



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 507 Dispur, Monday, 11th July, 2022, 20th Ashadha, 1944 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECONDARY EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

## NOTIFICATION

The 11th July, 2022

**No.ASE 600/2021/285.-** In exercise of the powers conferred by sub-section (1) and (2) of section 14 of the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020 (Act No. III of 2020), the Governor of Assam, is hereby pleased to make the following rules, namely:-

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| Short title,<br>extent and<br>commencement | 1. (1) | These rules may be called the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Rules, 2022.  |
|  | (2)    | They shall come into force on the date of their publication in the Official Gazette.   |
|  | (3)    | It shall apply to all the schools established within the State of Assam under the Government of Assam.   |
| Definitions                                | 2. (1) | In these rules, unless the context otherwise requires,-  |
|  | (a)    | “Pupils Teacher Ratio( PTR)” means the pupil teacher ratio as provided under section 19 and 25 read with the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and rule 21 of the Assam Right of Children to Free and Compulsory Education Rules, 2011, in a school shall be ,- |
|  | (i)    | 30:1 in (Lower Primary) Elementary Schools;  |
|  | (ii)   | 35:1 in (Upper Primary) Elementary Schools;  |
|  | (iii)  | 40:1 in Secondary Schools;   |
|  | (iv)   | 10 nos. (minimum) of Pupil in each subject in Secondary School;  |
|  | (v)    | “Teacher” means teacher as defined in the Act in section 2 clause (p) shall also include, Demonstrators, Instructors or  |

any teaching staff engaged or appointed, in whatsoever name working in Government Schools, Provincialised Schools, Schools run and managed by SSA or any Government funded Institutions or Organisations both of Elementary and Secondary level Schools drawing Salary or fixed pay or remuneration from the Government exchequer.

- (b) "Posted District" means the district where the Teacher/Tutor is currently posted prior to his application for transfer.
- (c) "Proposed District" means the district of the school to which the Teacher/Tutor intends to get himself transferred.
- (d) "Registration" means registration of Teachers and Officials in the online Transfer Portal.
- (2) Words and expression used in these rules and not defined herein, above but defined in the Act, shall have the same meanings respectively, assigned to them in the Act and thereafter, in case of any conflict, the provisions in the Act, shall prevail.
- Registration of Teachers 3. The following categories of Teacher shall register their names under these rules, namely :-
- (a) Elementary Teacher/Tutor
  - (b) Secondary Teacher/Tutor
  - (c) Samagra Siksha Assam (SSA) Teacher.
  - (d) All other Teachers/Tutors in the Educational Institutions run by the Government.
- Registration 4. The Teachers/Tutors shall create online Account to register himself by providing Name, Email, Date of Birth, Gender and other information related to his Service along with password in <https://hrmsassam.in>.
- Process of Registration of Teachers 5. For registration of their names Teachers shall follow the following steps:-
- (1) All the Teachers/Tutors shall register in the web portal, namely:- "<https://hrmsassam.in>";
  - (2) The Teachers/Tutors shall submit their details to create their Service Profile in the portal;
  - (3) The Teacher/Tutor shall upload scanned copy of Photo, Signature and documents relating to their academic and Professional qualification and appointment letter and previous Transfer Orders, Attachment Orders, Sanction/Retention/Treasury Authentication copies/ Numbers, etc. indicating their present post and all other information relating to the Service profile;
  - (4) Only registered Teachers and Tutors shall be considered for transfer ;
  - (5) The Service profile shall be verified at District Level separately for Elementary, Secondary, Samagra Siksha Assam (SSA) Teachers/Tutors.
- Types of On-Line Application for transfer of Teachers/Tutors 6. There shall be eight types of transfer applications of Teachers/Tutors, namely :-
- (i) Mutual transfer (Intra District) – Elementary, Secondary, SSA and other Government supported Institutions.
  - (ii) Mutual transfer (Inter District) – Elementary, Secondary, SSA and other Government supported Institutions.
  - (iii) Intra District (Within district) – Elementary, Secondary, SSA and other Government supported Institutions.

- (iv) Inter District - Elementary, Secondary, SSA and other Government supported Institutions.
- (v) Intra District under Exigencies – Elementary, Secondary, SSA and other Government supported Institutions.
- (vi) Inter District under Exigencies – Elementary, Secondary, SSA and other Government supported Institutions.
- (vii) Transfer under exigencies by the Deputy Commissioner of the District.
- (viii) Transfer under exigencies by the Department of Secondary and Elementary Education Department.

Procedure of seeking transfer within the District (Intra District)

7. (1) For Elementary Level Schools:
- (i) Windows for Application for transfer shall open for 30 days/one month, from 1<sup>st</sup> April to 30<sup>th</sup> April in a Year. It shall be notified in the Newspaper/ Transfer Portal dashboard.
  - (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format EE-001 (Part A and B) at Annexure-I shall appear online.
  - (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
  - (iv) Applicant shall select one School within the District having high Pupil Teacher Ratio (PTR) School from the master data list of the vacancies in the district of respective categories of Teachers/Tutors.
  - (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
  - (vi) And then shall click the SUBMIT button.
  - (vii) Thereafter the application of the Teacher/Tutor in online mode shall be transferred to the respective District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEEO)/Block Elementary Education Officers (BEEOs). All the concerned Authorities shall immediately get an ALERT in their registered mobile.
  - (viii) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the Year, the District Elementary Education Officer (DEEO) and the Block Elementary Education Officers (BEEOs) shall check the

Portal Dashboard for Transfer Petitions and start the verification and authentication of the document submitted in the online portal by the applicant.

