

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

OFFICE ORDER

No. HE-GCET-POLICY-0001-2022/ 21473 / HE, Dated 25.04.2025
**SUBJECT: GUIDE-LINE FOR CONSIDERATION OF TRANSFER REQUESTS OF
GOVERNMENT COLLEGE O.E.S. OFFICERS OF HIGHER EDUCATION DEPARTMENT.**

Introduction:

A guideline for consideration of transfer requests of government college O.E.S. officers of Higher Education Department is necessary to mitigate genuine grievances within permissible limits in a fair and transparent manner.

1. Online-Submission: -

- (i) All transfer requests must be submitted online to the competent authority through a platform separately prescribed for the purpose.
- (ii) Preferable submission period: During the months of March & April of every year i.e., prior to commencement of the succeeding Academic Session.
- (iii) Applicants must provide a priority list of up to 05 colleges for their transfer. If fewer options are listed, any available colleges may be considered.

2. Constitution of Transfer Committee:

A Transfer Committee shall be constituted by the Department of Higher Education to examine all the transfer applications/representations/petitions received in the Department within the stipulated period strictly as per this guidelines and orders issued from time to time by the Government.

3. Guidelines for disposal of the transfer request:

i. Sanctioned Strength

At the time of considering any representation/application belonging to any discipline, the Committee will see that at least 1/3rd of the sanctioned strength (rounded to the next higher digit) in a particular discipline shall not remain vacant of the concerned college to avoid dislocation in imparting quality education to the students.

- ii. Transfer of any teaching faculty to any college is subject to availability of vacancy in the proposed college. It is not a matter of right. As far as practicable, the regional balance/parity will be maintained.

4. Initial Posting:

The OES officers recruited through Odisha Public Service Commission and posted to the colleges as per the choice locking option exercised by them during counselling (as per GA&PG Department guidelines) shall not be taken into consideration unless they complete at least 03 years from their date of joining in their initial place of posting.

5. Transfer on Health Ground:

OES officers suffering from critical or terminal illness will be prioritized for transfer to the colleges with appropriate medical facilities and with due regard to the academic environment of the institution. In case of necessity, the case may be referred to the State Medical Board.

6. Spouse Ground

As per GA&PG Department Circular No-31359-@R/1/91/Gen, dated 13.12.1991, in case both husband and wife are Government servants or any of them in Central Government, steps will be taken to adjust both in nearest station as far as practicable. If they are working at different stations, their cases for transfer to nearby convenient place can be considered as far as possible, subject to other conditions stipulated in the guideline.

7. Mutual Transfer

If request is received for mutual transfer from any two OES officers working in two different colleges having the same disciplines, in the same shall be taken into consideration subject to the condition that the ground for their transfer is convincing and both have at least one year of service for superannuation.

8. Physical Disability:

OES officer having permanent disability exceeding 70% will be given priority subject to availability and fulfilment of other conditions as stated above.

9. Superannuation:

OES officers having less than one year for superannuation will generally not be transferred unless required on administrative grounds or exigencies. OES officers having less than two years for superannuation will be considered for transfer to his/her native district subject to fulfilment of other conditions.

10. Health of immediate dependants:

If any of the immediate dependants of OES Officers is reported to be suffering from critical and terminal illness, such cases will be referred to the State Medical Board. On receipt of the recommendation from State Medical Board, the representation/ petition of the concerned OES officers will be prioritized for transfer to the colleges with appropriate medical facilities and with due regard to the academic environment of the institution.

11. Administrative Grounds:

The Government reserves the right to transfer any teacher for administrative or academic exigencies and in the larger interest of educational institutions.

12. Right for Transfer:

Transfer cannot be claimed as a matter of right. Non-considered applications will be presumed to be regretted on disposal.

13. Allegations:

OES officers with allegations against them will be prioritized for transfer on administrative ground.

14. Ongoing Research Projects:

OES officers involved in ongoing research project funded by the Central/State Government, UGC, or OSHEC would not generally be transferred until project completion unless there are allegations against them.

15. Principal In-Charge:

OES officers functioning as Principal I/c will not continue in the same college in the capacity of Principal for more than five years in the capacity of Principal and will be transferred.

16. Medical Board:

OES officers availing medical leave on being relieved on transfer must appear before the Medical Board/Appellate Medical Board at their own expense for service regularisation.

17. Seniority:

If multiple requests on similar grounds are received for a particular college, preference will be based on the seniority of the applicants.

18. Additional Parameters:

The Transfer Committee reserves the right to decide other parameters not stipulated above.

P 25.04.2025
Special Secretary to Government


Memo. No. 21474 /HE., dated. 25.04.2025

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education/ P.S. to Commissioner-cum- Secretary, Higher Education Department for kind information of Hon'ble Minister, Higher Education/ Commissioner-cum-Secretary to Government Higher Education Department.

P 25.04.2025
Special Secretary to Government


Memo. No. 21475 /HE., dated. 25.04.2025

Copy forwarded to Director, Higher Education/All RDEs, Odisha for information and necessary action.


25-04-2025
Special Secretary to Government

Memo. No. 21476 /HE., dated. 25.04.2025

Copy forwarded to all Principals of Government Degree colleges/ College of Teacher Educations, Odisha for information and necessary action.


25-04-2025
Special Secretary to Government