secondary Teacher/Tutor
- (c) Samagra Siksha Assam (SSA) Teacher.
- (d) All other Teachers/Tutors in the Educational Institutions run by the Government.

Registration

4. The Teachers/Tutors shall create online Account to register himself by providing Name, Email, Date of Birth, Gender and other information related to his Service along with password in <https://hrmsassam.in>.

Process of Registration of Teachers

5. For registration of their names Teachers shall follow the following steps:-

- (1) All the Teachers/Tutors shall register in the web portal, namely:- "<https://hrmsassam.in>";
- (2) The Teachers/Tutors shall submit their details to create their Service Profile in the portal;
- (3) The Teacher/Tutor shall upload scanned copy of Photo, Signature and documents relating to their academic and Professional qualification and appointment letter and previous Transfer Orders, Attachment Orders, Sanction/Retention/Treasury Authentication copies/ Numbers, etc. indicating their present post and all other information relating to the Service profile;
- (4) Only registered Teachers and Tutors shall be considered for transfer ;
- (5) The Service profile shall be verified at District Level separately for Elementary, Secondary, Samagra Siksha Assam (SSA) Teachers/Tutors.

Types of On-Line Application for transfer of Teachers/Tutors

6. There shall be eight types of transfer applications of Teachers/Tutors, namely :-

- (i) Mutual transfer (Intra District) – Elementary, Secondary, SSA and other Government supported Institutions.
- (ii) Mutual transfer (Inter District) – Elementary, Secondary, SSA and other Government supported Institutions.
- (iii) Intra District (Within district) – Elementary, Secondary, SSA and other Government supported Institutions.

- (iv) Inter District - Elementary, Secondary, SSA and other Government supported Institutions.
- (v) Intra District under Exigencies – Elementary, Secondary, SSA and other Government supported Institutions.
- (vi) Inter District under Exigencies – Elementary, Secondary, SSA and other Government supported Institutions.
- (vii) Transfer under exigencies by the Deputy Commissioner of the District.
- (viii) Transfer under exigencies by the Department of Secondary and Elementary Education Department.

Procedure of seeking transfer within the District (Intra District)

7. (1) For Elementary Level Schools:
 - (i) Windows for Application for transfer shall open for 30 days/one month, from 1st April to 30th April in a Year. It shall be notified in the Newspaper/ Transfer Portal dashboard.
 - (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format EE-001 (Part A and B) at Annexure-I shall appear online.
 - (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
 - (iv) Applicant shall select one School within the District having high Pupil Teacher Ratio (PTR) School from the master data list of the vacancies in the district of respective categories of Teachers/Tutors.
 - (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
 - (vi) And then shall click the SUBMIT button.
 - (vii) Thereafter the application of the Teacher/Tutor in online mode shall be transferred to the respective District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEEO)/Block Elementary Education Officers (BEEOs). All the concerned Authorities shall immediately get an ALERT in their registered mobile.
 - (viii) From 15th April to 17th April and 1st May to 7th May of the Year, the District Elementary Education Officer (DEEO) and the Block Elementary Education Officers (BEEOs) shall check the

Portal Dashboard for Transfer Petitions and start the verification and authentication of the document submitted in the online portal by the applicant.

- (ix) The Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs) after verification furnish their report in the assigned online fields and return the Application with the report to the DEEO by 12th May of the year.
- (x) The District Elementary Education Officers (DEEO), after receipt of the report from the concerned Block Elementary Education Officers (BEEOs), shall forward the report to the District Level Committee (DLC) of the respective Districts, by 14th May of the year.
- (xi) From 15th May to 19th May of the year, the District Level Committee (DLC) shall open and examine the report received from District Elementary Officer (DEEO) and after fulfilment of the criteria for Transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xii) On receipt of the recommendation for Transfer from the District Level Committee (DLC), the Appointing Authority shall generate the transfer Order in public interest within 07 days or by 31st May of the year from receipt of the report in the Portal after being satisfied with the Pupil Teacher Ratio (PTR) and the recommendation in favour of the Applicant Teacher/Tutor.
- (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiv) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application to the District Elementary Education Officer (DEEO)/ Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), on the same assigned dates by 15th May to 19th May of the Year of its sittings.
- (xv) From 1st June to 7th June the respective Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 12th June.
- (xvi) The District Selection Committee (DLC) shall again sit between 15th to 19th June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.

- (xvii) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order by 30th June of the year.
- (xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xx) The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

(2) For Secondary Level Schools :

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1st April to 30th April in a Year which shall be notified in the Newspaper/Transfer Portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format SE-001 (Part A and B) at Annexure-II shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School within the District having high Pupil Teacher Ratio (PTR) School from the master data list of the vacancies in the district of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the Annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) Thereafter the application of the Teacher/Tutor in online mode shall be transferred to the respective Inspector of Schools (IS) of the concerned districts. The concerned Authorities shall immediately get an ALERT in their registered mobile.
- (viii) From 15th April to 17th April and 1st May to 7th May of the Year, the Inspector of Schools (IS) shall check the Portal Dashboard for Transfer Petitions and start verification and authentication of the documents submitted by the applicants.

