

**CALENDAR OF ACTIVITIES FOR TRANSFER OF PRINCIPALS, TEACHERS
AND LIBRARIANS FOR THE ACADEMIC YEAR 2022-23**

SI No	Activity	Date
1	Online submission of required information for displacement transfer who will be completing 5 years as on 1st April	15 th March - 22 nd March
2	Validation of data provided by the applicant by the Principal	23 rd March-31 st March
3	Approval of list of employees to be displaced by the Committee and uploaded	By 5 th April
4	Finalisation of vacancies (both actual and deemed)	By 10 th April
5	Online application for request transfer of the employees eligible /to be eligible as on 1 st April	11 th April-25 th April
6	Validation of data submitted by employee for request transfer by Principal	26 th April-30 th April
7	Finalisation of list of employee eligible for transfer	1 st May-7 th May
8	Submission of preference of place of posting by the employees to be transferred	8 th May-15 th May
9	Transfer exercise against all type of vacancies including displacement transfer	16 th May-22 nd May
10	Approval of the transfer proposal by the Committee and Advisor	23 rd May-30 th May
11	Issue of transfer order by SPD	By 1 st June
12	Submission of application for mutual transfer duly verified by concerned Principal	3 rd June-8 th June
13	Approval of the Mutual transfer proposal by the Committee and Issue of mutual transfer order	9 th June-15 th June

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