



Government of Odisha
School and Mass Education Department

RESOLUTION

No.SME-FE-OES-0288-2025 26512 /SME, Dated 18-09-2025

Sub: Policy relating to transfer and posting of Officers (other than teachers) working under School and Mass Education Department.

Representations and recommendations are being received in this Department for consideration of transfer of Officers/ employees of various cadres, working under the S&ME Department. In order to ensure fair and transparent process, the following guidelines have been formulated in consonance with the transfer policy of General Administration and Public Grievance Department for transfer of Officers/employees (other than teachers) for State cadre, under this Department:

1. The yearly general transfer of the Officers will be considered during the general transfer season i.e. from 15th April to 15th June subject to any changes, if any, by the GA&PG Department. *For any transfer proposal to meet administrative exigencies beyond the general transfer season, approval of the **next higher authority** shall be obtained by the controlling authority.*
2. As far as possible, posting of Officers in home districts should be avoided. In case of exigencies, if anyone is posted in home district, he/she should not be allowed to remain in his/her home block.
3. Officers/employees (including District cadre) upon being posted in a particular station will have to complete a minimum tenure of three years before being eligible for transfer.
4. No officers should continue in the same station beyond a period of 6 (six) years.
5. Officers completing 05 years of total service (excluding the period of leave) in the District/Blocks in the Districts of undivided KBK, Gajapati, Kandhamal, and Boudh, should be posted in the remaining districts. Officers who are posted in the remaining districts, after completion of 10 (ten) years of service should be posted in the districts of undivided KBK, Gajapati, Kandhamal and Boudh.
6. On promotion, the employees promoted shall be transferred from his/her original place of posting to a new place of posting.
7. Cases of Person with Disability (P.W.D.) will be given preference while posting them to other suitable districts subject to administrative conveniences, based on certification from the State Medical Board.
8. As far as possible and keeping in view, the administrative feasibility and necessity, the husband and wife (where both are Government employees) may be posted to the same/the nearest station.
9. Officers who are going to retire within two years would be allowed to stay where they are posted or come over to their home districts, if they represent, subject to availability of vacancy.
10. When executing transfers and postings, it is essential to conduct a thorough evaluation of an officer's suitability for specific assignments. For transfers and postings initiated at the Government level, committees will be established to review and recommend transfers based on the aforementioned criteria. The proposals will be scrutinized through

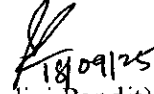
Committees to be formed under the respective administrative branches in the Department and are to be headed by an officer not below the rank of Special/ Additional Secretary.

11. All other norms of the Book Circular No.42 may be followed scrupulously.

Provided that any of the above-mentioned principles may be relaxed only in public interest, on administrative ground or in exceptional cases supported by detailed reasons to be recorded.

ORDER- Ordered that the Resolution be published in the extraordinary issue of the Odisha Gazette. Ordered that copies of the Resolution be forwarded to all Departments of the Government/ All Heads of Departments/All District Education Offices.

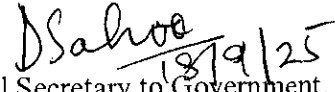
By Order of the Governor


(Shalini Pandit)

Commissioner-cum-Secretary to Government.

Memo No. 26513 /SME. Dated 18-09-2025

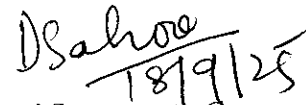
Copy forwarded to the Director, Printing, Stationery & Publication, Odisha, Cuttack for information & publication of the Notification in the next issue of Odisha Gazette and supply 50 copies thereof to this Department.


18/9/25

Additional Secretary to Government.

Memo No. 26514 /SME. Dated 18-09-2025

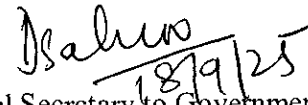
Copy forwarded to the P.S. to the Hon'ble Chief Minister, Odisha/ P.S. to the Hon'ble Minister, S&ME / OSD to Chief Secretary, Odisha/ Sr.P.S. to the Commissioner-cum-Secretary , S&ME Department for kind information of Hon'ble Chief Minister, Odisha/ Hon'ble Minister, S&ME / Chief Secretary, Odisha/ Commissioner-cum-Secretary , S&ME Department .


18/9/25

Additional Secretary to Government.

Memo No. 26515 /SME. Dated 18-09-2025

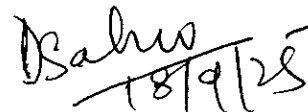
Copy forwarded Principal ,AG(A&E),Odisha/ All Directors under S&ME Department / All officers and Section of S&ME Department/All Departments of Government/ All RDEs under S&ME Department / All Collectors & DMs / All DEOs & BEOs /Chairman, CHSE(O)/ President, BSE(O)/ SPD, OAVS, Bhubaneswar/ SPD, OSEPA, Bhubaneswar for information and necessary action.


18/9/25

Additional Secretary to Government.

Memo No. 26516 /SME. Dated 18-09-2025

Copy forwarded to Head, State Portal Group, IT Centre, Secretariat/ Computer Cell of this Department for posting of this resolution in the department website.


18/9/25

Additional Secretary to Government.