

No. 7(2)/61/2014-HE
GOVERNMENT OF MANIPUR
SECRETARIAT: HIGHER & TECHNICAL EDUCATION
DEPARTMENT

Receipt No. 3823
Date... 15/3/18
D. I. P. R.

ORDERS

Imphal, the 19th February, 2018

Subject: Tenure, Transfer & Posting Policy of Teaching Faculty under the Higher & Technical Education Department, Government of Manipur

No. 7(2)/61/2014-HE: In supersession of the Government Order No. 1/HTE/2013 dated the 29th October, 2014, the Governor of Manipur is pleased to order the implementation of the Tenure, Transfer & Posting policy of College teachers under the Higher & Technical Education Department, Government of Manipur with immediate effect.

1. The objective is to ensure a system of administration and teaching that caters to the academic interest of students and optimises job satisfaction amongst the teaching faculty by having a clear cut policy on tenure, transfer and posting of teachers of Government Colleges.

It is observed that the general transfer policy of the Govt. being followed hitherto in the Department Of Higher Education wherein a teaching faculty in Govt. college is liable to be transferred to any place within the State of Manipur, at any point of time, has had the undesirable tendency to do more harm than good to the Department in particular and to the students at large, when frequent transfers and postings take place. On the other hand, a "Fixed Tenure" policy for transfer and posting will help to put in place a fair and a transparent system of administration and teaching that is free from extraneous factors and pressures and will enable the Dept. and the faculty to focus on the more important task of inculcating quality higher education.

2. A Committee shall be constituted for the purpose of the transfer and posting/utilisation of teaching faculty under the Department of Higher Education, Manipur which shall consist of the following members:

Sl. No.	Members	Status in the Committee
1.	Minister, Education , Government of Manipur	Chairman
2.	Administrative Secretary, Higher & Technical Education	Member
3.	Director, University & Hr. Education, Manipur	Member
4.	Joint Secretary/Deputy Secretary/Under Secretary, Higher & Technical Education, Govt. of Manipur	Member Secretary
5.	Administrative Officer, University and Higher Education, Manipur	Member
6.	Addl. Director/ Joint Director, University & Hr. Education, Manipur	Member

3. All transfer & posting/ utilisation of teaching faculty under this Department shall be made on the basis of this policy and on the recommendation of the Committee.

4. **Group of Colleges:**

All Government Colleges may be categorized into following 3(three) groups for the purpose of transfer of teaching faculty. The list of the Colleges group wise is given in Annexure.

- Group A: Colleges located in Imphal East and Imphal West.
- Group B: Colleges located in Bishnupur, Kakching & Thoubal.
- Group C: Colleges located in Ukhrul, Chandel, Tamenglong, Senapati, Churachandpur, Kangpokpi & Jiribam Districts.

Any subsequent alteration or inclusion of Colleges in the aforesaid groups of Govt. Colleges, if required, may be made with the approval of the Government.

5. **BASIC PRINCIPLES:**

5.1 Option - Teachers shall be given a chance to exercise options of selecting colleges of their choice in order of preference. The choice/option of the Colleges shall be chosen out of the prospective vacancies as notified by the Department from time to time.

A. PROCEDURE TO BE ADOPTED FOR EXERCISING OPTION TO THE COLLEGES:

- (i) All teachers shall exercise option in order of preference for transfer & posting mandatorily in respect of all the 29 Government colleges located in all 3 (three) groups of College as listed in Annexure.
- (ii) Teachers joining for the first time on direct recruitment shall initially be allotted in colleges as per the vacancies available and subsequent transfer shall be governed by provisions under this policy.
- (iii) The option once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- (iv) Teachers shall be given an opportunity to change the option of preference of college after every 10 years from the date of last option exercised or as decided by the Government from time to time.
- (v) Teachers who fail to exercise any or all options shall be posted in any college as decided by the Committee.

