

**GOVERNMENT OF NAGALAND  
DIRECTORATE OF SCHOOL EDUCATION  
NAGALAND: KOHIMA**

**NOTIFICATION**

Dated Kohima, the <sup>th</sup> March, 2026

**NO. ED/PLN/RATIONALIZATION/2021(Pt)/877** In the interest of public service and to ensure transparency and administrative efficiency in matters relating to transfer and posting of teachers of all categories under the office of undersigned, it is hereby notified for strict compliance that all proposals/applications/correspondences pertaining to teacher transfer shall henceforth be processed only in the prescribed **format enclosed at Annexure-I**, which shall also be made available on the Department's Official website <https://education.nagaland.gov.in>

It is further notified that applications for teacher transfer shall be accepted only once in a year, strictly during the period from **1<sup>st</sup> September to 31<sup>st</sup> October**. Any application submitted outside the stipulated period or not in the prescribed format or found incomplete in any respect shall not be considered and no representation in this regard shall be entertained under any circumstances.

All District Education Officers, Sr. Sub-Divisional Education Officers, Sub-Divisional Education Officers, Heads of Schools and all concerned are hereby directed to ensure strict adherence to this Notification. Any deviation from the above instructions shall be viewed seriously and the concerned officials shall be held responsible.

This Notification shall come into force with immediate effect.

  
(SHASHANK PRATAP SINGH) IAS  
Principal Director

**NO.ED/PLN/RATIONALIZATION/2021(Pt)/**  
Copy to:

Dated Kohima the <sup>th</sup> March, 2026

1. The PS to the Hon'ble Advisor, School Education & SCERT, Government of Nagaland for kind information.
2. The Commissioner & Secretary, Department of School Education & SCERT, Nagaland, Kohima for kind information.
3. The State Mission Director, Samagra Shiksha, Nagaland for kind information.
4. The Director, DIPR, Nagaland to publish this Notification as an Advertisement in all local dailies at an early date.
5. All DEOs/Sr SDEOs/SDEOs/School Heads/Teachers for information and strict compliance.
6. Office Copy/Guard File

  
(SHASHANK PRATAP SINGH) IAS  
Principal Director

## TEACHER TRANSFER PROPOSAL FORMAT

- 1.Name of Teacher:
- 2.Designation:
- 3.PIMS Code:
- 4.Present Place of Posting:
- 5.UDISE Code of the School:
- 6.EBRC:
- 7.Date of Appointment (enclose document):
- 8.Date of joining current place of posting (enclose document):

9. Strength of Teachers in Present School							
Teachers by Designation	GT (Sc)	GT (Maths)	GT (G)	GHT	UGHT	PT	PPT
No of Teachers							

10. Enrolment in Present School													
Class Wise	A	B	1	2	3	4	5	6	7	8	9	10	Total
Total													
Enrolment													

11. Name of Proposed School:
12. UDISE Code of the School:
13. District:
14. EBRC:
15. Reason for transfer (enclose document)

**Declaration**

I Shri/Smti. .... designation ..... do hereby declare that the information provided above is found to be true and correct.

Signature of the Applicant

Signature and Seal  
School Head

**Certification**

I Shri/Smti..... designation ..... do hereby recommend for transfer of Shri/Smti ..... designation ..... (present place of posting) ..... to ..... (proposed place of posting).

Signature and Seal  
DEO/Sr. SDEO/SDEO

----- to be authenticated by HR/Data Cell-----

**Status of Teachers and Enrolment in Proposed School**

Strength of Teachers in Proposed School							
Teachers by Designation	GT (Sc)	GT (Maths)	GT (Gen)	GHT	UGHT	PT	PPT
No of Teachers							

Enrolment in Proposed School													
Class Wise	A	B	1	2	3	4	5	6	7	8	9	10	Total
Total Enrolment													

**Certified that the information provided by the school head above matches the information available in HR/Data Cell.**

**Name & Signature of the verifying officer with seal**

**Documents to be submitted along with this form:**

1. A photocopy of the Appointment Order.
2. Medical Report, in cases where transfer is sought on health grounds.
3. A copy of the latest Posting Order.
4. Spouse Posting Order, wherever applicable.
5. Release Order of the retired, deceased, or resigned teacher, wherever applicable.

**Instructions:**

1. Submission of forged documents is a punishable offence and shall attract action under Section 336 of the Bharatiya Nyaya Sanhita (BNS), 2023.
2. Transfer applications of teachers belonging to the categories of PT, GT, UGHT, and GHT, together with the prescribed format, shall be accepted only from 1st September to 31st October every year.
3. Teacher transfers on grounds of exigency, such as death, retirement, or acute shortage of teachers, may be considered at any time of the year, depending on necessity.
4. Cases of teacher transfer on medical grounds shall be examined by the Medical Board, and its report must be submitted to the Rationalization Committee on or before 15th November.
5. **The office of undersigned reserve right to issue transfer/posting as part of rationalization of teachers.**

# Teacher Transfer Process