- (ix) The Inspector of Schools (IS) of the concerned districts after verification and with the report in the assigned online fields, shall forward his report to the District Level Committee (DLC) of the respective Districts by 14th May of the year.
- (x) From 15th May to 19th May of the year, the District Level Committee (DLC) shall open and examine the report received from Inspector of Schools (IS) of the concerned districts and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xi) On receipt of the recommendation for transfer from the District Level Committee (DLC), the Appointing Authority shall generate the transfer Order in public interest within 07 days from receipt of the report in the Portal or by 31st May, after being satisfied with the Pupil Teacher Ratio (PTR) and the recommendation in favour of the Applicant Teacher/Tutor.
- (xii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiii) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the Inspector of Schools (IS) between 15th May to 19th May of its sittings, of the year.
- (xiv) From 1st June to 7th June the Inspector of Schools (IS) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 14th June of the year.
- (xv) The District Selection Committee (DLC) shall again sit between 15th to 19th June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xvi) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order by 30th June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

Procedure of seeking Inter District Transfer 8. (1) For Elementary Level Schools :

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1st April to 30th April in a Year which shall be notified in the Newspaper/ Transfer Portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format EE-002 (Part A and B) at Annexure-III shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self- appraisal and HM/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School in any of the proposed District having high Pupils Teacher Ratio (PTR) School from the master data list of District-wise vacancies in the State of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) The Application in online mode gets transferred to the respective District Elementary Education Officer (DEEO) of the two districts and the concerned Block Elementary Education Officers (BEEOs) of the two Blocks (District and Block posted and proposed).
- (viii) From 15th April to 17th April and 1st May to 7th May of the year during the operation and after the closing of online Application Window, the DEEO and the BEEOs shall check the Portal Dashboard for Transfer Petitions. Both the DEEOs and the concerned two BEEOs of both the posted and proposed District shall open, examine and authenticate the document submitted by the applicant.
- (ix) Both the Block Elementary Education Officers (BEEOs), after authentication of the information submitted, shall submit the report to their respective District Elementary Education Officers (DEEOs) by 12th May of the year. Both the District Elementary Education Officers (DEEOs) shall examine and forward the report to the State Level Committee (SLC) by 14th May of the year.
- (x) From 15th May to 19th May of the year, the State Level Committee (SLC) shall open and examine the fulfilment of the criteria for transfer and dispose the same with its

recommendation to the Senior-most Secretary of the respective Department for approval of its recommendation for transfer of the Applicant.

- (xi) From 20th May to 25th May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examine and if found in order as per the provisions of the Act, shall approve and endorse the approval for transfer to the Appointing Authority or reject or if not satisfied shall revert back the proposal to the respective District Elementary Education Officers (DEEOs) for re-verification and re-submission of report.
- (xii) Appointing Authority shall get a notification in the registered mobile and in the Transfer Portal and generate the transfer Order in public interest within 07 days or by 31st May of the year from the Portal after being satisfied with the recommendation.
- (xiii) State Level Committee (SLC), in the event of requiring additional information or for query may revert back the proposal to the respective District Elementary Education Officers (DEEOs) between 15th May to 19th May of its sittings, of the year.
- (xiv) From 1st June to 7th June the respective District Elementary Education Officers (DEEOs) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application through the respective Block Elementary Education Officers (BEEOs) and with the report forward to the State Level Committee (SLC) by 14th June of the year.
- (xv) The State Level Committee (SLC) shall again sit between 15th to 19th June of the year and examine the online report and if it fullfills the criteria shall recommend for transfer to the appointing authority/Director of Elementary Education (DEE) or reject the proposal.
- (xvi) Based on the recommendation of the State Level Committee (SLC)/Senior most Secretary, the appointing authority/Director of Elementary Education (DEE) shall issue the transfer order by 30th June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

(2) FOR SECONDARY LEVEL SCHOOLS :

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1st April to 30th April in a Year which shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer'
Format SE-002 (Part A and B) at Annexure-IV shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School in any of the proposed District having high PTR School from the master data list of District-wise vacancies in the State of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) The Application in online mode gets transferred to the respective Inspector of Schools (IS) of the two (proposed and posted) districts.
- (viii) From 15th April to 17th April and 1st May to 7th May of the year during the operation and after the closing of Application Window, Inspector of Schools (IS) of the two districts shall check the Portal Dashboard for Transfer Petitions, examine and authenticate the documents submitted by the applicant.
- (ix) Both the Inspector of Schools (IS) of the two (proposed and posted) districts, after authentication of the information submitted, shall dispose the Application by 14th May of the year and endorse its report to the State Level Committee (SLC).
- (x) From 15th May to 19th May of the year the State Level Committee (SLC) shall open and examine the fulfilment of the criteria in respect of transfer proposal and forward their recommendation to the Senior-most Secretary of the respective Department for approval for transfer of the Applicant Teacher/Tutor.

