**CHECK LIST FOR TRANSFERS-2015.**

*(G.O.Ms.No.63, Dt.31.08.2015 and Consecutive Amendments)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Rule No.** | **Certificate / Declaration to be Produced** | **Write**  **Yes / No** |
| 1 | 2 | Hard Copy of Transfer Application duly signed by the applicant and authority |  |
| 2 | 6 (b) | Service Certificate in Present School  Issued by the authority |  |
| 3 | 6 (d)(ii) | Service Certificate of Total Service  Issued by the authority |  |
| 4 | 6.A. (a) | 1) Copy of Award Certificate issued by the Central / State Govt.  Counter signed by the authority  2) Declaration by the individual |  |
| 5 | 6.B. (a) | Certificate for Increase in Previous Years Enrolment (Last Two Academic Years)  Issued by the authority |  |
| 6 | 6.B. (b) | Certificate for Average Attendance of Children (Last Two Academic Years)  Issued by the authority |  |
| 7 | 6.B. (c) | Certificate for Transition of Children (Last Two Academic Years)  Issued by the authority |  |
| 8 | 6.B. (c) (a) | Copy of School Card on Children Performance in Annual Assessment Survey  Counter signed by the authority |  |
| 9 | 6.B. (d) | Certificate on School Average in SSC (Last Two Academic Years)  Issued by the authority |  |
| 10 | 6.C. (a) | Certificate on Teacher Attendance at Present Cadre (Last Two Academic Years)  Issued by the authority |  |
| 11 | 6.C. (b) | 1) Declaration on Children studying in Govt. Schools by the individual  2) Copies of Study Certificates counter signed by the authority (Last Two Academic Years) |  |
| 12 | 6.C. (c) | 1)Certificate for Raising funds  Issued by the authority (Last Two Academic Years)  2) Photographs of Property /Material |  |
| 13 | 6.C. (d) | Certificate on Subject wise Percentage in SSC (Last Two Academic Years)  Issued by the authority |  |
| 14 | 6.C. (e) | Copies of certificates issued at District / State Level counter signed by the authority (Last Two Academic Years) |  |
| 15 | 6.C. (f) | Copies of certificates issued at National / State / Zonal / District level counter signed by the authority (Last Two Academic Years) |  |
| 16 | 6.C. (g) | Declaration on Residing at Working Habitation counter signed by the authority (Last Two Academic Years) |  |
| 17 | 6.C. (h) | 1)Certificate on Conduct of Exhibitions (Last Two Academic Years)  Issued by the authority  2) Copies of Photographs |  |
| 18 | 7 (1) | 1) Evidence of a Teachers’ Association having OD facility provided by GAD counter signed by the authority.  2) Copy of Elected Proceedings counter signed by the authority |  |
| 19 | 7 (2) | Declaration for Unmarried Female Teachers / Headmistress Gr-II issued by the authority |  |
| 20 | 7 (3) | 1) Certificate of the spouse on working place issued by the authority  2) Declaration for Spouse Points by the individual |  |
| 21 | 7 (4) | Certificate on NCC & 5/8 Years Completed issued by the authority |  |
| 22 | 8 | Certificate on Rationalization points issued by the authority |  |
| 23 | 10 (a) | Certificate for Disciplinary Cases issued by the authority (Last Two Academic Years)  **MANDATORY FOR ALL** |  |
| 24 |  | Certificates to claim Transfer under Preferential Category |  |
| 25 | 11 (a) | PHC Certificate (Not Less than 70% in all cases) issued by the Medical Board  OR  SR Copy indicted selected under PH Quota |  |
| 11 (b) | Copy of death certificate of husband counter signed by the authority |  |
| 11(c) | Copies of Valid legal documents counter signed by the authority |  |
| 11 (d) | Certificate issue by the Medical Board on or after 08.09.2015 |  |
| 11 (e) | Certificate issue by the Medical Board on or after 08.09.2015 |  |
| 11 (f) | Certificate issue by the Medical Board on or after 08.09.2015 |  |
| 11 (g) | Certificate issue by the Medical Board on or after 08.09.2015 |  |

Signature of the Teacher / HM Counter Signature of the Authority