

**Government of West Bengal**  
**DEPARTMENT OF SCHOOL EDUCATION**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
25/3, Ballygunge Circular Road, Kolkata-700019  
Tele -fax -033-2486- 5114 & 4377  
[www.scertwb.org](http://www.scertwb.org) ## [director@scertwb.org](mailto:director@scertwb.org)

Memo No. 109/A / F.No. 264 / SCERT

Date - 24.05.2017

From  
The Director  
SCERT (WB)

To  
The Principal/ In-Charge  
All DIETs

**Sub: Transfer Policy of DIETs Employees**

This is to inform that the undersigned is hereby enclosing transfer policy of DIET employees for circulation among the employees of the DIETs. This transfer policy has been issued in exercise the power delegated by the competent authority for smooth running of the DIETs in West Bengal and in the interest of public service.

Encl: As stated

Director, SCERT (WB)

Memo No. 109/A/1 / F.No. 264 / SCERT

Date - 24.05.2017

Copy forwarded for information to:

The Joint Secretary to the Govt. of West Bengal, School Education Department, Elementary Education Branch, Bikash Bhavan, Salt Lake, Kolkata- 700091.

Director, SCERT (WB)

## TRANSFER POLICY OF DIETs

There are two categories of employees in the District Institute for Education and Training-the teaching staff & the non- teaching staff.

The teaching staff includes- the Academic and Para- academic staff. The Academic staff includes the Principal & the Lecturers. The Para-academic staff includes the Assistant Technicians (Computer, Statistics & Educational Technology), the Librarians & the Hostel Warden. The teaching staff will be under the purview of this transfer policy.

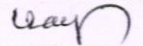
The transfer of the non-teaching staff, i.e. the Group-C & Group-D, will be guided by the existing policies of the Directorate of School Education or the School Education Department.

Transfer Policy for the Academic & Para- academic staff of DIET which has been considered is as follows:-

1. All the DIETs of the States are divided into the following zones-

- |      |                               |   |
|------|-------------------------------|---|
| I.   | Zone "A" :-<br>(North zone)   | DIETs of Darjeeling, Jalpaiguri, Coochbehar, Kalimpong, Uttar Dinajpur, Dakshin Dinajpur & Alipurduar, Malda. |
| II.  | Zone "B" :-<br>(Central zone) | DIETs of Murshidabad, Nadia, Purba Burdwan, Hooghly, North 24 Parganas, Kolkata, Howrah, South 24 Parganas.   |
| III. | Zone "C" :-<br>(South zone)   | DIETs of Bankura, Paschim Medinipur, Purulia, Purba Medinipur, Paschim Burdwan. Birbhum.                      |

2. The teaching staff and para academic staffs posted at North Zone and South zone more than 10 years are proposed to transfer in central zone. The academic and non- academic who are posted at central zone more than 10 years are proposed to transfer at North and South Zone.
3. The previous transfer-posting of the teaching staff in erstwhile PTTIs would not be eligible for consideration in this transfer policy. However, the administrative office holds the discretion to consider of any such history in case to case basis.
4. First posting of a teaching staff may be offered in any non-home zone after publication of this policy.
5. He/she has to normally stay at least 4 (Four) years in each posting and should cover 2 (Two) districts in the each zone.
6. Each teaching staff should cover at least 2 (Two) non-home zones before eligible for posting in home zone.
7. In case of a personal problem or on specific medical ground a staff may apply for transfer only after serving at least the stipulated period in any non- home zone. However, the period of punishment transfer will not include such stipulated period but will be beyond such stipulation and will be under the discretion of the administrative office.
8. Personal problems or medical grounds will only be determined & considered by the administrative office. No transfer in this ground will become an exemplar to site.
9. If both Wife/Husband works in govt. office / organisation or in any govt. recognized educational Institution in that event the DIET employee may be considered for posting in the same/neighbouring district where the spouse works.
10. A staff may be considered for posting within the home district or home zone within five years of retirement.
11. Preference for posting at the desired location would be allowed for teaching staff with outstanding performance records as determined and considered by the administrative office from time to time.
12. Besides above, any staff may be transferred any time to any place by the Govt. in the interest of administrative convenience or if any departmental enquiry is initiated or as punishment measure.
13. Employees shall not bring any outside influence, if such an influence from whichever source is received it shall be presumed that the same has been brought in by the employee concerned and such request shall be rejected straightway. Action may also be initiated against such employee as per service conduct rules.

  
Director, SCERT (WB)