- (xi) From 20th May to 25th May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examine and if found in order as per the provisions of the Act, shall approve and forward the approval for transfer to the Appointing Authority. The proposal may be rejected or reverted back to Inspector of Schools (IS) for re-examination and re-submission.
- (xii) Appointing Authority shall get a notification in the registered mobile and in the Transfer Portal and generate the transfer Order in public interest within 07 days or by 31st May of the year from the Portal after being satisfied with the recommendation.
- (xiii) State Level Committee (SLC), in the event of requiring additional information or for query may revert back the proposal to the respective Inspector of Schools (ISs) between 15th May to 19th May of its sittings, of the year.
- (xiv) From 1st June to 7th June the respective Inspector of Schools (ISs) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and forward the proposal to the State Level Committee (SLC) by 14th June of the year.
- (xv) The State Level Committee (SLC) shall again sit between 15th to 19th June of the year and examine the online report and if it fulfills the criteria shall recommend for transfer to the Senior most Secretary/Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xvi) Based on the recommendation of the State Level Committee (SLC) the Appointing Authority/Director of Secondary Education (DSE) shall issue the transfer order by 30th June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

Procedure of seeking
Mutual Transfer
within the District

9. (1) FOR ELEMENTARY LEVEL SCHOOLS :

- (i) Windows for Application for transfer shall remain open round the year. It shall be notified in the Newspaper/Transfer Portal dashboard.

- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.
There shall be two options for Mutual Transfer.
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'-
Listed as intending for mutual transfer to a specific part of the district.
- (iii) Click the option for 'Listed for Mutual Transfer'
A Statement with blank fields will appear seeking all the details of the intending Teacher/Tutor.
The intending Teacher/Tutor shall fill up the mandatory and optional fields.
Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (iv) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and HM/Principal's certificate and upload the same in the portal.
- (v) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire District.
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual Transfer and share information amongst themselves.
Then the proposed paired Teachers/Tutors shall shift to the next application format.
- (vi) Apply for Mutual Transfer -Joint Application of two Teachers/Tutors willing for mutual transfer within the district.
Click the option for 'Apply for Mutual Transfer'.
- (vii) Format EE/M-003 at Annexure-V (Part A and B) shall appear online.
- (viii) Applicant shall fill the online fields of Part A. Download Part B, fill up accordingly, with self- appraisal and Head Master/Principal's certificate and upload.
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor Id.
- (ix) Thereafter the Applicant shall click the SUBMIT button.
- (x) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEEEO) / Block Elementary Education Officers (BEEEOs) from 1st April to 30th April of the year. All the concerned Authorities shall immediately get an ALERT in their registered mobile.

- (xi) From 15th April to 17th April and 1st May to 7th May of the year, District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEE) / Block Elementary Education Officers (BEOs) shall open the Transfer Portal, verify and authenticate the applications.
- (xii) By 12th May of the year, the Block Elementary Education Officer (BEO) / Block Elementary Education Officers (BEOs) shall transfer the same to the District Elementary Education Officer (DEEO) of the Districts. By 14th May of the year the District Elementary Education Officer (DEEO) of the District shall forward the same to the District Selection Committee (DLC).
- (xiii) From 15th May to 19th May of the year, the District Level Committee (DLC) shall open and examine the report received from the District Elementary Education Officer (DEEO) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xiv) On receipt of the recommendation for transfer from the DLC, the Appointing Authority/Director Elementary Education (DEE) shall generate the transfer Order in public interest within 07 days or by 31st May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.
- (xv) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xvi) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application to the District Elementary Education Officer (DEEO)/ Block Elementary Education Officer (BEO)/ Block Elementary Education Officers (BEOs), on the same assigned dates by 15th May to 19th May of its sittings, of the year.
- (xvii) From 1st June to 7th June the respective Block Elementary Education Officer (BEO)/ Block Elementary Education Officers (BEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 12th June.
- (xviii) The District Selection Committee (DLC) shall again sit between 15th June to 19th June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.
- (xix) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order in public interest by 30th June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

- (xx) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xxi) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

(2) FOR SECONDARY LEVEL SCHOOLS:

- (i) Windows for Application for transfer shall remain open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.
There shall be two options for Mutual Transfer.
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer' - Listed as intending for mutual transfer to a specific part of the district.
- (iii) Click the option for 'Listed for Mutual Transfer'

A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.

The intending Teacher/Tutor shall fill up the mandatory and optional fields.

Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the transfer portal. Applicant shall upload the required documents in the annexure box of the Application format.

- (iv) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (v) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire District.
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual transfer and share information amongst themselves.

Then the proposed paired Teachers/Tutors shall shift to the next application format.

- (vi) 'Apply for Mutual Transfer' - Joint Application of two Teachers/Tutors willing for mutual transfer within the district.
Click the option for 'Apply for Mutual Transfer'.
- (vii) Format SE/M-003 at Annexure-VI (Part A and B) shall appear online.

- (viii) Applicant shall fill the online fields of Part-A. Download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload.
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor Id.
- (ix) Thereafter the Applicant shall click the SUBMIT button.
- (x) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the Inspector of Schools (IS) from 1st April to 30th April of the year. The concerned Authority shall immediately get an ALERT in their registered mobile.
- (xi) From 15th April to 17th April and 1st May to 7th May of the year, Inspector of Schools (IS) shall open the Transfer Portal, verify and authenticate the applications.
- (xii) By 14th May of the year the Inspector of Schools (IS) of the District shall forward the same to the District Selection Committee (DLC).
- (xiii) From 15th May to 19th May of the year, the District Level Committee (DLC) shall open and examine the report received from the Inspector of Schools (IS) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xiv) On receipt of the recommendation for transfer from the DLC, the Appointing Authority/Director Second Education (DSE) shall generate the transfer Order in public interest within 07 days or by 31st May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.
- (xv) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xvi) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application the Inspector of Schools (IS) on the same assigned dates by 15th May to 19th May of its sittings, of the year.
- (xvii) From 1st June to 7th June the Inspector of Schools (IS) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and with its report forward to the District Level Committee (DLC) by 14th June.
- (xviii) The District Level Committee (DLC) shall again sit between 15th to 19th June of the year and re-examine the report and if it fulfills the criteria shall recommend for transfer to the Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xix) Based on the recommendation of the District Level Committee (DLC) the Appointing Authority/Director of Secondary Education (DSE) shall issue the transfer order by 30th June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.

