

Transfer Policy-2026

The draft Transfer Policy-2026 in respect of School Education Department is placed in the public domain for information and for inviting comments, suggestions and objections, if any, from stakeholders and members of the general public within a period of 15 days.

1. Policy Framework and Objectives:

The School Education Department is committed to promote the delivery of quality education through the efficient functioning of educational institutions and the optimum utilization of available human resources. Recognizing that a balanced and need-based distribution of personnel is essential for maintaining academic standards, addressing institutional requirements and strengthening service delivery, the Government of UT of Jammu & Kashmir, hereby notifies a comprehensive Transfer Policy for the School Education Department to provide a transparent, fair and accountable framework for regulating transfers and postings within the School Education Department. The policy aims to promote consistency and objectivity in personnel administration, ensure equitable distribution of staff across educational institutions, particularly in remote and underserved areas, facilitate optimal utilization of available manpower and enhance administrative efficiency and accountability, while safeguarding uninterrupted academic functioning and placing the educational interests of students at the forefront of all transfer-related decisions.

2. Scope, Applicability, Tenure and Guiding Principles:

2.1. This Policy shall govern transfers and postings of Teachers, Masters, Lecturers, Headmasters, Principals, Zonal Education Officers & equivalent, Chief Education Officers & equivalent serving under the School Education Department, UT of Jammu and Kashmir.

2.2. The Directorates shall maintain a comprehensive and updated electronic database relating to the posting history, tenure, service particulars and transfer records of employees to facilitate transparent and effective implementation of the Policy.

2.3. Transfers and postings shall ordinarily be processed through the designated Online Transfer Portal. For this purpose, the School Education Department shall

notify the annual transfer schedule at the conclusion of each academic session and the process shall, as far as practicable, be completed prior to the commencement of the ensuing academic session. However, on administrative exigencies, offline transfers can also be effected with the approval of the Competent Authority.

2.4. For the purpose of regulating tenure and ensuring balanced deployment of personnel, educational institutions shall be classified into designated zones viz. **Zone-I, II, III, IV and V (identified difficult and inaccessible areas within the Union Territory)** as specified in Annexure B and the employees shall ordinarily be rotated across these designated Zones, to the extent practicable.

2.5. An employee posted in **Zone-I, Zone-II or Zone-III** shall ordinarily serve a tenure of **three (03)** years in a particular institution whereas, an employee posted in **Zone-IV or Zone-V** shall ordinarily serve a tenure of **two (02)** years and **one (01)** year respectively in a particular institution. The prescribed tenure shall not apply to an employee who voluntarily opts to continue serving in Zone-III, Zone-IV or Zone-V beyond the stipulated period.

2.6. In respect of postings in Zones-IV and V, any period spent away from the place of posting on account of deputation, deployment, attachment or leave shall not be reckoned towards the prescribed tenure for the purpose of transfer.

2.7. Notwithstanding anything contained elsewhere in this Policy, an employee serving in a Zone-V area shall, upon completion of the prescribed tenure, be deemed to have fulfilled his/her prescribed service obligation in the said zone and shall become due for immediate rotation to a posting outside Zone-V. No employee shall ordinarily be retained in a Zone-V posting beyond the prescribed tenure except under exceptional circumstances and for reasons to be recorded in writing. Further, in order to ensure timely implementation of rotational transfers, the date on which the employee is required to be relieved from the Zone-V posting shall be explicitly specified in the corresponding order of posting/transfer issued in respect of such zones.

2.8. Completion of the prescribed tenure in Zone-V shall confer upon the employee a preferential claim for consideration against suitable vacancies in Zones-I or II, subject to the administrative requirements.

2.9. Officers holding administrative positions, including Chief Education Officers (CEOs), Principals, Headmasters, Zonal Education Officers (ZEOs) and equivalent posts, shall ordinarily have a tenure of **two (02)** years at a particular station, which may be extended up to a maximum period of three years, subject to the administrative requirements.