- (ix) The Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs) after verification furnish their report in the assigned online fields and return the Application with the report to the DEEO by 12<sup>th</sup> May of the year.
- (x) The District Elementary Education Officers (DEEO), after receipt of the report from the concerned Block Elementary Education Officers (BEEOs), shall forward the report to the District Level Committee (DLC) of the respective Districts, by 14<sup>th</sup> May of the year.
- (xi) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the District Level Committee (DLC) shall open and examine the report received from District Elementary Officer (DEEO) and after fulfilment of the criteria for Transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xii) On receipt of the recommendation for Transfer from the District Level Committee (DLC), the Appointing Authority shall generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from receipt of the report in the Portal after being satisfied with the Pupil Teacher Ratio (PTR) and the recommendation in favour of the Applicant Teacher/Tutor.
- (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiv) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application to the District Elementary Education Officer (DEEO)/ Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), on the same assigned dates by 15<sup>th</sup> May to 19<sup>th</sup> May of the Year of its sittings.
- (xv) From 1<sup>st</sup> June to 7<sup>th</sup> June the respective Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 12<sup>th</sup> June.
- (xvi) The District Selection Committee (DLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.

- (xvii) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order by 30<sup>th</sup> June of the year.
- (xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xx) The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.

(2) For Secondary Level Schools :

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1<sup>st</sup> April to 30<sup>th</sup> April in a Year which shall be notified in the Newspaper/Transfer Portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format SE-001 (Part A and B) at Annexure-II shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School within the District having high Pupil Teacher Ratio (PTR) School from the master data list of the vacancies in the district of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the Annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) Thereafter the application of the Teacher/Tutor in online mode shall be transferred to the respective Inspector of Schools (IS) of the concerned districts. The concerned Authorities shall immediately get an ALERT in their registered mobile.
- (viii) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the Year, the Inspector of Schools (IS) shall check the Portal Dashboard for Transfer Petitions and start verification and authentication of the documents submitted by the applicants.

- (ix) The Inspector of Schools (IS) of the concerned districts after verification and with the report in the assigned online fields, shall forward his report to the District Level Committee (DLC) of the respective Districts by 14<sup>th</sup> May of the year.
- (x) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the District Level Committee (DLC) shall open and examine the report received from Inspector of Schools (IS) of the concerned districts and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xi) On receipt of the recommendation for transfer from the District Level Committee (DLC), the Appointing Authority shall generate the transfer Order in public interest within 07 days from receipt of the report in the Portal or by 31<sup>st</sup> May, after being satisfied with the Pupil Teacher Ratio (PTR) and the recommendation in favour of the Applicant Teacher/Tutor.
- (xii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiii) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the Inspector of Schools (IS) between 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xiv) From 1<sup>st</sup> June to 7<sup>th</sup> June the Inspector of Schools (IS) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 14<sup>th</sup> June of the year.
- (xv) The District Selection Committee (DLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xvi) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order by 30<sup>th</sup> June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.

Procedure of seeking 8. (1) For Elementary Level Schools :  
Inter District  
Transfer

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1<sup>st</sup> April to 30<sup>th</sup> April in a Year which shall be notified in the Newspaper/ Transfer Portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format EE-002 (Part A and B) at Annexure-III shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self- appraisal and HM/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School in any of the proposed District having high Pupils Teacher Ratio (PTR) School from the master data list of District-wise vacancies in the State of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) The Application in online mode gets transferred to the respective District Elementary Education Officer (DEEO) of the two districts and the concerned Block Elementary Education Officers (BEEO) of the two Blocks (District and Block posted and proposed).
- (viii) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year during the operation and after the closing of online Application Window, the DEEO and the BEEOs shall check the Portal Dashboard for Transfer Petitions. Both the DEEOs and the concerned two BEEOs of both the posted and proposed District shall open, examine and authenticate the document submitted by the applicant.
- (ix) Both the Block Elementary Education Officers (BEEOs), after authentication of the information submitted, shall submit the report to their respective District Elementary Education Officers (DEEOs) by 12<sup>th</sup> May of the year. Both the District Elementary Education Officers (DEEOs) shall examine and forward the report to the State Level Committee (SLC) by 14<sup>th</sup> May of the year.
- (x) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the State Level Committee (SLC) shall open and examine the fulfilment of the criteria for transfer and dispose the same with its

recommendation to the Senior-most Secretary of the respective Department for approval of its recommendation for transfer of the Applicant.

- (xi) From 20<sup>th</sup> May to 25<sup>th</sup> May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examine and if found in order as per the provisions of the Act, shall approve and endorse the approval for transfer to the Appointing Authority or reject or if not satisfied shall revert back the proposal to the respective District Elementary Education Officers (DEEOs) for re-verification and re-submission of report.
- (xii) Appointing Authority shall get a notification in the registered mobile and in the Transfer Portal and generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from the Portal after being satisfied with the recommendation.
- (xiii) State Level Committee (SLC), in the event of requiring additional information or for query may revert back the proposal to the respective District Elementary Education Officers (DEEOs) between 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xiv) From 1<sup>st</sup> June to 7<sup>th</sup> June the respective District Elementary Education Officers (DEEOs) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application through the respective Block Elementary Education Officers (BEEOs) and with the report forward to the State Level Committee (SLC) by 14<sup>th</sup> June of the year.
- (xv) The State Level Committee (SLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the online report and if it fulfills the criteria shall recommend for transfer to the appointing authority/Director of Elementary Education (DEE) or reject the proposal.
- (xvi) Based on the recommendation of the State Level Committee (SLC)/Senior most Secretary, the appointing authority/Director of Elementary Education (DEE) shall issue the transfer order by 30<sup>th</sup> June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.