B. CRITERIA/PARAMETERS TO BE CONSIDERED FOR TRANSFER:

- (i) Seniority of the teacher as notified by the Department
- (ii) Length of Service in the corresponding Grade
- (iii) Length of Service in the College Group
- (iv) Age of the Teacher
- (v) Gender of the teacher
- (vi) Differently abled teachers/PWDs

C. WEIGHTAGE FOR CONSIDERATION OF TRANSFER REQUEST:

The request for transfer shall be considered on the score of points earned by a teacher, as described below:

Sl. No.	Parameter/Factor	Weightage/Max. Score	Formulae for calculating Score
1.	Length of Service in the corresponding Grade	25	
	(i) Assistant Professor	10	(a) below 5 years in the grade = 0 (b) between 5 to 10 years in the grade=5 (c) 10 years and above in the grade = 10
	(ii) Associate Professor	25	(a) below 5 years in the grade = 15 (b) between 5 to 10 years = 20 (c) 10 years and above in the grade = 25
2.	Length of service in the College Group	25	
	(i) Group B	10	(a) below 2 years = 0 (b) between 2 and 5 years = 5 (c) 5 years and above = 10
	(iii) Group C	15	(a) below 1 year = 0 (b) between 1 to 3 years = 5 (c) between 3 to 5 years = 10 (d) 5 years and above = 15
3.	Age	25	$\frac{\text{Age in no. of days} \times 25}{365 \times 65}$
4.	Gender	10	Female - 10
5.	PWD	15	15
	Total	100	

Note: Number of teachers belonging to Special Category viz. female, differently abled, Medically unfit etc. posted in one College shall not exceed 50% of the total sanctioned strength. Therefore, the teachers shall not be considered for transfer in a College already having 50% staff of Special Category, even if they become eligible to be transferred to that College.

Nothing contained herein shall limit the Committee to recommend Teachers for transfer under Clause 5.2 A.

5.2 GENERAL TRANSFER :

A. In a block of 15 (fifteen) years every teacher shall mandatorily serve for a minimum of 5 (five) years in a college belonging to Group C subject to provision under clause 7(V).

B. Teachers who have already fulfilled the above condition of having served for 5 (five) years in every block of 15 (fifteen) years prior to the issue of this Notification shall be eligible for seeking for transfer to colleges located in Group A or B.

- C. The Government, on the recommendation of the Committee, shall reserve the right/ power to post any teacher in a Group C College.
- D. Not more than 20% of the total number of teachers for every subject of a college belonging to Group A or B shall be considered for transfer at a time in a General Transfer.
- E. **To effect the rotation of transfer and posting of College teachers, a list of teachers shall be prepared from which the Government shall effect transfers particularly from amongst colleges in Group A and B base on the criteria given in the table below:**

Sl. No.	Parameter/Factor	Weightage/Max. Score	Formulae for calculating Score
1.	Length of Service in the corresponding Grade	25	
	(i) Assistant Professor	25	(a) below 5 years in the grade = 25 (b) between 5 to 10 years = 20 (c) 10 years and above in the grade = 15
	(ii) Associate Professor	10	(a) below 5 years in the grade = 10 (b) between 5 to 10 years in the grade=5 (c) 10 years and above in the grade = 0
2.	Length of service in the College Group	25	
	(i) Group A	15	(i) between 1 to 3 years = 5 (ii) between 3 to 5 years = 10 (iii) 5 years and above = 15
	(ii) Group B	10	(i) below 2 years = 1 (ii) between 2 and 5 years = 5 (iii) 5 years and above = 10
3.	Age	25	(i) <u>Upto 30 years of age = 25</u> (ii) <u>between 30 to 40 years of age = 15</u> (iii) <u>between 50-60 years of age = 5</u>
	Total	75	

- F. Transfer/posting to a College will not be claimed or treated as a matter of right.
- G. **While identifying teachers who are likely to be transferred, due consideration shall be kept in mind to have minimum impact in the teaching of Post Graduate students.**

- H. Unless protected under a provision of this Policy, no teacher shall be allowed to seek transfer before the completion of his/her complete tenure of Five Years.
- I. Transfer/posting shall be implemented between the closing and commencement of academic session.
- J. Notwithstanding anything provided under this policy, transfers may be affected by the Government at any time on the recommendation of the Committee in cases of administrative exigency having serious impact on the functioning of the Department and on compassionate grounds. The reasons necessitating the recommendation shall be properly recorded in writing.
- K. Administrative Department, Higher & Tech. Education, Government of Manipur shall make transfers suo-moto, in public interest in cases of:**

a) Re-deployment of surplus staff to Colleges having shortage of staff;

b) When major re-structuring of Colleges/Post takes place.