2.10. Employees promoted to higher posts shall ordinarily be considered for placement in Zones-III, IV or V, either at the time of promotion or subsequently, unless exempted by the Administrative Department for reasons to be recorded in writing.

2.11. The new appointees shall be posted in Zones- III, IV and V as far as practicable.

3. Staff Rationalization and Institutional Requirements:

3.1 In the event of a shortage of subject-specific teaching staff within a School Complex, the concerned Director, School Education shall make appropriate arrangements in accordance with the instructions contained in Government Order No. 2173-JK(Edu) of 2022 dated 01.12.2022.

3.2 Any extraordinary arrangement involving deployment, redistribution or adjustment of staff to address acute shortages or institutional exigencies shall be undertaken only by the Administrative Department after due consultation with the concerned Directorate(s).

3.3 Staff rationalization shall be guided by the principles of equity, optimum utilization of human resources, maintenance of prescribed pupil-teacher ratios, subject-specific requirements, enrolment strength, geographical accessibility, overall academic interests of the institution and any other relevant educational parameters as may be determined by the Administrative Department from time to time.

3.4 Surplus staff identified through a rationalization exercise may be redeployed to institutions experiencing shortages, notwithstanding the period of stay of such employee at the present place of posting.

3.5 No rationalization measure shall ordinarily result in the complete depletion of teaching staff in any institution or adversely affect the delivery of academic instruction in core subjects.

3.6 The Directorate concerned shall maintain a periodically updated database of staff position, vacancies, surplus establishments and subject-wise requirements to facilitate evidence-based rationalization and manpower planning.

3.7 Orders issued pursuant to a rationalization exercise should ordinarily reflect the institutional considerations or administrative factors that have necessitated such deployment, adjustment, or redeployment.

3.8 The outcomes of rationalization measures may be reviewed from time to time with a view to assessing their efficacy and addressing any emerging staffing imbalances.

3.9 Nothing contained herein shall preclude the competent authority from revisiting, reviewing, or suitably modifying any rationalization decision where circumstances so warrant in the interest of administrative efficiency, institutional requirements or educational outcomes.

4. Categories of Transfers:

Transfers under this Policy shall be classified into the following categories:

4.1 General Transfers:

General transfers shall ordinarily be undertaken as part of the annual transfer exercise and shall be regulated through the Transfer Assessment Matrix as prescribed at Para 19 of this Policy. Such transfers shall be based on completion of the prescribed tenure, merit points secured by the employee, availability of vacancies and other relevant considerations prescribed under this Policy.

4.2 Mutual Transfers:

Employees belonging to the same cadre and holding comparable posts may be permitted to exchange their places of posting through mutual consent, subject to fulfilment of the prescribed eligibility conditions and approval of the competent

authority. Mutual transfers shall not ordinarily result in disturbance of sanctioned staff strength or adversely affect institutional functioning.

4.3 Administrative Transfers:

The competent authority may effect transfers at any time in the interest of administration and academic efficiency. Such transfers may be necessitated by staff imbalances, rationalization of manpower, disproportionate teacher-student ratios, subject-specific requirements, institutional performance concerns, establishment of new institutions, closure or merger of institutions or any other administrative exigency requiring immediate intervention.

4.4 Compassionate and Priority Transfers:

Transfers under this category may be considered on priority in deserving cases involving severe medical conditions of the employee or dependent family members, benchmark disabilities, widowhood, safety or security concerns or other exceptional humanitarian circumstances. Such cases shall be supported by appropriate documentary evidence and shall be subject to verification and approval by the Competent Authority.

4.5 Special Rotation Transfers:

Employees serving in notified difficult, remote or inaccessible areas, including Zone-V areas, may be considered for rotational transfer upon completion of the prescribed tenure in accordance with the provisions of this Policy and subject to availability of suitable vacancies.