Procedure of seeking
Mutual Transfer
between the Districts

- (xx) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
 - (xxi) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
10. (1) ELEMENTARY EDUCATION:
- (i) Windows for Application for mutual transfer shall open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.
 - (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.
There shall be two options for Mutual Transfer.
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'-
Listed as intending for mutual transfer to a specific district of the State.
 - (iii) Click the option for 'Listed for Mutual Transfer'
A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.
The intending Teacher/Tutor shall fill up the mandatory and optional fields.
 - (iv) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire State as well in the District.
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual transfer and share informations amongst themselves.
 - (v) Then the proposed paired Teachers/Tutors shall shift to the next application.
'Apply for Mutual Transfer' -Joint Application of two Teachers/Tutors willing for mutual transfer between the districts.
Click the option for 'Apply for Mutual Transfer'
Format EE/M-004 at Annexure-VII (Part A and B) shall appear online.
 - (vi) Applicant shall fill the online fields of Part A . Download Part B, fill up accordingly, with self appraisal and HM/Principal's certificate and upload.
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor-Id.
 - (vii) Then the Applicant shall click the SUBMIT button. The application will automatically reach the two District Elementary Education Officer (DEEO) and the respective two Block Elementary Education Officers (BEEO) from 1st April to 30th April of the year.

- (viii) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the respective District Elementary Education Officers (DEEOs) of the two districts and the concerned Block Elementary Education Officer (BEE) / Block Elementary Education Officers (BEOs) of the two districts. All the concerned Authorities shall immediately get an ALERT in their registered mobile.
- (ix) From 15th April to 17th April and 1st May to 7th May of the year, the District Elementary Education Officers (DEEOs) of the two districts and the concerned Block Elementary Education Officer (BEE) / Block Elementary Education Officers (BEOs) of the two districts shall open the Transfer Portal, verified and authenticate the applications.
- (x) By 12th May of the year, the Block Elementary Education Officer (BEE) / Block Elementary Education Officers (BEOs) shall transfer the same to the respective District Elementary Education Officers (DEEOs) of the two Districts. By 14th May of the year the District Elementary Education Officers (DEEOs) of the two Districts shall forward the same to the State Level Committee (SLC).
- (xi) From 15th May to 19th May of the year, the State Level Committee (SLC) shall open and examine the report received from the District Elementary Education Officer (DEEO) and after fulfilment of the criteria for Transfer, dispose of the same with its recommendation to the Senior-most Secretary. From 20th May to 25th May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examined and if found in order as per the provisions of the Act, shall approve and endorse the approval for transfer to the Appointing Authority or reject or if not satisfied shall revert back the proposal to the respective District Elementary Education Officers (DEEOs) for re-verification and re-submission of report.
- (xii) On receipt of the recommendation for transfer from the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/Director Elementary Education (DEE) shall generate the transfer Order in public interest within 07 days or by 31st May of a year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.
- (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiv) State Level Committee (SLC) in the event of requiring additional information or for query may revert back the application the District Elementary Education Officers (DEEOs)/ Block Elementary Education Officer (BEE)/ Block Elementary Education Officers (BEOs), on the same assigned dates by 15th May to 19th May of its sittings, of the year.
- (xv) From 1st June to 7th June the respective Block Elementary Education Officer (BEE)/ Block Elementary Education Officers (BEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officers (DEEOs) by 12th June. The District Elementary Education Officers (DEEOs) will forward the proposal to the State Level Committee (SLC) by 14th June of the year.
- (xvi) The State Selection Committee (SLC) shall again sit between 15th to 19th June of the year and examine the report and if it

fulfils the criteria shall recommend for transfer to the Senior-most Secretary/Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.

- (xvii) Based on the recommendation of the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/DSE shall issue the transfer order in public interest by 30th June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.
- (xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

(2) FOR SECONDARY LEVEL SCHOOLS:

- (i) Windows for Application for mutual transfer shall open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.

- (ii) Applicant seeking Transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.

There shall be two options for Mutual Transfer.

‘Listed for Mutual Transfer’ and ‘Apply for Mutual Transfer’- Listed as intending for mutual transfer to a specific district of the State.

- (iii) Click the option for ‘Listed for Mutual Transfer’

A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.

The intending Teacher/Tutor shall fill up the mandatory and optional fields.

- (iv) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire State as well in the District.

Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual Transfer and share informations amongst themselves.

- (v) Then the proposed paired Teachers/Tutors shall shift to the next application.

‘Apply for Mutual Transfer’- Joint Application of two Teachers/Tutors willing for mutual Transfer between the districts.

Click the option for ‘Apply for Mutual Transfer’

Format SE/M-004 at Annexure-VIII (Part A and B) shall appear online.