**(2) FOR SECONDARY LEVEL SCHOOLS :**

- (i) Windows for Application for transfer shall open for 30 days/one month, from 1<sup>st</sup> April to 30<sup>th</sup> April in a Year which shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in by Clicking the option for 'Apply for Transfer' Format SE-002 (Part A and B) at Annexure-IV shall appear online.
- (iii) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (iv) Applicant shall select one School in any of the proposed District having high PTR School from the master data list of District-wise vacancies in the State of respective categories of Teachers/Tutors.
- (v) Applicant shall fulfil all the requirements and mention the ground for seeking Transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (vi) And then shall click the SUBMIT button.
- (vii) The Application in online mode gets transferred to the respective Inspector of Schools (IS) of the two (proposed and posted) districts.
- (viii) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year during the operation and after the closing of Application Window, Inspector of Schools (IS) of the two districts shall check the Portal Dashboard for Transfer Petitions, examine and authenticate the documents submitted by the applicant.
- (ix) Both the Inspector of Schools (IS) of the two (proposed and posted) districts, after authentication of the information submitted, shall dispose the Application by 14<sup>th</sup> May of the year and endorse its report to the State Level Committee (SLC).
- (x) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year the State Level Committee (SLC) shall open and examine the fulfilment of the criteria in respect of transfer proposal and forward their recommendation to the Senior-most Secretary of the respective Department for approval for transfer of the Applicant Teacher/Tutor.

- (xi) From 20<sup>th</sup> May to 25<sup>th</sup> May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examine and if found in order as per the provisions of the Act, shall approve and forward the approval for transfer to the Appointing Authority. The proposal may be rejected or reverted back to Inspector of Schools (IS) for re-examination and re-submission.
- (xii) Appointing Authority shall get a notification in the registered mobile and in the Transfer Portal and generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from the Portal after being satisfied with the recommendation.
- (xiii) State Level Committee (SLC), in the event of requiring additional information or for query may revert back the proposal to the respective Inspector of Schools (ISs) between 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xiv) From 1<sup>st</sup> June to 7<sup>th</sup> June the respective Inspector of Schools (ISs) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and forward the proposal to the State Level Committee (SLC) by 14<sup>th</sup> June of the year.
- (xv) The State Level Committee (SLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the online report and if it fulfills the criteria shall recommend for transfer to the Senior most Secretary/Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xvi) Based on the recommendation of the State Level Committee (SLC) the Appointing Authority/Director of Secondary Education (DSE) shall issue the transfer order by 30<sup>th</sup> June of the year.
- (xvii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xviii) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.
- (xix) The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.

Procedure of seeking  
Mutual Transfer  
within the District

9. (1) FOR ELEMENTARY LEVEL SCHOOLS :

- (i) Windows for Application for transfer shall remain open round the year. It shall be notified in the Newspaper/Transfer Portal dashboard.

- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.  
There shall be two options for Mutual Transfer.  
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'-  
Listed as intending for mutual transfer to a specific part of the district.
- (iii) Click the option for 'Listed for Mutual Transfer'  
A Statement with blank fields will appear seeking all the details of the intending Teacher/Tutor.  
The intending Teacher/Tutor shall fill up the mandatory and optional fields.  
Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the Transfer Portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (iv) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and HM/Principal's certificate and upload the same in the portal.
- (v) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire District.  
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual Transfer and share information amongst themselves.  
Then the proposed paired Teachers/Tutors shall shift to the next application format.
- (vi) Apply for Mutual Transfer -Joint Application of two Teachers/Tutors willing for mutual transfer within the district.  
Click the option for 'Apply for Mutual Transfer'.
- (vii) Format EE/M-003 at Annexure-V (Part A and B) shall appear online.
- (viii) Applicant shall fill the online fields of Part A. Download Part B, fill up accordingly, with self- appraisal and Head Master/Principal's certificate and upload.  
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor Id.
- (ix) Thereafter the Applicant shall click the SUBMIT button.
- (x) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) from 1<sup>st</sup> April to 30<sup>th</sup> April of the year. All the concerned Authorities shall immediately get an ALERT in their registered mobile.

- (xi) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year, District Elementary Education Officer (DEEO) and the concerned Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) shall open the Transfer Portal, verify and authenticate the applications.
- (xii) By 12<sup>th</sup> May of the year, the Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) shall transfer the same to the District Elementary Education Officer (DEEO) of the Districts. By 14<sup>th</sup> May of the year the District Elementary Education Officer (DEEO) of the District shall forward the same to the District Selection Committee (DLC).
- (xiii) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the District Level Committee (DLC) shall open and examine the report received from the District Elementary Education Officer (DEEO) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xiv) On receipt of the recommendation for transfer from the DLC, the Appointing Authority/Director Elementary Education (DEE) shall generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.
- (xv) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xvi) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application to the District Elementary Education Officer (DEEO)/ Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), on the same assigned dates by 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xvii) From 1<sup>st</sup> June to 7<sup>th</sup> June the respective Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officer (DEEO) by 12<sup>th</sup> June.
- (xviii) The District Selection Committee (DLC) shall again sit between 15<sup>th</sup> June to 19<sup>th</sup> June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.
- (xix) Based on the recommendation of the District Selection Committee (DLC) the Appointing Authority/DSE shall issue the transfer order in public interest by 30<sup>th</sup> June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.

- (xx) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xxi) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

(2) FOR SECONDARY LEVEL SCHOOLS:

- (i) Windows for Application for transfer shall remain open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.  
There shall be two options for Mutual Transfer.  
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'-  
Listed as intending for mutual transfer to a specific part of the district.
- (iii) Click the option for 'Listed for Mutual Transfer'  

A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.  
The intending Teacher/Tutor shall fill up the mandatory and optional fields.

Applicant shall fulfil all the requirements and mention the ground for seeking transfer as per provision of the Act. The documents that are required to substantiate the grounds of transfer shall be listed in the transfer portal. Applicant shall upload the required documents in the annexure box of the Application format.
- (iv) Applicant shall fill up the online fields of Part A, then download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload the same in the portal.
- (v) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire District.  

Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual transfer and share information amongst themselves.

Then the proposed paired Teachers/Tutors shall shift to the next application format.
- (vi) 'Apply for Mutual Transfer' - Joint Application of two Teachers/Tutors willing for mutual transfer within the district.  
Click the option for 'Apply for Mutual Transfer'.
- (vii) Format SE/M-003 at Annexure-VI (Part A and B) shall appear online.

