

RECOMMENDATIONS OF THE COMMITTEE FOR ADMINISTRATIVE TRANSFERS

SL. No	Parameters for recommending the transfer on administrative grounds	Maximum points to be considered
1.	Longest serving teacher irrespective of cadre/post of the same subject in the school/ centre presently working i.e, the senior most should be transferred. (3 points per each completed year, subject to a maximum of 30 points).	30 points
2	Number of Administrative Transfers (Maximum of 10 points) 2 times 3 points Once 5 points No transfers 10 points	10 points
3	If the spouse is working in the same station (Maximum of 15 points) (i) Spouse not working 0 point Spouse is working (ii) In AEES and DAE Units 10 points (iii) In Central Govt/PSUs/AI 12 points (iv) In State Govt and any others 15 points If other members of a family, other than spouse, are working in AEES / DAE units or any other Central Government organizations at the same station, then +5 points will be added.	15 points
4	If the longest serving teacher's child is in Class X/XII (Maximum of 15 points) Class XII 0 point Class X 10 points No such commitment 15 points	15 points
5	If the longest serving teacher is due to retire (Maximum of 15 points) Less than three years from the date of transfer 05 points More than three & less than five years 08 points Beyond five years 10 points	10 points
6	Medical cases Chronic diseases , such as ----- 1. Cancer 2. Paralytic Stroke 3. Renal failure 4. Coronary Artery Disease 5. Thalassamia 6. Parkinson' Disease 7. Motor Neuron Disease 8. Severe Arthritis 9. Severe autism for any member of family (i) Above said chronic diseases 0 point	10 points

	(ii) Death of any family member (within one year) 05 points (iii) No medical problems for self / members of family 10 points Note: For proving all above, valid medical certificate issued by CHSS medical officer/Head of the medical division of DAE/DAE unit/Medical Superintendent is compulsory to attach.	
7	APAR Gradings :- Grades of last five years (i) Outstanding 0.5 per year (ii) Very Good 1.0 per year (iii) Good 1.5 per year (iv) Less than good 2.0 per year	10 points

- Note: 1. While transferring any employee if possible to the nearest centre or, same zone or nearest zone may be considered .
2. Before summer vacation while issuing the transfer orders, care may be taken that employee may get ample time for settlement during the vacation.

Annexure – II

Committee recommendations for Request transfer

In addition to the existing guidelines, the following are recommended

1. The vacancy position of different schools may be displayed in the AEES website.
2. Transfer if any, should be implemented at the end of the academic session.
3. National / AEES awardees may be given preference.
4. Newly recruited / promoted staff may be transferred on request only after completing minimum three years of service at the existing place.