

Government of West Bengal  
Higher Education Department  
Appointment Branch  
Bikash Bhavan, Salt Lake,  
Kolkata - 700 091.

No. 583 - Edn (A)

Date 15-06-2012

From : Principal Secretary,  
Higher Education Department,  
Government of West Bengal.

To : The Director of Public Instruction,  
West Bengal and Ex-Officio Secretary,  
Higher Education Department.

**S u b : Framing of guidelines for posting and transfer of Teachers, Librarians  
and Physical Instructors in Government colleges.**

The undersigned is directed to say that the Governor has been pleased to frame fresh guidelines relating to posting and transfer of teachers, librarians and physical instructors of Government colleges, as mentioned below :

Government colleges would be categorized into four zones, namely: ---

01. **A Zone** : General Degree colleges/Training colleges and other colleges/Technical and Engineering colleges/Administrative posts situated in KMC area & situated within 25 km. from Sealdah/ Howrah.

02. **B Zone** : General Degree colleges/ Training colleges and other colleges/Technical and Engineering colleges/Administrative posts situated beyond 25 km but within 75 km from Sealdah/ Howrah.

03. **C Zone** : General Degree colleges/ Training colleges and other colleges/Technical and Engineering colleges/Administrative posts situated beyond 75 km but within 200 km from Sealdah/ Howrah.

04. **D Zone** : General Degree colleges/ Training colleges and other colleges/Technical and Engineering Colleges/Administrative posts situated beyond 200 km from Sealdah/ Howrah.

Following principles would be followed in regard to posting and transfer of teachers, librarians and physical instructors in Government colleges: ---

01. An incumbent has to serve all the four zones (A.B.C.D.) within 22 years of his/ her service.
02. Normal tenure or a term of stay in a college is 06 years in A, B, C zones each and 4 (four) years in D zone.
03. Deviations from/modification of normal transfer orders may be made in favour of an incumbent on health/academic/administrative grounds.

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K.K. BHAUMIK  
Joint Secretary  
Higher Education Deptt  
Govt of West Bengal

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04. Normally a teacher would not be asked to serve D zone colleges/ Technical and Engineering colleges/ Training colleges twice. If the incumbent opt for second transfer to D zone/ Technical and Engineering colleges/Training colleges, his request will be considered.
  05. If a teacher does not want to serve A/B zones, he/she would be allowed to stay in C/D zone for a longer period but not more than 10 years.
  06. Term of an incumbent engaged in serious research work with proven track record (successful completion of major research project, successful guidance of Doctoral works etc.) in a particular zone may be extended for a period not exceeding 04 years beyond his/her normal tenure.
  07. Principals of colleges, for academic/administrative interest, may request the government to extend the normal tenure of an incumbent for a period of not exceeding one year.
  08. An incumbent may be allowed to serve a zone of his/her preference during last 3 (three) years before his /her retirement on superannuation.
  09. Mid-session transfer would be avoided as far as possible. Transfer orders would be passed at the end of the calendar year but when exigencies of service so require transfer would be made at any time of the year.
  10. After completion of 03 years [for D - zone] and 04 years [for A, B and C zones], an incumbent may express in writing his/her choice of posting in remaining zone in order of preference through Principal/O-I-C of the concerned college.
  11. Some subjects are not taught in all zones. In such cases, teachers would be posted in available zone/s.
  12. Seniority of stay of an incumbent may be determined on the basis of tenure served in a particular college.
  13. Education Directorate would select person/s from the available pool of teachers for Administrative post/s in the Directorate in consultation with Higher Education Department.
  14. First posting of candidates would be decided by the Higher Education Department in consultation with DPI, WB.
  15. New appointees would be placed in C/D zones under normal circumstances.
  16. Male teachers would also be transferred to women's colleges.
  17. For existing incumbents the same principles would be applied in a prospective manner.
- This cancels all rules or guidelines issued earlier in connection with posting and transfer of teachers, librarians and physical instructors.

Attested  
K.K.B.  
19/6/12

K.K.BHAUMIK  
Joint Secretary  
Higher Education Department  
Govt. of West Bengal

Principal Secretary  
Higher Education Department.