5. Cadre and Category-specific Provisions:

5.1. The employees appointed against RBA/ALC categories shall serve in the notified RBA/ALC areas in accordance with the provisions of the Jammu and Kashmir Reservation Act, 2004, and rules framed thereunder.

5.2. The employees appointed under SRO-202 shall become eligible for consideration of transfer only upon completion of five years of service against the post to which they were originally appointed.

5.3. Employees borne on Union Territory, Divisional or District Cadres shall ordinarily remain transferable within their respective cadres. Inter-cadre transfers shall not be permissible except in such cases and under such conditions as may be specifically provided under Para 18(vi), (vii), (viii), (ix) and (x) of this Policy.

6. Special Provisions and Relaxations:

6.1 Subject to administrative feasibility and availability of vacancies, special consideration may be accorded in the following circumstances:

6.1.1 Where both spouses are serving under Government employment, efforts shall be made to post them at the same station or within reasonable proximity to each other, to the extent feasible, subject to the availability of post(s).

6.1.2 The employee(s) due to attain the age of superannuation within six months may, shall preferably be posted nearby his/her residence as far as practicable.

6.1.3 The employees aged 58 years and above shall ordinarily not be posted to Zone-IV or Zone-V, except where necessitated by compelling administrative considerations.

6.1.4 Due consideration shall be accorded to single parents, widows, divorcees, female employees and employees having children with benchmark disabilities, subject to institutional requirements and availability of vacancies.

6.1.5 The employees with benchmark disabilities shall be considered for posting at a convenient station, subject to administrative feasibility and availability of suitable vacancies.

6.1.6 Notwithstanding anything contained elsewhere in this Policy, the Administrative Department may consider inter-cadre or mid-term transfers on compassionate grounds arising from exceptional medical or security-related circumstances pertaining to the employee, spouse or dependent children, on the recommendations of the Designated Committee constituted for the purpose. Such transfers shall ordinarily be approved for a period not exceeding **two (02)** years and shall be subject to the production of the following documents:

S. No.	Grounds	Eligibility Criteria	Supporting Documents
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1.	Medical	(a) Life-threatening or chronic debilitating illness; or (b) Disability of not less than 40% affecting the employee, spouse or dependent child	Medical Certificate issued by the Standing Medical Board
2.	Security	Cases involving verified security concerns requiring relocation	Recommendations of the Special Director General, CID Wing

6.1.7 In cases involving life-threatening or chronic medical conditions, fresh medical certification shall not ordinarily be required for continuation beyond the approved period, unless specifically directed by the competent authority. However, continuation of transfer benefits on security grounds beyond the prescribed period shall require fresh recommendations from the competent authority concerned.

6.1.8 The Designated Committee shall ordinarily meet at least twice during an academic session to examine and recommend eligible cases under this provision. However, the lien, seniority and promotional prospects of such employees shall be retained in their parent District or Divisional Cadre.

6.1.9 Mutual inter-cadre transfers shall be considered by the Administrative Department, subject to the condition that the employees concerned possess comparable academic qualifications and belong to equivalent categories of service. Employees transferred on a mutual basis shall be required to serve at the allotted place of posting for a minimum period of three years.

Provided that:

(a) The employees who are due for consideration for promotion shall not be eligible for mutual inter-cadre transfer.

(b) The employees appointed under the RBA/ALC category shall be eligible for mutual inter-cadre transfer only after completion of the mandatory tenure prescribed for service in the notified RBA/ALC areas under the Jammu & Kashmir Reservation Act, 2004.

The lien, seniority and promotional prospects of such employees shall continue to remain protected in their parent District or Divisional Cadre.

6.1.10 Inter-cadre transfer on account of marriage may be considered by the Administrative Department on the recommendations of the Designated Committee, subject to the employee having rendered a minimum of five years' service in her parent District or Divisional Cadre. Such transfers shall be considered with due regard to availability of vacancies, institutional requirements and relative seniority.

