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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/ 3640

Dated, Thiruvananthapuram, 07.11.2014

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

ORDER

The 146th 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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