- (vi) Applicant shall fill the online fields of Part A. Download Part B, fill up accordingly, with self appraisal and HM/Principal’s certificate and upload.

- Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor- Id.
- (vii) Then the Applicant shall click the SUBMIT button. The application will automatically reach the two Inspector of Schools (IS) of the respective districts from 1st April to 30th April of the year.
 - (viii) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the respective Inspector of Schools (IS) of the two districts. All the concerned Authorities shall immediately get an ALERT in their registered mobile.
 - (ix) From 15th April to 17th April and 1st May to 7th May of the year, the Inspector of Schools (IS) of the two districts shall open the transfer portal, verified and authenticate the applications.
 - (x) By 14th May of the year Inspector of Schools (IS) of the two Districts shall forward the same to the State Level Committee (SLC).
 - (xi) From 15th May to 19th May of the year, the State Level Committee (SLC) shall open and examine the report received from the Inspector of Schools (IS) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Senior-most Secretary. From 20th May to 25th May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examined and if found in order as per the provisions of the Act, shall approve and forward the approval for transfer to the Appointing Authority or the proposal may be rejected or reverted back to Inspector of Schools (IS) for re-examination and re-submission.
 - (xii) On receipt of the recommendation for transfer from the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/Director Secondary Education (DSE) shall generate the transfer Order in public interest within 07 days or by 31st May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1st July to 31st July/ Summer Vacation/ or as duly notified.
 - (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
 - (xiv) State Level Committee (SLC) in the event of requiring additional information or for query may revert back the application the Inspector of Schools (IS) on the same assigned dates by 15th May to 19th May of its sittings, of the year.
 - (xv) From 1st June to 7th June the Inspector of Schools (IS) of the respective two districts shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return the proposal to the State Level Committee (SLC) by 14th June of the year.
 - (xvi) The State Selection Committee (SLC) shall again sit between 15th to 19th June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Senior-most Secretary/Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
 - (xvii) Based on the recommendation of the State Level Committee (SLC)/Senior-most Secretary, the Appointing Authority/DSE shall issue the transfer order in public interest by 30th June of the year.

(xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.

(xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

Separate Window for
Deputy
Commissioner for
Transfers under
exigencies and
compelling
circumstances

11. (1) Deputy Commissioner of the District shall on receipt manual complaints or information or proceed suo-moto in exercise of the powers under section 9 of the Act, shall cause an enquiry, in any applicable mode, immediately.

On being satisfied that there is a cause of urgent action and transfer is essential within the district /outside the district, shall open the format DC-001, as at Annexure IX.

- (2) If it warrants, a transfer within the District, the Deputy Commissioner shall note the endorsement in the format and shall send in the online mode, the recommendation to the Inspector of Schools if the Teacher/Tutor belongs to Secondary Education Department or to the DEEO, if the Teacher/Tutor belongs to the Elementary Education Department.

The respective IS or DEEO shall get an EMERGENCY ALERT in their respective registered mobile.

Immediately, the Appointing Authority shall locate a suitable vacancy and issue Order of Transfer to the suitable School and it shall be generated and send to the Applicant or the victim or any Teacher/Tutor under threat.

In case of Autonomous and 6th Schedule Districts, the Deputy Commissioner shall endorse his recommendation to the Director and Additional/Joint Directors of Education of the concerned Autonomous Districts.

The concerned Officials under the Autonomous Councils shall follow all procedures and take steps to transfer the complainant or the victim having DCs' endorsement, at the earliest.

- (3) Deputy Commissioner being satisfied that there is a cause of action and transfer is essential outside the District, shall open the format DC-001.

Noting the endorsement in the format shall send in the online mode, the recommendation, to the Senior-most Secretary to the Secondary Education Department, if the Teacher/Tutor belongs to Secondary Education or to the Senior-most Secretary to the Elementary Education Department, if the Teacher/Tutor belongs to the Elementary Education Department.

The Senior-most Secretary of the respective Education Department shall get an EMERGENCY ALERT in their respective registered mobile.

Based on the Deputy Commissioners' report, the Senior most Secretary of the respective Department, shall approve the transfer and endorse the same to the Appointing Authority.

Immediately, the Transfer Order to a vacant post in the suitable District and School shall be generated and send to the Applicant or the victim or any Teacher/Tutor under threat, with intimation to the Deputy Commissioner.

In case of the Autonomous Districts the Senior most Secretary shall endorse the approval for transfer under extraordinary circumstances to the Principal Secretaries of the respective Autonomous District Secretariat for steps for transfer by following all formalities at the earliest.

- (4) In all such matters, the Deputy Commissioner, in his recommendation shall indicate three numbers of Educational Blocks (within the District) or other Districts (outside the Districts) where the shifting of the Teacher/Tutor is essential. The concerned Block Elementary Education Officer (BEEOs) and the Inspector of School of the Blocks and Districts, respectively, under preference and as mentioned in the DC recommendation in the format DC-001, shall identify the suitable vacancies and intimate in the online mode, the same, in the prescribed fills in the DC-001 format to the Approving Authority (Sr. most Secretary of the respective department in case of transfer to another district) as the cases, may be.
- (5) The shifting of the Teacher/Tutor on receipt of the Transfer Order shall be given effect immediately.
- (6) During every step, if any error, is detected or any of the Authorities are not satisfied with the cause of action, the matter shall be referred back to the Deputy Commissioner for re consideration or the process recalled.