Applications under this provision shall be supported by the following documents:

S. No.	Ground	Documents Required
1.	Marriage	Domicile Certificates of both spouses and Valid Marriage Certificate

Employees transferred under this provision shall continue to retain their lien, seniority and promotional prospects in their parent District or Divisional Cadre.

6.1.11 Inter-cadre transfers permitted under this Policy shall not confer any claim for permanent absorption in the borrowing cadre.

7. Annual Transfer Schedule:

7.1 To ensure stability in institutional functioning and minimize disruption to academic activities, transfers and postings shall ordinarily be effected only upon the conclusion of the academic session. The annual transfer process shall, as far as possible, be completed before the commencement of the ensuing academic session.

Provided that, notwithstanding the foregoing, transfers and postings may be undertaken during the academic session in exceptional cases where warranted by administrative necessity. In particular:

7.1.1 Teaching staff may be transferred from one institution to another during the academic session in the interest of academic and administrative efficiency, including but not limited to subject-specific staff requirements, performance of the teacher, school results, student enrolment patterns, staff imbalances, institutional performance, rationalization of manpower or any other compelling administrative exigency to be recorded by the competent authority.

7.1.2 Employees promoted to higher posts, reinstated upon revocation of suspension, or resuming duties after completion of training, deputation or authorized leave may be adjusted against available vacancies during the non-transfer period, subject to institutional requirements.

7.2 Any transfer effected during the academic session shall, as far as practicable, be accompanied by suitable arrangements to address the resultant vacancy and maintain academic continuity in the institution concerned.

7.3 The Competent Authority may, where considered necessary in the interest of students and institutional functioning, defer, modify, or withhold a proposed transfer if its implementation is likely to adversely affect academic outcomes, public examinations, or the overall functioning of the institution.

7.4 With a view to ensuring predictability, transparency and orderly management of the transfer process, the annual transfer cycle shall ordinarily be undertaken in accordance with the following indicative schedule:

S. No.	Stage	Timeline
1.	Publication of anticipated vacancies, staffing position and transfer-related notifications	April
2.	Submission of applications and exercise of posting preferences by eligible employees through the prescribed mode	May
3.	Publication of provisional eligibility and merit lists, along with the opportunity for submission of representations, wherever admissible	June
4.	Examination and disposal of representations and publication of final merit lists	June
5.	Issuance of transfer and posting orders and completion of consequential adjustments	June-July

Provided that the Administrative Department may, for reasons to be recorded in writing, suitably revise the aforesaid timelines in view of academic requirements, administrative considerations, judicial directions or other circumstances warranting such modification.

8. Transfer Assessment Matrix (TAM):

The annual transfer exercise shall ordinarily be undertaken through an online, point-based assessment mechanism to ensure a fair, transparent, and objective determination of transfer priorities. The merit score of an employee shall be computed on the basis of the criteria and weightages prescribed in the Transfer Assessment Matrix set out below:

S. No.	Criterion	Points
1.	Service rendered in Zone-V (Inaccessible Areas)	4 points for each completed year of service (Maximum 24 points)
2.	Service rendered in Zone-IV Areas	2 points for each completed year of service (Maximum 10 points)
3.	Age of 55 years or above	8 points
4.	Female employee (Widow/Divorcee/Single Parent)	8 points
5.	Person with Benchmark Disability (PwBD)	Up to 15 points, depending upon the percentage and nature of disability as certified by the competent medical authority.
6.	Spouse serving in Government and posted in the same district	5 points
7.	Recipient of National Teacher Award/State Teacher Award or equivalent Government-recognized award	5 points
8.	Demonstrated exceptional academic performance/results during the preceding three academic years, as certified by the competent authority	5 points
9.	Serious illness of self, spouse, child, or dependent parent requiring continued medical supervision, duly certified by a Government Medical Board	10 points
10.	Employee due to retire within two years	5 points
11.	Orphan employee or employee having sole caregiving responsibility for a dependent family member, supported by documentary evidence	5 points

Total	100 points
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9. Other Administrative Provisions:

9.1 Where an employee is identified as surplus to the sanctioned requirement of a school or institution, such employee may be transferred in the interest of staff rationalization and institutional requirements, irrespective of the period of stay at the existing place of posting.