- (viii) Applicant shall fill the online fields of Part-A. Download Part B, fill up accordingly, with self appraisal and Head Master/Principal's certificate and upload.  
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor Id.
- (ix) Thereafter the Applicant shall click the SUBMIT button.
- (x) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the Inspector of Schools (IS) from 1<sup>st</sup> April to 30<sup>th</sup> April of the year. The concerned Authority shall immediately get an ALERT in their registered mobile.
- (xi) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year, Inspector of Schools (IS) shall open the Transfer Portal, verify and authenticate the applications.
- (xii) By 14<sup>th</sup> May of the year the Inspector of Schools (IS) of the District shall forward the same to the District Selection Committee (DLC).
- (xiii) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the District Level Committee (DLC) shall open and examine the report received from the Inspector of Schools (IS) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Appointing Authority for transfer.
- (xiv) On receipt of the recommendation for transfer from the DLC, the Appointing Authority/Director Second Education (DSE) shall generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.
- (xv) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xvi) District Level Committee (DLC), in the event of requiring additional information or for query may revert back the application the Inspector of Schools (IS) on the same assigned dates by 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xvii) From 1<sup>st</sup> June to 7<sup>th</sup> June the Inspector of Schools (IS) shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the informations relating to in the Application and with its report forward to the District Level Committee (DLC) by 14<sup>th</sup> June.
- (xviii) The District Level Committee (DLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and re-examine the report and if it fulfills the criteria shall recommend for transfer to the Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
- (xix) Based on the recommendation of the District Level Committee (DLC) the Appointing Authority/Director of Secondary Education (DSE) shall issue the transfer order by 30<sup>th</sup> June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.

Procedure of seeking  
Mutual Transfer  
between the Districts

- (xx) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xxi) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

10. (1) ELEMENTARY EDUCATION:

- (i) Windows for Application for mutual transfer shall open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.  
There shall be two options for Mutual Transfer.  
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'-  
Listed as intending for mutual transfer to a specific district of the State.
- (iii) Click the option for 'Listed for Mutual Transfer'  
A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.  
The intending Teacher/Tutor shall fill up the mandatory and optional fields.
- (iv) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire State as well in the District.  
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual transfer and share informations amongst themselves.
- (v) Then the proposed paired Teachers/Tutors shall shift to the next application.  
'Apply for Mutual Transfer' -Joint Application of two Teachers/Tutors willing for mutual transfer between the districts.  
Click the option for 'Apply for Mutual Transfer'  
Format EE/M-004 at Annexure-VII (Part A and B) shall appear online.
- (vi) Applicant shall fill the online fields of Part A . Download Part B, fill up accordingly, with self appraisal and HM/Principal's certificate and upload.  
Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor-Id.
- (vii) Then the Applicant shall click the SUBMIT button. The application will automatically reach the two District Elementary Education Officer (DEEO) and the respective two Block Elementary Education Officers (BEEO) from 1<sup>st</sup> April to 30<sup>th</sup> April of the year.

- (viii) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the respective District Elementary Education Officers (DEEOs) of the two districts and the concerned Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) of the two districts. All the concerned Authorities shall immediately get an ALERT in their registered mobile.
- (ix) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year, the District Elementary Education Officers (DEEOs) of the two districts and the concerned Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) of the two districts shall open the Transfer Portal, verified and authenticate the applications.
- (x) By 12<sup>th</sup> May of the year, the Block Elementary Education Officer (BEEO) / Block Elementary Education Officers (BEEOs) shall transfer the same to the respective District Elementary Education Officers (DEEOs) of the two Districts. By 14<sup>th</sup> May of the year the District Elementary Education Officers (DEEOs) of the two Districts shall forward the same to the State Level Committee (SLC).
- (xi) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the State Level Committee (SLC) shall open and examine the report received from the District Elementary Education Officer (DEEO) and after fulfilment of the criteria for Transfer, dispose of the same with its recommendation to the Senior-most Secretary. From 20<sup>th</sup> May to 25<sup>th</sup> May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examined and if found in order as per the provisions of the Act, shall approve and endorse the approval for transfer to the Appointing Authority or reject or if not satisfied shall revert back the proposal to the respective District Elementary Education Officers (DEEOs) for re-verification and re-submission of report.
- (xii) On receipt of the recommendation for transfer from the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/Director Elementary Education (DEE) shall generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of a year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.
- (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
- (xiv) State Level Committee (SLC) in the event of requiring additional information or for query may revert back the application the District Elementary Education Officers (DEEOs)/ Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), on the same assigned dates by 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
- (xv) From 1<sup>st</sup> June to 7<sup>th</sup> June the respective Block Elementary Education Officer (BEEO)/ Block Elementary Education Officers (BEEOs), shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return it to the District Elementary Education Officers (DEEOs) by 12<sup>th</sup> June. The District Elementary Education Officers (DEEOs) will forward the proposal to the State Level Committee (SLC) by 14<sup>th</sup> June of the year.
- (xvi) The State Selection Committee (SLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the report and if it



fulfils the criteria shall recommend for transfer to the Senior-most Secretary/Appointing Authority/Director of Elementary Education (DEE) or reject the proposal.

