

Form A : For Subject teacher (PGTs)

Application for transfer of a Subject Teacher in Provincialised School to another Provincialised School/from one Govt. Higher Secondary to another Govt. Higher Secondary School. All fields are mandatory and compulsory.

PART-I TO BE FILLED UP BY THE SUBJECT TEACHER HIMSELF SEEKING TRANSFER.

1.	Name of the Teacher seeking transfer in Block letter	
2.	Subject in which teaching, and employed.	
3.	Name of the School where presently working and date of provincialisation if it is a prov.school	a) Name of the School : b) District : c) Date of Provincialisation of the school.....
4.	Date of appointment on Regular Basis. Attach a copy of your appointment letter, it is mandatory or else your application will be rejected.	
5.	Whether your service has been regularised? If so from when?	
6.	Were you appointed through a open selection? or you were appointed initially on adhoc basis please state clearly	
7.	Name of the School where you are seeking a transfer	a)Name of the School b)District
8.	How many students are there in the School in your subject where you are presently working, in the current academic session/or if the session ended in the last session	In Class XI In Class XII Total : (Only students in the subject of the teacher seeking transfer).
9.	Number of Regular Subject teachers in the Subject working including you in the School from where you are seeking transfer (Exclude honorary teacher)	Total number of teachers , state their names also
10.	Reason of seeking transfer	

Signature.

Full Signature of the Teacher seeking transfer:

Attach a copy of your Appointment letter- Mandatory.

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Recommendation by the Principal of the School where the applicant presently working.

I, Sri.....Principal ofSchool in the District ofdo hereby recommend the transfer of Sri.....Subject teacher in.....Subject. I undertake to say that I will be responsible if the students suffer due to transfer of this teacher and if Govt. cannot post a replacement in time. The Particulars that have been stated by the teacher above are verified from his service book and are true. The Particulars of enrolment are true and verified by me. I will be responsible for any false information provided.

Signature of Principal

Recommendation by the President of the SMDC.

Signature, President of SMDC

Seal and Signature of Inspector of School of the District

In which the School is situated.

Part II of Form A to be filled up by the Principal of the School where the teacher has sought transfer:

1.	Name of the School Where the Subject Teacher seeks transfer	School Name: in Block letter District: :
2.	Year of Establishment	
3.	Subject in which transfer is sought	
4.	Total Students in the Subject in the Current Academic Session or if session ended in the last session	Class XI Class XII Total
5.	Total number of Subject teachers working at present in the subject excluding the applicant,(don't include any teacher if working on honorary basis and also do not include any graduate teacher taking classes in HS Section.	Number of subject Teachers working Their names 1) 2) 3)
6.	Total PTR in the subject (don't include the teacher seeking transfer)	
7.	PTR after the teacher joins, ie. PTR that will be after this teacher gets transfer in your School	

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8.	Have you recommended any teacher to this post in the past, if yes when and for whom, state his name	
9.	Since when the post is lying vacant	
10.	Creation no. Of the Post mandatory, is the post permanently retained,	
11.	Category of Reservation for which the post earmarked as per Post Based Roster submitted by this School, state UR/SC/ST/OBC/STH	
12.	Category of the teacher whom you are recommending for transfer	
13.	Cause of vacancy.	

Declaration:

I, Sri.....Principal ofSchool in the District of..... Certify that the above particulars are true and verified by me .I recommend the transfer of Sri.....as subject teacher in my School. I Certify that the post is not under any kind of litigation and not advertised.

Full Name

Signature

Signature of the Inspector of the District in which the school where transfer is sought is situated.

Seal and Signature of Inspector of School.

Signature of Director of Secondary Education, Assam

Note: **Attach a copy of the appointment letter of the teacher, it is mandatory,**

No application will be processed unless properly filled up and containing the signature of all the required persons, namely the Principals of both Schools and President of the SMDC where the teacher is presently working. The Principal of the School may not recommend a transfer if in his opinion the transfer of the teacher will adversely affect the teaching in the concerned subject.

(Application for transfer for a **Graduate Teacher/ Hindi Teacher/Classical Teacher/Language teacher/Demonstrator**)

Part -I, to be filled in by the teacher seeking transfer.

1.	Name of the Teacher seeking transfer in Block letter	
2.	Name of the School where presently working	a) Name of the School : b) District :
3.	Date of Continuous appointment on Regular basis	
4.	Whether your service has been regularised? If so from when? Attach a copy of your appointment letter, it is mandatory	
5.	Were you appointed through a open selection? or you were appointed initially on adhoc basis please state clearly	
6.	Name of the School where you are seeking a transfer	a)Name of the School b)District
7.	How many students are there in the School	
8.	If you are a Language Teacher/Hindi Teacher/Classical teacher/ state the number of students in the school who have opted for your subject	Total number of students in the subject of the teacher in the school.
9.	Pupil teacher ratio in the School where you are working: divide number of total students by total teacher in the subject.	
10.	Reason of seeking transfer	

Signature.

Full Signature of the Teacher seeking transfer:

Recommendation by the Principal/ Headmaster/ Superintendent.

I, Sri.....Principal/Head Master/ Supdt. ofSchool in the District ofdo hereby recommend the transfer of Sri..... teacher in..... I undertake to say that I will be responsible if the students suffer due to transfer of this teacher and if Govt. cannot post a replacement in time. The Particulars that have been stated by the teacher above are verified from his service book and are true. The Particulars of enrolment are true and verified by me. I will be responsible for any false information provided.

Signature of Principal/ Headmaster/ Superintendent

Recommendation by the President of the SMDC.

Signature, President of SMDC

Seal and Signature of Inspector of School of the District
In which the School is situated.

*Attach a copy of your appointment letter.

Part-II of Form-B to be filled up by the Principal/Head Master/Head Mistress/Supdt. of the School where the teacher has sought transfer:

1.	Name of the School Where the Teacher is seeking transfer.	School Name: in Block letter District::
2.	Year of Provincialisation (in case of Provincialised School.)	
3.	Subject in which transfer is sought if he is a language teacher/Hindi Teacher/Classical Teacher or Demonstrator	
4.	Total Students in the school	
5.	Total students in the subject if he is a Language teacher/Hindi Teacher/ Classical Teacher or Demonstrator.	
6.	Total PTR of the School	
7.	PTR after the teacher joins, ie. PTR that will be after this teacher gets transfer in your School	
8.	Have you recommended any teacher to this post in the past, if yes when and for whom,	
9.	Since when the post is lying vacant	
10.	Creation no. Of the Post	
11.	Cause of vacancy.	
12.	Category of Reservation for which the Post earmarked as per Post Based Roster of Your School	
13.	Category to which the Teacher belongs who is seeking transfer.	

Declaration:

I Sri.....Principal of ./Head Master ofSchool in the District of..... Certify that the above particulars are true and verified by me .I recommend the transfer of Sri.....as subject teacher in my School.

Full Name

Signature

Signature of the Inspector of the District in which the school where transfer is sought is situated.

Seal and Signature of Inspector of School.

Signature

Director of Secondary Education, Assam