9.2 An employee placed under orders of transfer shall ordinarily not be granted leave until the transfer order has been complied with, except in circumstances beyond the employee's control and for reasons duly recorded by the competent authority.

9.3 While effecting transfers and postings, due regard shall be given to the staffing requirements of Model Schools and other institutions that have consistently demonstrated high academic performance, so as to preserve institutional effectiveness and educational outcomes.

9.4 Officers serving on administrative assignments, including Chief Education Officers (CEOs), Deputy Chief Education Officers, District Education Planning Officers (DEPOs), Zonal Education Officers (ZEOs), Zonal Education Planning Officers (ZEPOs) and equivalent posts, shall ordinarily be posted on transfer to corresponding academic positions.

9.5 Transfer and posting orders issued under this Policy shall be complied with promptly. Any proposal for modification of such orders shall require the approval of the next higher Competent Authority. Cancellation, reversal or modification of transfer orders after issuance shall be resorted to only in exceptional circumstances and for reasons to be recorded in writing.

9.6 The provisions of this Policy shall not apply to Rehbar-e-Taleem (ReT) and Regularized Rehbar-e-Taleem (RReT) employees whose appointments are school-specific in nature, unless otherwise provided by the Government through separate orders.

9.7 The Administrative Department shall be the final authority for interpretation, clarification and relaxation of any provision of this Policy, where deemed necessary in the interest of public service and educational administration.

10. Delegation of Powers:

The authority to order transfers shall be exercised in accordance with the provisions of the Transfer Policy and the delegation of powers notified by the General Administration Department from time to time, including Government Order No. 861-GAD of 2010 dated 28.07.2010 and Government Order No. 810-JK(GAD) of 2020 dated 01.09.2020, as amended from time to time.

The competent authorities for effecting transfers shall be as under:

S. No.	Category of Employees	Competent Authority
1.	District Cadre Non-Gazetted Employees (within the district)	The District-Level Officer of the Department shall process and submit the proposal to the Head of the Department for approval.
2.	Divisional Cadre Non-Gazetted Employees (within the division)	Head of the Department at the Divisional Level.
3.	State Cadre Non-Gazetted Employees	Head of the Department at the State Level. Where no State-Level Head of Department exists, the Administrative Department shall exercise the powers.
4.	First Gazetted Level Officers	The Head of the Department shall submit proposals to the Administrative Department for consideration and approval.
5.	Inter-Divisional Transfers of First Gazetted Level Officers	Administrative Department, on proposals submitted by the Head of the Department.
6.	Gazetted Officers above the First Gazetted Level and up to the rank of Joint Director/Deputy Director or equivalent.	Minister-in-Charge. The Minister-in-Charge may delegate such powers to the Minister of State and/or the Administrative Secretary, as permissible under the rules.

11. Grievance Redressal Mechanism:

11.1 To ensure transparency, accountability, and timely resolution of issues arising from the implementation of this Policy, a three-tier grievance redressal mechanism shall be established at the institutional, district, and Union Territory levels. The grievance redressal structure shall comprise:

(a) **Institution Level:** Head of the Institution.

(b) **District Level:** Chief Education Officer concerned.

(c) **Union Territory Level:** Transfer Review Committee constituted by the Government/Administrative Department.

11.2 An employee aggrieved by any decision or action taken under this Policy may submit a representation before the appropriate forum. Grievances shall ordinarily be examined at the lowest competent level in the first instance and may be escalated to the next level only where the matter remains unresolved.

