



**Government of Jammu and Kashmir  
Higher Education Department  
Civil Secretariat, J&K**

Subject: Transfer Policy for Faculty of the Higher Education Department.

**Notification No: 01 -JK(HE) of 2026**

**Dated: 15-06-2026**

**1. Short Title and Commencement:**

This Policy shall be called the "**Transfer Policy for Faculty of the Higher Education Department**" and shall come into force with effect from the date of its notification/issuance by the Government. The transfer process shall be conducted primarily through the **Online Annual Transfer Drive (ATD) Portal** hosted on the official website of the Department.

**2. Objective:**

The objective of this policy is to ensure:

- Transparent, fair, and merit-based transfer of faculty members.
- Rational and equitable distribution of faculty across all Government Degree Colleges (GDCs) and regions.
- Optimum utilization of available human resources in Higher Education Institutions.
- An online, rule-governed, and institutionalized transfer mechanism.

**3. Mode of Transfer:**

Transfers of Faculty members shall ordinarily be carried out through the **Annual Transfer Drive (ATD)** utilizing the Department's dedicated Online Portal.

Eligible Faculty members shall submit their transfer applications through the online portal within the timelines notified for the purpose.

Applications submitted through physical mode or any other offline medium shall not be entertained or considered.

**4. Zonal Classification and Tenure:**

For the purpose of regulating transfers, Government Degree Colleges shall be categorized into four zones (**Zone A, Zone B, Zone C, and Zone D**) as specified in **Annexures 1, 2, 3, and 4 respectively**. The prescribed tenure for each zone shall be as under:

<u>Zone</u>	<u>Prescribed Tenure</u>
Zone A	4 Years
Zone B	3 Years
Zone C	2 years
Zone D	1 Year

### **5. Eligibility for Transfer:**

Faculty members who have completed the prescribed **tenure in a particular zone** shall be eligible to apply for transfer.

**Faculty members who fail to apply through the online portal despite completing their prescribed tenure** in a zone may be transferred to **any zone by the Department in the interest of administration.**

### **6. Preferences for Transfer:**

Faculty members shall indicate their choices/preferences for postings in the manner prescribed below:

- a. Faculty presently posted in Zone A shall not be eligible for re-application under Zone-A leaving only Zone B,C,D as an option for the Faculty already serving in the Zone-A.
- b. Faculty presently posted in Zone B can opt for any of the four zones.
- c. Faculty presently posted in Zone C: Must opt for two preferences under Zone A, and two preferences distributed across any two zones among Zone B, Zone C, or Zone D.
- d. Faculty presently posted in Zone D: May indicate preferences for colleges located across any of the four designated zones.
- e. Female Faculty: It shall not be mandatory for female faculty members to indicate a preference for postings under Zone D.
- f. For consideration in Zone A preference shall be given to the Faculty who has served in Zone-C & D.
- g. Faculty serving in Zone-D shall be deemed to be relieved after one (1) year of service in the said Zone at the end of academic session, further the said clause(g) shall not be applicable to the faculty who is desirous of working in Zone-D being Local resident or otherwise.

### **7. Submission of Application:**

Faculty members shall submit their applications through the online portal exclusively using their **registered Centralized Personnel Information System (CPIS) ID.**

The registered email address and mobile number linked with the CPIS database shall be utilized for verification and submission.

Once an application is **finally submitted on the portal, no modification, editing, or withdrawal shall be permitted** under any circumstances.

### **8. Calendar of Transfers:**

The ATD shall be made a regular annual feature at the end of Academic Session.

### **9. Supporting Documents for Special Grounds:**

Faculty members seeking consideration for transfer on special grounds must upload valid, verified supporting documents in **PDF format (maximum file size 1 MB)**. The mandatory documentary evidence required is detailed below:



**(a) Medical Grounds:**

Faculty seeking transfer on the basis of serious medical conditions affecting self, spouse, dependent children, or parents shall upload:

A valid Medical Certificate issued by a competent medical authority/Standing Medical Board.

Relevant medical records/diagnostic reports certifying life-threatening, or terminal illnesses.

**(b) Persons with Benchmark Disabilities (PwD):**

Faculty claiming consideration under this category shall upload:

Proof of receipt of Conveyance Allowance authorized by the Government, or

A Disability Certificate issued by a competent Medical Board confirming a **benchmark disability of 40%** or above as per statutory norms.

**(c) Single Parent:**

Faculty claiming consideration on the grounds of being a **Single Parent (Divorced, Widow, or Widower)** with dependent children shall upload:

A certified copy of the Divorce Decree issued by a court of competent jurisdiction, or The Death Certificate of the deceased spouse.

