

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

Checklist