11.3 All representations shall be disposed of expeditiously and, as far as practicable, within **fifteen (15) days** from the date of their receipt. Decisions shall be communicated to the concerned employee through the prescribed mode.

11.4 The decision of the Union Territory Level Transfer Review Committee shall ordinarily be final, subject to any statutory remedy available under the applicable rules.

Criteria of the areas falling under Zone-I, II, III, IV and V:

S. No.	Zone	Criteria
1.	I	Institutions/schools located within the municipal limits of the District Headquarters.
2.	II	Institutions/schools situated outside the municipal limits and up to 20 kilometres from the District Headquarters.
3.	III	Institutions/schools located beyond 20 kilometres and up to 40 kilometres from the District Headquarters.
4.	IV	Institutions/schools situated beyond 40 kilometres from the District Headquarters and requiring change of residence. This zone shall also include institutions/schools not connected by a motorable road where the one-way walking distance from the nearest motorable road is 7 kilometres or more.

5.	V	Inaccessible areas of the Union Territory of Jammu and Kashmir detailed as under: <table border="1"> <thead> <tr> <th data-bbox="386 321 467 405">S. No.</th><th data-bbox="467 321 727 405">District</th><th data-bbox="727 321 1388 405">Inaccessible Area(s)</th></tr> </thead> <tbody> <tr> <td data-bbox="386 405 467 447">1.</td><td data-bbox="467 405 727 447">Kishtwar</td><td data-bbox="727 405 1388 447">Marwah, Dachhan, Warwan, Paddar</td></tr> <tr> <td data-bbox="386 447 467 489">2.</td><td data-bbox="467 447 727 489">Reasi</td><td data-bbox="727 447 1388 489">Mahore, Chassana</td></tr> <tr> <td data-bbox="386 489 467 531">3.</td><td data-bbox="467 489 727 531">Rajouri</td><td data-bbox="727 489 1388 531">Khwass</td></tr> <tr> <td data-bbox="386 531 467 573">4.</td><td data-bbox="467 531 727 573">Kathua</td><td data-bbox="727 531 1388 573">Malhar, Bani</td></tr> <tr> <td data-bbox="386 573 467 615">5.</td><td data-bbox="467 573 727 615">Doda</td><td data-bbox="727 573 1388 615">Bhaleesa</td></tr> <tr> <td data-bbox="386 615 467 657">6.</td><td data-bbox="467 615 727 657">Ramban</td><td data-bbox="727 615 1388 657">Gool, Khari</td></tr> <tr> <td data-bbox="386 657 467 751">7.</td><td data-bbox="467 657 727 751">Kupwara</td><td data-bbox="727 657 1388 751">Karnah Sector, Keran, Kralpora, Kupwara, Machil, Trehgam</td></tr> <tr> <td data-bbox="386 751 467 793">8.</td><td data-bbox="467 751 727 793">Bandipora</td><td data-bbox="727 751 1388 793">Gurez</td></tr> <tr> <td data-bbox="386 793 467 835">9.</td><td data-bbox="467 793 727 835">Anantnag</td><td data-bbox="727 793 1388 835">Aishmuqam</td></tr> <tr> <td data-bbox="386 835 467 877">10.</td><td data-bbox="467 835 727 877">Baramulla</td><td data-bbox="727 835 1388 877">Uri</td></tr> </tbody> </table>	S. No.	District	Inaccessible Area(s)	1.	Kishtwar	Marwah, Dachhan, Warwan, Paddar	2.	Reasi	Mahore, Chassana	3.	Rajouri	Khwass	4.	Kathua	Malhar, Bani	5.	Doda	Bhaleesa	6.	Ramban	Gool, Khari	7.	Kupwara	Karnah Sector, Keran, Kralpora, Kupwara, Machil, Trehgam	8.	Bandipora	Gurez	9.	Anantnag	Aishmuqam	10.	Baramulla	Uri
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