6. Calendar of activities for General Transfer:

For general transfers, the Department shall be notify the vacancies that are expected to occur and shall be made available or uploaded on the official Website, Notice Board, Circulars etc. The following calendar shall be adhered to while initiating/processing transfers:

Sl. No.	Activities	Time Schedule	Remarks
1	Notification for indicating Options for transfers	On or before 1 st March	To be uploaded in the official website.
2	Submission of duly filled Format for Option (in order of preference)	On or before 10 th April	
3.	Submission of Miscellaneous Application, if any	On or before 20 th April	
4	Issue of Transfer Orders	By 1 st week of June	To be uploaded in the official website
5	Submission of grievances	By last week of June	Grievances should be accompanied by relevant documents and to be submitted to the Director of University & Hr. Education, Manipur
6	Modification of Transfer Orders, if any	1 st week of July	To be uploaded in the official website

7. SPECIAL CONSIDERATION:

- (i) On the application of the teacher, his/her option in a particular College where the spouse is posted shall be given preference. If no vacant posts are available in the same place of posting, the nearby college where vacancy exists shall be considered as the case may be.
- (ii) Unmarried female teachers may be given a chance to change options after their marriage, within two months.
- (iii) Married teachers shall also have an opportunity to change their option in case of the death of wife/husband or in case of legal divorce from wife/husband in case the teacher has exercised his/her initial option under (i) above within two months of such deaths/legal divorce.
- (iv) Due consideration shall be kept in mind in respect of teachers undertaking project works keeping in view the absolute inviolability of retention of the teacher at the time of sanction of the project.
- (v) Teachers due for retirement within the next 5 year shall not normally be considered for transfer except in Administrative exigency or on their own request to a particular College or Group of their choice as far as possible.
- (vi) Teachers who are willing to serve in Group C colleges may be given an opportunity to be posted in the colleges of Group C on request.
- (vii) To ensure uninterrupted NCC/NSS programmes in the Colleges having NCC/NSS units, Associate NCC Officers (ANO)/Program Officers will be replaced by the teachers working as Associate NCC Officers/Program Officers only.
- (viii) Transfer/ posting under mutual exchange between teachers shall be considered on request/application.
- (ix) Differently abled teachers shall preferably be transferred and posted in a College nearest to his/her residence.
- (x) Due consideration shall be kept in mind in respect of transfer of teachers who are functioning as co-ordinators of IGNOU study centres so that the functioning of the centre is not affected.

Note: The aforesaid conditions may be considered only at the time when a general transfer/posting exercise is carried out.

8. POSTING IN THE DIRECTORATE:

- (i) The post of the Additional Director, Joint Director, OSDs at the Directorate shall have a fixed tenure of 3 (three) years which may be extended only once by another second tenure of 2 (two) years in deserving cases only.
- (ii) Those Teachers posted in the Directorate shall exercise their options in the same manner specified under this policy.
- (iii) The post of Additional Director, Joint Director and OSDs, being administrative post, shall be subject to general guidelines of upper age limit of 60 (sixty) years of age.
- (iv) Teachers posted at the Directorate shall be repatriated to Colleges on attaining the age of 60 (sixty) years of age taking into consideration the options of colleges exercised by them.

- (v) Such Transfer/Posting may be made during mid-term as deemed appropriate by the competent authority.

9. POWER OF INTERPRETATION/RELAXATION OF GUIDELINES

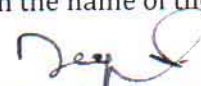
- (i) Notwithstanding anything contained in the policy, the Administrative Department, Higher & Technical Education, Government of Manipur shall be competent to relax any or all of the above provisions after recording reasons justifying such relaxation subject to obtaining prior approval of the Hon'ble Chief Minister, Manipur.
- (ii) Administrative Department, Higher & Technical Education, Government of Manipur shall be the sole competent authority to interpret and amend the above provisions and pass such order(s) as deemed fit.

10. Residuary matters:

In regard to matters not specifically covered under this policy or by any rule, regulations or orders issued thereunder, the transfer and postings of the Government College teachers of this Department shall be governed by the rules, regulations and orders issued by the Department of Personnel, Government of Manipur from time to time.

11. This shall come into force w.e.f. 1st March, 2018.

By orders & in the name of the Governor,



(H. Deleep Singh)

Commissioner (Hr. & Tech. Edn.), to the
Government of Manipur

PR No. 135

Dated, Imphal, 19th March, 2018