

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
SECONDARY BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA – 700 091**

**No: 687/SE/S/1S-08/16**

**Date: 24.05.2016**

The Government in School Education Department has introduced 'Transfer Rule' for the teaching and non-teaching staff of the Non Govt. Aided/Govt. Sponsored schools in terms of Notification No: 159-SE/S/1S-4/95(Part) dt: 27/02/2015 and 348-SE/S/1S-06/2012 dt: 21.02.2012.

As per the existing administrative procedure, the respective school authority is the appointing authority in respect of the teaching and non-teaching staff of the school.

Some questions have arisen regarding maintenance of Register of Appointment (ROA) of the concerned schools against the vacancy created due to such transfers and appointments of the transferee staff to the new school following Roster Point there.

It is clarified that the vacancy created due to transfer of any teaching and non-teaching staff of a Govt. Aided/ Sponsored school shall fall within the scope and ambit of Sec 4(1) of West Bengal Scheduled Castes & Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 read with Sec 5 of the West Bengal Backward Classes (other than Scheduled Castes & Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012.

Further, for maintenance of ROA in the school in respect of subsequent appointment for effecting the transfer, in question, the procedure as laid down in memo no: 4977-BCW/MR-33/15 dt: 18/12/15 is to be followed strictly.

This order is being issued with the concurrence of Backward Classes Welfare Department accorded under U.O. No: 572 dt: 16.05.2016.

By order of the Governor  
Sd/-  
Principal Secretary  
School Education Deptt.

**No: 687 /1(9)/SE/S/1S-08/16**

**Date: 24.05.2016**

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Backward Classes Welfare Department, Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata-700091.
2. The Commissioner of School Education, West Bengal, Bikash Bhawan, 7<sup>th</sup> Floor, Salt Lake, Kolkata-700091.
3. The Secretary, West Bengal Central School Service Commission, Acharya Sadan, Block: EE-11 & 11/1, Salt Lake, Kolkata-700091.
4. The Administrator, West Bengal Board of Secondary Education, Nivedita Bhawan, Block-DJ,/8, Sector-II, Karunamoyee, Salt Lake, Kolkata-700091.
5. The Secretary, West Bengal Council of Higher Secondary Education, Vidyasagar Bhavan, 9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091.
6. All DIS (SE) - With request to communicate the above order to all schools under his/her jurisdiction.
7. OSD to MIC, School Education Deptt., Bikash Bhawan, 5<sup>th</sup> Floor, Salt Lake, Kolkata-700091.
8. Sr. PS to the Principal Secretary, School Education Deptt., Bikash Bhawan, 6<sup>th</sup> Floor, Salt Lake, Kolkata-700091.

✓ 9. Office copy.

  
Assistant Secretary  
to the Govt. of West Bengal