Process of authentication by IS and DEEO

12. Certificate of ' INFORMATION IN THE FORMAT COMPARED , VERIFIED AND FOUND TO BE TRUE' in the online Formats to be furnished to,-

- (a) District Level Committee (DLC);
- (b) State Level Committee (SLC);

by the Inspector of School (IS) or the District Elementary Education Officer (DEEO).

Declaration form (VC-001) is at Annexure-X. During the online process, in the online Portal, the Inspector of Schools or the DEEO, as applicable, on receipt of the transfer application shall verify the informations furnished by the Applicants and fill up the fields, as required, and then shall, certify and authenticate in the Declaration format VC-001 as at Annexure X and send it to the District Level Committee (DLC) or School Level Committee (SLC), as applicable.

Process of Registration of the administrative officials

13. State Admin shall create login credentials for registration of administrative officials.

Registration of Departmental Heads	14.	(i)	Registration format (RR-01) is at Annexure-XI (a) Elementary, (b) Secondary, (c) SSA.
Registration State Level Committee Members		(ii)	Registration format (RR-02) is at Annexure-XII (a)Elementary, (b)Secondary. (c) SSA
Registration District Level Committee Members		(iii)	Registration format (RR-03) is at Annexure-XIII (a) Elementary, (b) Secondary, (c) SSA.
Registration of the Appointing Authorities		(iv)	Registration format (RR-04) is at Annexure-XIV (a) Elementary, (b) Secondary, (c) SSA, (d) Others.
Registration of the Block Level Officers of the Education Department		(v)	Registration format (RR-05) is at Annexure-XV (a) Elementary, (b) SSA.
Registration of the Deputy Commissioner		(vi)	Registration format (RR-06) is at Annexure-XVI All Districts.
Registration of Principal Secretaries and Director/Addl Director/Joint Director, Education of BTC and the 6 th Schedule Autonomous Districts		(vii)	Registration format (RR-07) is at Annexure-XVII (a) BTC, (b) KarbiAnglong Autonomous District, (c) DimaHasao Autonomous District.
Representative Departmental Head		(viii)	Registration format (RR-08) is at Annexure-XVIII Senior most Secretary / Assisting Officer.
Representative Departmental Head (Directorates/ Mission, etc.)		(ix)	Registration format (RR-09)is at Annexure-XIX (a) Elementary, (b) Secondary, (c) SSA.

Representative
Departmental Head
(Districts/Block
Level)

- (x) Registration format (RR-10) is at Annexure-XX
(a) Elementary,
(b) Secondary,
(c) SSA.

Rationalisation,
shifting and transfer
of Teacher/Tutor for
administrative
exigencies

15. (1) In case of a School within the District, having a single Teacher/Tutor or no Teacher/Tutor or shortages of Teacher/Tutor, due to any reasons or circumstances, at any point of time, in any Elementary Schools or Secondary Schools, the respective District Elementary Education officer or the Inspector of School or any administrative School authorities, shall within a period of 36 hours, with the approval of the Deputy Commissioner of the District, shall transfer/shift and post required number of Teacher/Tutor to that single Teacher/Tutor or no Teacher/Tutor School and maintain the prescribed Pupils Teacher Ratio (PTR) in the Elementary School or Teacher/Tutor in the particular subject as well as Pupils Teacher Ratio (PTR) as per norms for the Secondary School. The exercise of rationalisation of Teachers shall be done throughout the year on need based basis.
- (2) The Inspector of Schools, in case of Secondary Schools and the DEEO, in case of the Elementary Schools in the District shall ascertain the number of Teachers/Tutors vis a vis the Pupils Teacher Ratio (PTR) in the Elementary Schools and the Subject wise students as well as the PTR norms in the Secondary Schools. It shall be authenticated with the available U- DISE Data maintained by SSA, Assam.
- (3) On the basis of the findings, the Inspector of Schools, shall prepare a list of Schools having excess Teachers/Tutors as per the Pupil Teachers Ratio (PTR) norms/Subject norms in Secondary Schools. The District Elementary Education Officer, in case of the Elementary Schools, will prepare a list of Schools having excess Teachers/Tutors as per the PTR norms. Similarly both the officials shall draw up another list having less number of Teachers/Tutors as per the PTR, etc. norms.
- (4) The respective Elementary and Secondary Education Department shall examine the list, school-wise and shift/transfer the excess Teachers/Tutors to the Schools having less Teachers/Tutors or shortage of Teachers/Tutors as per the Pupil Teachers Ratio (PTR) and Subject norms or from one school to other school, at any time, while rationalizing the Teacher/Tutor in schools, including merger and amalgamation of Schools. The exercise of rationalisation shall be done throughout the year. For administrative exigencies, and compelling circumstances also, the Education Department (Elementary and Secondary) may transfer/shift any Teacher/Tutor, at any time, during a year. In case of a School having a single Teacher/Tutor or no Teacher/Tutor School, the prescribed Pupils Teacher Ratio (PTR) shall be maintained in that particular School by ensuring posting of teachers/tutors through transfer/shifting, etc.

In case of transfer, in the event of receipt of more than one application, preference shall also be given to merit while deciding on the transfer. Further, if all conditions are met then the spouse shall also be given consideration in the transfer proposal so that both husband and wife, who are Teachers/Tutors, can work in the same school or adjacent school or any school nearby.