- (xvii) Based on the recommendation of the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/DSE shall issue the transfer order in public interest by 30<sup>th</sup> June of the year. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.
- (xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.
- (xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

(2) FOR SECONDARY LEVEL SCHOOLS:

- (i) Windows for Application for mutual transfer shall open round the year. It shall be notified in the Newspaper/ Transfer portal dashboard.
- (ii) Applicant seeking Transfer shall open the Transfer Portal <http://hrmsassam.in> and log in.  
There shall be two options for Mutual Transfer.  
'Listed for Mutual Transfer' and 'Apply for Mutual Transfer'- Listed as intending for mutual transfer to a specific district of the State.
- (iii) Click the option for 'Listed for Mutual Transfer'  
A Statement with blank fields shall appear seeking all the details of the intending Teacher/Tutor.  
The intending Teacher/Tutor shall fill up the mandatory and optional fields.
- (iv) Click UPLOAD button in the Portal. It is now in the view domain in the Portal and can be viewed in the entire State as well in the District.  
Suitable applicants intending for mutual transfer can contact the desired pairing Teachers/Tutors for mutual Transfer and share informations amongst themselves.
- (v) Then the proposed paired Teachers/Tutors shall shift to the next application.  
'Apply for Mutual Transfer'- Joint Application of two Teachers/Tutors willing for mutual Transfer between the districts.  
Click the option for 'Apply for Mutual Transfer'  
Format SE/M-004 at Annexure-VIII (Part A and B) shall appear online.
- (vi) Applicant shall fill the online fields of Part A. Download Part B, fill up accordingly, with self appraisal and HM/Principal's certificate and upload.

- Applicant shall share the Aadhaar no/PAN/ Teacher/Tutor- Id.
- (vii) Then the Applicant shall click the SUBMIT button. The application will automatically reach the two Inspector of Schools (IS) of the respective districts from 1<sup>st</sup> April to 30<sup>th</sup> April of the year.
  - (viii) Thereafter the applications of the Teacher/Tutor in online mode shall be transferred to the respective Inspector of Schools (IS) of the two districts. All the concerned Authorities shall immediately get an ALERT in their registered mobile.
  - (ix) From 15<sup>th</sup> April to 17<sup>th</sup> April and 1<sup>st</sup> May to 7<sup>th</sup> May of the year, the Inspector of Schools (IS) of the two districts shall open the transfer portal, verified and authenticate the applications.
  - (x) By 14<sup>th</sup> May of the year Inspector of Schools (IS) of the two Districts shall forward the same to the State Level Committee (SLC).
  - (xi) From 15<sup>th</sup> May to 19<sup>th</sup> May of the year, the State Level Committee (SLC) shall open and examine the report received from the Inspector of Schools (IS) and after fulfilment of the criteria for transfer, dispose of the same with its recommendation to the Senior-most Secretary. From 20<sup>th</sup> May to 25<sup>th</sup> May of the year, the Senior-most Secretary of the respective Department shall open the Portal, examined and if found in order as per the provisions of the Act, shall approve and forward the approval for transfer to the Appointing Authority or the proposal may be rejected or reverted back to Inspector of Schools (IS) for re-examination and re-submission.
  - (xii) On receipt of the recommendation for transfer from the State Level Committee (SLC)/the Senior-most Secretary, the Appointing Authority/Director Secondary Education (DSE) shall generate the transfer Order in public interest within 07 days or by 31<sup>st</sup> May of the year from the Portal after being satisfied with the recommendation. The movement of Teachers/Tutors under order of transfer shall take place between 1<sup>st</sup> July to 31<sup>st</sup> July/ Summer Vacation/ or as duly notified.
  - (xiii) If application is rejected the reasons of such rejection shall be informed to the Applicant in the registered mobile and in the Portal and thereafter the petition shall be closed.
  - (xiv) State Level Committee (SLC) in the event of requiring additional information or for query may revert back the application the Inspector of Schools (IS) on the same assigned dates by 15<sup>th</sup> May to 19<sup>th</sup> May of its sittings, of the year.
  - (xv) From 1<sup>st</sup> June to 7<sup>th</sup> June the Inspector of Schools (IS) of the respective two districts shall re-open the Transfer Portal to furnish additional information or meet the queries and authenticate all the information relating to in the Application and with its report return the proposal to the State Level Committee (SLC) by 14<sup>th</sup> June of the year.
  - (xvi) The State Selection Committee (SLC) shall again sit between 15<sup>th</sup> to 19<sup>th</sup> June of the year and examine the report and if it fulfils the criteria shall recommend for transfer to the Senior-most Secretary/Appointing Authority/Director of Secondary Education (DSE) or reject the proposal.
  - (xvii) Based on the recommendation of the State Level Committee (SLC)/Senior-most Secretary, the Appointing Authority/DSE shall issue the transfer order in public interest by 30<sup>th</sup> June of the year.

(xviii) A notification of information shall go to the Applicant in his/her registered mobile number regarding the acceptance or rejection of the application with reasons.

(xix) There shall be option to revoke the process at any stage, in the event of any error detected or the Authority not being satisfied with the information.

Separate Window for Deputy Commissioner for Transfers under exigencies and compelling circumstances

11. (1) Deputy Commissioner of the District shall on receipt manual complaints or information or proceed suo-moto in exercise of the powers under section 9 of the Act, shall cause an enquiry, in any applicable mode, immediately.

On being satisfied that there is a cause of urgent action and transfer is essential within the district /outside the district, shall open the format DC-001, as at Annexure IX.

- (2) If it warrants, a transfer within the District, the Deputy Commissioner shall note the endorsement in the format and shall send in the online mode, the recommendation to the Inspector of Schools if the Teacher/Tutor belongs to Secondary Education Department or to the DEEO, if the Teacher/Tutor belongs to the Elementary Education Department.

The respective IS or DEEO shall get an EMERGENCY ALERT in their respective registered mobile.

Immediately, the Appointing Authority shall locate a suitable vacancy and issue Order of Transfer to the suitable School and it shall be generated and send to the Applicant or the victim or any Teacher/Tutor under threat.

In case of Autonomous and 6<sup>th</sup> Schedule Districts, the Deputy Commissioner shall endorse his recommendation to the Director and Additional/Joint Directors of Education of the concerned Autonomous Districts.

The concerned Officials under the Autonomous Councils shall follow all procedures and take steps to transfer the complainant or the victim having DCs' endorsement, at the earliest.

