



# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

## PROCEEDINGS

**CAPE – Estt. – Norms for general transfer of teaching staff in the institutions under  
CAPE – Orders issued – reg.**

No. E1-3621/2014/CAPE/ 36A0

Dated, Thiruvananthapuram, 07.11.2014

***Read:- Item No. 146.4.12 of the 146<sup>th</sup> meeting of the Executive Committee held on  
21.10.2014.***

### ORDER

The 146<sup>th</sup> meeting of the Executive Committee held on 21.10.2014 resolved to approve the following norms for general transfer of teaching staff in supersession of all existing guidelines in force.

- (i) All teaching staff working on regular basis shall be covered by the norms.
- (ii) Every member of staff should declare 'homestation' which can be changed maximum number of two times in the entire period of service.
- (iii) Every member of staff should serve at least for 3 years in the entire period of service in institutions situated in Malabar area.
- (iv) Those who served 3 years of service in Malabar area will be posted at the stations of their choice.
- (v) Persons who have been given transfer to the stations of their choice after a minimum period of 3 years of Malabar service will not ordinarily be disturbed except in the case of promotion and other unexpected contingencies. However, those who have been transferred after putting in three years of outstation service other than Malabar service shall be liable to be transferred after three years.
- (vi) Every member of staff who has completed three years of outstation service in all cadres put together will become eligible for a transfer to the home station.
- (vii) Transfer to the districts in Malabar area even on request shall be considered as outstation service except in the case of those who have selected these districts as their home station.
- (viii) For providing transfer to an eligible person as indicated at items (iv) and (vi) persons in the same cadre with less than three years of outstation service will be transferred in the following order.
  - a. Persons without outstation service starting with the junior most.
  - b. Persons with less than one year of outstation service starting with the junior most.
  - c. Persons with less than two years of outstation service starting with the junior most.
  - d. Persons with less than three years of outstation service starting with the junior most.

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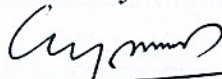
- (ix) While transferring persons so as to provide transfer to eligible persons those who have served at farther outstations will be transferred to nearer outstation.
- (x) In the case of open vacancies, the person with the longest outstation service will be posted first, provided the open vacancy is in his / her home station.
- (xi) Leave for study purpose / deputation for QIP / LWA will not be considered as outstation service. On return from the above, those who have not completed 3 years outstation service will be posted to institutions in Malabar area. For this the criteria given at (a) to (d) of (viii) will be applied.
- (xii) Existing Government Orders regarding preferential treatment for SC/ ST, differently abled, Ex- Service person, dependents of Defence personnel, Freedom Fighter's wife/ husband, parents of mentally challenged, parents of deaf & dumb, inter- caste married, etc. will be followed as per Government norms and also the general guidelines issued by Government from time to time shall be followed.
- (xiii) State President and General Secretary of recognized service organizations will be eligible for a posting at the Head Quarters of the organization or at the nearest institution and also the general guidelines issued by Government from time to time.
- (xiv) Length of service for the purpose of transfer will be calculated as on 31<sup>st</sup> May every year and for computing outstation service all the general transfer will be deemed to have come into effect on 31<sup>st</sup> May every year.
- (xv) The application for transfer should reach the Director with proper recommendations of the head of institution on or before 31<sup>st</sup> March each year. Since those who have not completed 3 years of outstation service will also be considered for transfer to open vacancy, they shall also indicate the stations other than home station in the order of their preference for considering them for transfer to those stations if open vacancy does not exist in their home station.

All the Heads of institutions shall publish the revised norms in the notice boards and websites.

Sd/-  
**DIRECTOR**

1. The Principals of all Engineering Colleges under CAPE.
2. S/F, O/C.
3. System Analyst for publishing in website of CAPE.

*Forwarded/By Order*

  
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*Administrative Officer*