- | | |
|--|--|
| Upgrading and improvement in the Online Portal | 16. In the operation of the Online Transfer Portal including registration Portal, on need based shall require certain upgradation, modifications, expansion and changes in the system, not inconsistent with the provisions in the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020, shall be undertaken, in the academic interest of the School or District or the Teachers/Tutors, as may appear to be necessary, or expedient for removing the difficulties. All modifications shall be duly notified in the Transfer portal dashboard. |
| Posting of New Teacher | <p>17. (1) Prior to recruitment and before issue of appointment of a new Teacher/Tutor against vacancy, the Appointing Authority shall calculate the requirement of Teacher/Tutor for a particular school or subject as the case may be.</p> <p>(2) The calculation of requirement of Teacher has to be done in accordance with the provision in The Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020.</p> <p>(3) The Inspector of Schools , in case of Secondary Schools and the District Elementary Education Officer (DEEO), in case of the Elementary Schools in the District shall furnish the vacancies, its essentiality vis a vis the Pupils Teacher Ratio (PTR) in the Elementary Schools and the Subject wise students in the Secondary Schools. It shall be authenticated with the available U- DISE Data maintained by SSA, Assam.</p> <p>(4) The essential post shall be filled up after, ascertaining the requirements.</p> |
| Operation of the Portal | 18. To facilitate the transfer, during the first year of the initiation of the Online Portal, the Government in the Secondary Education Department, shall give effect to a separate schedule for the operation of the online transfer portal, as shall be duly notified, in the Newspaper and the Transfer Portal dashboard. |
| Power to remove difficulties. | 19. If any difficulty arises in giving effect to these Rules or the period assigned for the operation of the Portal, the Government by an Order, published in the Official Gazette, make modifications in the period of the operation of the Transfer portal and such provision ,not inconsistent with the provisions in the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020, in the academic interest of the Students, School or District or the Teachers/Tutors, as may appear to be necessary, or expedient for removing the difficulties. |

S. N. CHOWDHURY,

Secretary to the Government of Assam,
Secondary Education Department.

Annexure -I**Transfer of Teachers Under Elementary Education within the district. (EE-001)****Sub: Teachers Transfer (Intra District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of EE-001**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takesnos of classes daily and in the event of his/her transfer, there arenumbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as Teacher and regularly taking classes from To has applied fortransfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy)The Applicant Teacher is teaching.....(name of the subject).There arenumber of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy)

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

Annexure -II**Transfer of Teachers Under Secondary Education within the district.**
(SE-001)**Sub: Teachers Transfer (Intra District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of SE-001**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takesnos of classes daily and in the event of his/her transfer, there arenumbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as Teacher and regularly taking classes from To has applied fortransfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy)The Applicant Teacher is teaching.....(name of the subject).There arenumber of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy)

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

Annexure -III**Transfer of Teachers Under Elementary Education between the districts. (EE-002)****Sub: Teachers Transfer (Inter District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) District..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of EE-002**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takesnos of classes daily and in the event of his/her transfer, there arenumbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as Teacher and regularly taking classes from To has applied fortransfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy)The Applicant Teacher is teaching.....(name of the subject).There arenumber of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy)

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

Annexure -IV**Transfer of Teachers Under Secondary Education between the districts. (SE-002)****Sub: Teachers Transfer (Inter District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) District..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of SE-002**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takesnos of classes daily and in the event of his/her transfer, there arenumbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as Teacher and regularly taking classes from To has applied fortransfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy)The Applicant Teacher is teaching.....(name of the subject).There arenumber of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy)

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

Annexure -V**Transfer of Teachers Under Elementary Education within the district. (EE/M-003)****Sub: Mutual Transfer (Intra District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details)	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of EE/M-003**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

Annexure -VI**Transfer of Teachers Under Secondary Education within the district.**
(SE/M-003)**Sub: Mutual Transfer (Intra District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of SE/M-003**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

Annexure -VII

Transfer of Teachers Under Elementary Education between the districts. (EE/M-004)

Sub: Mutual Transfer (Inter District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Districts..... <Select three districts from Drop down List>

- ☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of EE/M-003**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

Annexure -VIII

Transfer of Teachers Under Secondary Education between the districts. (SE/M-004)

Sub: Mutual Transfer (Inter District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

☐ I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

PART B of SE/M-004**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

Annexure -IX**Transfer of Teachers by the Deputy Commissioner in case of Exigencies. (DC-001) (Part A and B)****Sub : Teachers Transfer**

Name of the District:.....

Applicant Details

Teacher Name:

Teacher ID/ PAN/ Aadhaar No.:

UDISE Code:

Current School Name:

Current School Address:

Designation:

Medium of Institution:

Subject:

Contact Number:

Email ID:

Transfer Application Details

Reason/Grounds for Transfer:

Remarks:

School to be transferred: (1)

(2)

(3)

- ☐ I hereby declare that the information submitted herein are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me.

Sincerely Yours

[Signature of the Applicant]

Transfer of Teachers by the Deputy Commissioner in case of Exigencies. (DC-001) (Part- B)

1. Information received by the Deputy Commissioner (a brief description)

2. Annexed Documents, etc in support of the information:

3. Opinion of the Deputy commissioner:

4. Recommendation of the Deputy Commissioner:

To,

.....
.....
.....