- (3) Deputy Commissioner being satisfied that there is a cause of action and transfer is essential outside the District, shall open the format DC-001.

Noting the endorsement in the format shall send in the online mode, the recommendation, to the Senior-most Secretary to the Secondary Education Department, if the Teacher/Tutor belongs to Secondary Education or to the Senior-most Secretary to the Elementary Education Department, if the Teacher/Tutor belongs to the Elementary Education Department.

The Senior-most Secretary of the respective Education Department shall get an EMERGENCY ALERT in their respective registered mobile.

Based on the Deputy Commissioners' report, the Senior most Secretary of the respective Department, shall approve the transfer and endorse the same to the Appointing Authority.

Immediately, the Transfer Order to a vacant post in the suitable District and School shall be generated and send to the Applicant or the victim or any Teacher/Tutor under threat, with intimation to the Deputy Commissioner.

In case of the Autonomous Districts the Senior most Secretary shall endorse the approval for transfer under extraordinary circumstances to the Principal Secretaries of the respective Autonomous District Secretariat for steps for transfer by following all formalities at the earliest.

- (4) In all such matters, the Deputy Commissioner, in his recommendation shall indicate three numbers of Educational Blocks (within the District) or other Districts (outside the Districts) where the shifting of the Teacher/Tutor is essential. The concerned Block Elementary Education Officer (BEEOs) and the Inspector of School of the Blocks and Districts, respectively, under preference and as mentioned in the DC recommendation in the format DC-001, shall identify the suitable vacancies and intimate in the online mode, the same, in the prescribed fills in the DC-001 format to the Approving Authority (Sr. most Secretary of the respective department in case of transfer to another district) as the cases, may be.
- (5) The shifting of the Teacher/Tutor on receipt of the Transfer Order shall be given effect immediately.
- (6) During every step, if any error, is detected or any of the Authorities are not satisfied with the cause of action, the matter shall be referred back to the Deputy Commissioner for re consideration or the process recalled.

Process of authentication by IS and DEEO

12. Certificate of ' INFORMATION IN THE FORMAT COMPARED , VERIFIED AND FOUND TO BE TRUE' in the online Formats to be furnished to,-

- (a) District Level Committee (DLC);
- (b) State Level Committee (SLC);

by the Inspector of School (IS) or the District Elementary Education Officer (DEEO).

Declaration form (VC-001) is at Annexure-X. During the online process, in the online Portal, the Inspector of Schools or the DEEO, as applicable, on receipt of the transfer application shall verify the informations furnished by the Applicants and fill up the fields, as required, and then shall, certify and authenticate in the Declaration format VC-001 as at Annexure X and send it to the District Level Committee (DLC) or School Level Committee (SLC), as applicable.

Process of Registration of the administrative officials

13. State Admin shall create login credentials for registration of administrative officials.

- |   |     |        |  |
|---|-----|--------|--|
| Registration of Departmental Heads  | 14. | (i)    | Registration format (RR-01) is at Annexure-XI<br>(a) Elementary,<br>(b) Secondary,<br>(c) SSA.   |
| Registration State Level Committee Members  |     | (ii)   | Registration format (RR-02) is at Annexure-XII<br>(a)Elementary,<br>(b)Secondary.<br>(c) SSA   |
| Registration District Level Committee Members   |     | (iii)  | Registration format (RR-03) is at Annexure-XIII<br>(a) Elementary,<br>(b) Secondary,<br>(c) SSA.   |
| Registration of the Appointing Authorities  |     | (iv)   | Registration format (RR-04) is at Annexure-XIV<br>(a) Elementary,<br>(b) Secondary,<br>(c) SSA,<br>(d) Others.                             |
| Registration of the Block Level Officers of the Education Department  |     | (v)    | Registration format (RR-05) is at Annexure-XV<br>(a) Elementary,<br>(b) SSA.   |
| Registration of the Deputy Commissioner   |     | (vi)   | Registration format (RR-06) is at Annexure-XVI<br>All Districts.   |
| Registration of Principal Secretaries and Director/Addl Director/Joint Director, Education of BTC and the 6 <sup>th</sup> Schedule Autonomous Districts |     | (vii)  | Registration format (RR-07) is at Annexure-XVII<br>(a) BTC,<br>(b) KarbiAnglong Autonomous District,<br>(c) DimaHasao Autonomous District. |
| Representative Departmental Head  |     | (viii) | Registration format (RR-08) is at Annexure-XVIII<br>Senior most Secretary / Assisting Officer.   |
| Representative Departmental Head (Directorates/ Mission, etc.)  |     | (ix)   | Registration format (RR-09)is at Annexure-XIX<br>(a) Elementary,<br>(b) Secondary,<br>(c) SSA.   |

Representative  
Departmental Head  
(Districts/Block  
Level)

- (x) Registration format (RR-10) is at Annexure-XX  
(a) Elementary,  
(b) Secondary,  
(c) SSA.

Rationalisation,  
shifting and transfer  
of Teacher/Tutor for  
administrative  
exigencies