Memo No:

Date:

Signature and Seal of the Deputy Commissioner

Annexure -X

Declaration by Inspector of Schools/ District Elementary Education Officer (VC-001)

District:

- ☐ I hereby declare that the application for Mutual/ Intra District/ Inter District submitted by<Name of Applicant> is checked and verified by me. All the field of the application alongwith supporting documents are verified and certified and forwarded to District Level Committee/ State Level Committee.

Sincerely Yours

[Signature of Inspector of Schools/ District Elementary Education Officer]

ADD USER [RR-01]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

ADD USER [RR-02]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

Annexure XIII

ADD USER[RR-03]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

ADD USER[RR-04]
DASHBOARD/ADD USER

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

Annexure XV

ADD USER[RR-05]DASHBOARD/ADD USER

Section *	
Designation *	
Role *	
District *	
Name *	
Email Id *	
Mobile Number *	
Aadhaar Number *	
Create Password *	
Confirm Password *	
Present Address	
Flat/Room/Door/Block No. *	
Name of Premises/Building/Village *	
Road/Street/Lane/Post Office *	
Area/Locality/Taluka/Sub-Division *	
State *	Assam
District *	
Pin Code *	
Permanent Address	

Submit**Reset**

ADD USER[RR-06]
DASHBOARD/ADD USER

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

Annexure XVII

ADD USER[RR-07]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

ADD USER [RR-08]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

Annexure XIX

ADD USER [RR-09]**DASHBOARD/ADD USER**

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

State *

District *

Pin Code *

Permanent Address

Submit**Reset**

Annexure XX

ADD USER [RR-10]
DASHBOARD/ADD USER

Section *

Designation *

Role *

District *

Name *

Email Id *

Mobile Number *

Aadhaar Number *

Create Password *

Confirm Password *

Present Address

Flat/Room/Door/Block No. *

Name of Premises/Building/Village *

Road/Street/Lane/Post Office *

Area/Locality/Taluka/Sub-Division *

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THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 325 দিশপুৰ, সোমবাৰ, 24 জুলাই, 2023, 2 শ্ৰাবণ, 1945 (শক)
No. 325 Dispur, Monday, 24th July, 2023, 2nd Sravana, 1945 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT : : : LEGISLATIVE BRANCH

NOTIFICATION

The 24th July, 2023

No. LGL.238/2022/26.— The following Act of the Assam Legislative Assembly which was assented by the Hon'ble Governor of Assam on 20th July, 2023 is hereby published for general information.

ASSAM ACT NO. XXXII OF 2023

(Received the assent of the Governor on 20th July, 2023)

**THE ASSAM ELEMENTARY AND SECONDARY
SCHOOL TEACHERS' (REGULATION OF POSTING
AND TRANSFER) (AMENDMENT) ACT, 2023**

AN ACT

further to amend the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020.

Preamble Whereas it is expedient to amend the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020, hereinafter referred to as to the principal Act, in the manner hereinafter appearing ;

It is hereby enacted in the Seventy-fourth Year of the Republic of India as follows :-

Short title, extent and commencement 1. (1) This Act may be called the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) (Amendment) Act, 2023.
(2) It shall have the like extent as principal Act.
(3) It shall come into force at once.

Amendment of section 2 2. (1) In the Principal Act, in section 2.-
(i) for clause (g), the following shall be substituted, namely:-
 “(g) “High PTR” means a school where number of students are more than the teacher as per requirement of PTR norms;”
(ii) for clause (h), the following shall be substituted, namely:-
 “(h) “Low PTR” means a school where number of students are less than the teacher as per requirement of PTR norms;”.

Insertion of a new section 5A 3. In the Principal Act, after section 5, the following new section 5A shall be inserted, namely,-

“Transfer or shifting of Teacher for administrative exigencies 5A. The Government in the School Education Department, for administrative exigencies, may transfer or shift any teacher at any time during a year for rationalization or shifting of teachers which is done throughout the year.”

Amendment of section 7 4. In the principal Act, in section 7, in sub-clause (a), in first line, in between the words “ district” and “continuously”, the words “or district other than home district” shall be inserted.

Amendment of section 11 5. In the principal Act, in section 11, in third line, for the punctuation mark “.” appearing at the end, the punctuation mark “:” shall be substituted and thereafter the following proviso shall be inserted, namely :-

“Provided that the transfer of teacher made on his/her own request under this Act, shall entail forfeiture of seniority”.

- Amendment of section 12 6. In the principal Act, in section 12, the sub-section (2), in second line, for the words "rigorous imprisonment for a term which may extent to one year or a fine not exceeding rupees fifty thousand" appearing after the words "punishable with" the words "with fine which shall not be less than fifty thousand and may extend upto rupees one lakh" shall be substituted.
- Amendment of section 5, 6, 7, 9, 14 7. In the principal Act, in section 5, 6, 7, 9, 14,-
- (i) for the words "Low PTR" wherever it occurs, the words "high PTR" shall be substituted.
 - (ii) for the words "High PTR" wherever it occurs, the words "Low PTR" shall be substituted.

GEETANJALI DAS SAIKIA,

Secretary to the Government of Assam,
Legislative Department, Dispur, Guwahati-6.