15. (1) In case of a School within the District, having a single Teacher/Tutor or no Teacher/Tutor or shortages of Teacher/Tutor, due to any reasons or circumstances, at any point of time, in any Elementary Schools or Secondary Schools, the respective District Elementary Education officer or the Inspector of School or any administrative School authorities, shall within a period of 36 hours, with the approval of the Deputy Commissioner of the District, shall transfer/shift and post required number of Teacher/Tutor to that single Teacher/Tutor or no Teacher/Tutor School and maintain the prescribed Pupils Teacher Ratio (PTR) in the Elementary School or Teacher/Tutor in the particular subject as well as Pupils Teacher Ratio (PTR) as per norms for the Secondary School. The exercise of rationalisation of Teachers shall be done throughout the year on need based basis.
- (2) The Inspector of Schools, in case of Secondary Schools and the DEEO, in case of the Elementary Schools in the District shall ascertain the number of Teachers/Tutors vis a vis the Pupils Teacher Ratio (PTR) in the Elementary Schools and the Subject wise students as well as the PTR norms in the Secondary Schools. It shall be authenticated with the available U- DISE Data maintained by SSA, Assam.
- (3) On the basis of the findings, the Inspector of Schools, shall prepare a list of Schools having excess Teachers/Tutors as per the Pupil Teachers Ratio (PTR) norms/Subject norms in Secondary Schools. The District Elementary Education Officer, in case of the Elementary Schools, will prepare a list of Schools having excess Teachers/Tutors as per the PTR norms. Similarly both the officials shall draw up another list having less number of Teachers/Tutors as per the PTR, etc. norms.
- (4) The respective Elementary and Secondary Education Department shall examine the list, school-wise and shift/transfer the excess Teachers/Tutors to the Schools having less Teachers/Tutors or shortage of Teachers/Tutors as per the Pupil Teachers Ratio (PTR) and Subject norms or from one school to other school, at any time, while rationalizing the Teacher/Tutor in schools, including merger and amalgamation of Schools. The exercise of rationalisation shall be done throughout the year. For administrative exigencies, and compelling circumstances also, the Education Department (Elementary and Secondary) may transfer/shift any Teacher/Tutor, at any time, during a year. In case of a School having a single Teacher/Tutor or no Teacher/Tutor School, the prescribed Pupils Teacher Ratio (PTR) shall be maintained in that particular School by ensuring posting of teachers/tutors through transfer/shifting, etc.

In case of transfer, in the event of receipt of more than one application, preference shall also be given to merit while deciding on the transfer. Further, if all conditions are met then the spouse shall also be given consideration in the transfer proposal so that both husband and wife, who are Teachers/Tutors, can work in the same school or adjacent school or any school nearby.

- Upgrading and improvement in the Online Portal
16. In the operation of the Online Transfer Portal including registration Portal, on need based shall require certain upgradation, modifications, expansion and changes in the system, not inconsistent with the provisions in the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020, shall be undertaken, in the academic interest of the School or District or the Teachers/Tutors, as may appear to be necessary, or expedient for removing the difficulties. All modifications shall be duly notified in the Transfer portal dashboard.
- Posting of New Teacher
17. (1) Prior to recruitment and before issue of appointment of a new Teacher/Tutor against vacancy, the Appointing Authority shall calculate the requirement of Teacher/Tutor for a particular school or subject as the case may be.
- (2) The calculation of requirement of Teacher has to be done in accordance with the provision in The Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020.
- (3) The Inspector of Schools , in case of Secondary Schools and the District Elementary Education Officer (DEEO), in case of the Elementary Schools in the District shall furnish the vacancies, its essentiality vis a vis the Pupils Teacher Ratio (PTR) in the Elementary Schools and the Subject wise students in the Secondary Schools. It shall be authenticated with the available U- DISE Data maintained by SSA, Assam.
- (4) The essential post shall be filled up after, ascertaining the requirements.
- Operation of the Portal
18. To facilitate the transfer, during the first year of the initiation of the Online Portal, the Government in the Secondary Education Department, shall give effect to a separate schedule for the operation of the online transfer portal, as shall be duly notified, in the Newspaper and the Transfer Portal dashboard.
- Power to remove difficulties.
19. If any difficulty arises in giving effect to these Rules or the period assigned for the operation of the Portal, the Government by an Order, published in the Official Gazette, make modifications in the period of the operation of the Transfer postal and such provision ,not inconsistent with the provisions in the Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer), Act, 2020, in the academic interest of the Students, School or District or the Teachers/Tutors, as may appear to be necessary, or expedient for removing the difficulties.

**S. N. CHOWDHURY,**

Secretary to the Government of Assam,  
Secondary Education Department.

**Annexure -I****Transfer of Teachers Under Elementary Education within the district. (EE-001)**

Sub: Teachers Transfer (Intra District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]



**PART B of EE-001**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

<b>(space for name and signature)</b>

**2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.**

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takes .....nos of classes daily and in the event of his/her transfer, there are .....numbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as ..... Teacher and regularly taking classes from ..... To ..... has applied for .....transfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy) .....The Applicant Teacher is teaching.....(name of the subject). There are .....number of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy) .....

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal	(full name of the HM/Principal)	(specimen signature)
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**Annexure -II****Transfer of Teachers Under Secondary Education within the district.**  
**(SE-001)****Sub: Teachers Transfer (Intra District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of SE-001**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

	(space for name and signature)
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**2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.**

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takes .....nos of classes daily and in the event of his/her transfer, there are .....numbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as ..... Teacher and regularly taking classes from ..... To ..... has applied for .....transfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy) .....The Applicant Teacher is teaching.....(name of the subject).There are .....number of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy) .....

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as " verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

**Annexure -III****Transfer of Teachers Under Elementary Education between the districts. (EE-002)****Sub: Teachers Transfer (Inter District)**

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) District..... <Select from Drop down List>

- I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of EE-002****PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

**2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.**

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takes .....nos of classes daily and in the event of his/her transfer, there are .....numbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as ..... Teacher and regularly taking classes from ..... To ..... has applied for .....transfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy) .....The Applicant Teacher is teaching.....(name of the subject).There are .....number of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy) .....

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

I, do hereby, state that all the informations furnished above,are true to my knowledge and records.

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

**Annexure -IV****Transfer of Teachers Under Secondary Education between the districts. (SE-002)**

Sub: Teachers Transfer (Inter District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details)	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject(S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) District..... <Select from Drop down List>

I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of SE-002****PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

**2. CERTIFICATE OF PRINCIPAL/ HEAD MASTER.**

a) It is certified that Shri/Smti..... is teaching the following.....subjects in.....(Arts/Science/Maths/Commerce/Language/Vocational). He /she takes .....nos of classes daily and in the event of his/her transfer, there are .....numbers of existing same subject teachers competent to substitute the applicant teacher. Our School /students will not be affected by his/her transfer

b) It is certified that Sri/ Smt..... working as ..... Teacher and regularly taking classes from ..... To ..... has applied for .....transfer and due to the transfer the class routine and the teaching of the particular subject to the students will not be affected.

c) Total students.....numbers from class..... to class.....The Pupil Teacher Ratio of the school/Subject is...../..... as on date(dd/mm/yy) .....The Applicant Teacher is teaching.....(name of the subject).There are .....number of Teacher in the school in the particular subject as mentioned above, including the applicant teacher as on.....date(dd/mm/yy) .....

d) All the documents that will be uploaded by the teacher applying for the transfer is stamped and signed by me(Principal/Head-master) as" verified as per office/original records and found to be true"

e) The undersigned have **NO OBJECTION** with regard to this transfer application.

f) The certificate is valid for applying for the present transfer only.

**I, do hereby, state that all the informations furnished above,are true to my knowledge and records.**

Stamp/Seal

(full name of the HM/Principal)

(specimen signature)

**Annexure -V**  
**Transfer of Teachers Under Elementary Education within the**  
**district. (EE/M-003)**

Sub: Mutual Transfer (Intra District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]



**PART B of EE/M-003**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

<b>(space for name and signature)</b>

## Annexure -VI

**Transfer of Teachers Under Secondary Education within the district.**  
**(SE/M-003)**

Sub: Mutual Transfer (Intra District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

- I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of SE/M-003**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

<b>(space for name and signature)</b>

**Annexure -VII**  
**Transfer of Teachers Under Elementary Education between the districts. (EE/M-004)**

Sub: Mutual Transfer (Inter District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Districts..... <Select three districts from Drop down List>

- I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of EE/M-003**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

**Annexure -VIII**  
**Transfer of Teachers Under Secondary Education between the**  
**districts. (SE/M-004)**

Sub: Mutual Transfer (Inter District)

Teacher Name:	
Teacher ID/ PAN/ Aadhaar No:	
UDISE Code:	
Current School Name:	
Name of District:	
Name of Block:	
Category of Post:	
Designation:	
Mode (Graduate Scale/Intermediate Scale/ Contractual- Scale Pay/Contractual Fixed/Others(with details))	
Medium of the Institution:	
Language-1(in TET/CTET)	
Subject (S) taught:	
Contact Number:	
Email ID:	
Reason/Grounds for seeking Transfer:	<Select from Drop down List>
Upload supporting document against selected Ground	To be uploaded in the supporting box in prescribed uploading format.
Preferred location to be transferred in order of Preference:	(1) Block..... <Select from Drop down List>

I hereby declare that the information submitted above are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me. In case of any mis-information found during the course of transfer, I shall be liable for administrative / disciplinary action against me.

Sincerely Yours

[Uploaded Signature of the Applicant]

**PART B of SE/M-004**

**PART B (MANUAL DOWNLOAD AND UPLOAD)**

1. Self-Appraisal box.(to be filled by the applicant teacher himself/herself with black ball-pen) (25 words only)

(space for name and signature)

## Annexure -IX

Transfer of Teachers by the Deputy Commissioner in case of Exigencies. (DC-001) (Part A and B)

## Sub : Teachers Transfer

Name of the District:.....

Applicant Details

Teacher Name: \_\_\_\_\_

Teacher ID/ PAN/ Aadhaar No.: \_\_\_\_\_

UDISE Code: \_\_\_\_\_

Current School Name: \_\_\_\_\_

Current School Address: \_\_\_\_\_

Designation: \_\_\_\_\_

Medium of Institution: \_\_\_\_\_

Subject: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Transfer Application Details

Reason/Grounds for Transfer: \_\_\_\_\_

Remarks: \_\_\_\_\_

School to be transferred: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

- I hereby declare that the information submitted herein are true and correct. I understand that in the event of Particulars or information given herein found false or incorrect, my application for the transfer is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars if detected after my transfer, it may be cancelled/ modified without any notice to me.

Sincerely Yours

[Signature of the Applicant]



**Transfer of Teachers by the Deputy Commissioner in case of Exigencies. (DC-001) (Part- B)**

1. Information received by the Deputy Commissioner(a brief description)

2. Annexed Documents, etc in support of the information:

3. Opinion of the Deputy commissioner:

4. Recommendation of the Deputy Commissioner:

To,

.....  
.....  
.....

Memo No: .....

Date.....

Signature and Seal of the Deputy Commissioner

## Annexure -X

### Declaration by Inspector of Schools/ District Elementary Education Officer (VC-001)

District:

- I hereby declare that the application for Mutual/ Intra District/ Inter District submitted by .....<Name of Applicant> is checked and verified by me. All the field of the application alongwith supporting documents are verified and certified and forwarded to District Level Committee/ State Level Committee.

Sincerely Yours

[Signature of Inspector of Schools/ District Elementary Education Officer]

**ADD USER [RR-01]****DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit****Reset**

**ADD USER [RR-02]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

**ADD USER[RR-03]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

**ADD USER[RR-04]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

**ADD USER[RR-05]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

**ADD USER[RR-06]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**



**ADD USER[RR-07]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

**ADD USER [RR-08]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit**

**Reset**

Annexure XIX

**ADD USER [RR-09]****DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit****Reset**

## Annexure XX

**ADD USER [RR-10]**  
**DASHBOARD/ADD USER**

Section \*

Designation \*

Role \*

District \*

Name \*

Email Id \*

Mobile Number \*

Aadhaar Number \*

Create Password \*

Confirm Password \*

Present Address

Flat/Room/Door/Block No. \*

Name of Premises/Building/Village \*

Road/Street/Lane/Post Office \*

Area/Locality/Taluka/Sub-Division \*

State \*

District \*

Pin Code \*

Permanent Address

**Submit****Reset**