**(d) Security Grounds:**

Faculty seeking transfer under **security exigencies** shall upload:

A formal, confidential recommendation issued directly by the **Special Director General of Police, CID, Jammu & Kashmir**.

**10. Fresh Application Requirement:**

Any faculty member who has applied for a transfer in previous cycles or through older online legacy formats shall be required to submit a fresh application during the current notified Annual Transfer Drive cycle to be eligible for consideration.

**11. Administrative Prerogative and Overriding Powers:**

Notwithstanding anything contained in this Policy, the Government/Higher Education Department reserves the absolute and overriding right to transfer or retain any faculty member at any place at any time in the **public interest**, due to **administrative exigencies**, or for rationalizing and **balancing staff strength across institutions**. Such administrative actions shall override the standard zonal tenure guidelines.

**12. Finalization of Transfers:**

The transfer proposals generated through the online portal shall be reviewed and finalized by the **Competent Authority of the Higher Education Department**.

Transfer orders issued by the Administrative Department shall be final, binding, and conclusive.



### 13. Grievance Redressal Mechanism:

Any Faculty Member aggrieved by a transfer/posting order issued under this policy may submit an online representation to the Director Colleges within a strict limitation period of seven (7) days from the date of issuance of the order.

The submission of a representation shall not act as a stay on the transfer order; the concerned faculty member must report to the new place of posting unless explicitly stayed by the Administrative Department.

The Director Colleges shall examine the grievance and forward the representation along with specific, categorical comments and clear recommendations to the Administrative Department for final decision.

### 14. Interpretation:

If any question, doubt, or dispute arises regarding the interpretation, implementation, or application of any clause or provision of this Policy, the **decision of the Higher Education Department** shall be final and binding on all concerned.

Sd/-

(Ram Niwas Sharma), IAS

Commissioner/Secretary to the Government

No: HED-Gen/205/2023-04 (7330198)

Dated: 15-06-2026

Copy to the:

1. Director Information, J&K, with the request to publish the policy in two leading daily newspapers each of Jammu and Kashmir divisions respectively.
2. State Informatics Officer, NIC, J&K, for information with the request to activate, test, and hyperlink the dedicated ATD portal with the official website of the Higher Education Department (URL: [www.highereducation.jk.gov.in](http://www.highereducation.jk.gov.in)).
3. Director Colleges, J&K, for information and necessary action, with the request to ensure the policy is prominently uploaded on the official departmental portal.
4. OSD to the Hon'ble Minister for Higher Education, for the kind information of the Hon'ble Minister.
5. Nodal Principals, Kashmir/Jammu, for information and circulation.
6. All Principals of Government Degree Colleges of J&K, for strict compliance.
7. All concerned faculty members for information and compliance.
8. Private Secretary to Commissioner/Secretary to the Government, Higher Education Department, for information of the Commissioner/Secretary.
9. In-charge Website, Higher Education Department, for uploading.

(Sanjay Kumar Tickoo), JKAS

Deputy Secretary to the Government

**The Annexures-1,2,3 & 4 (Classification of the Zones is enclosed)**

## Annexure - 1

College Name	District	Zone
Govt. Gandhi Memorial Science College	Jammu	A
Govt. Women College Parade Jammu	Jammu	A
Govt. Maulana Azad Memorial College	Jammu	A
Sri Pratap Memorial Rajput College of Commerce	Jammu	A
Govt. Women College Gandhi Nagar	Jammu	A
Govt. College of Education Jammu	Jammu	A
Govt. Degree College Paloura	Jammu	A
Govt. Degree College Marh	Jammu	A
Govt. Degree College Nagrota	Jammu	A
Govt. Degree College Sidhra	Jammu	A
Govt. Degree College Kunjwani/Sainik Colony	Jammu	A
Govt. Degree College for Women Bhagwatinagar, Jammu	Jammu	A
Govt College of Eng and Tech Jammu	Jammu	A
JK Institute of Mathematical Sciences	Srinagar	A
S.P. College Srinagar	Srinagar	A
A.S. College Srinagar	Srinagar	A
IASE, Srinagar (College of Education)	Srinagar	A
Govt. Women College M. A. Road Srinagar	Srinagar	A
Govt. Degree College Bemina	Srinagar	A
Govt. Women College Nawakadal Srinagar	Srinagar	A
Srinagar Womens College, Zakura	Srinagar	A
Govt. Degree College Hyderpora	Srinagar	A
Govt. Degree College Allochibagh	Srinagar	A
Govt. Degree College Eidgah	Srinagar	A



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## Annexure-2

College Name	District	Zone
Govt. Degree College (Boys) Anantnag	Anantnag	B
Govt. Women College Anantnag	Anantnag	B
Govt. Degree College Bijbahera	Anantnag	B
Govt. Degree College Bandipora	Bandipur	B
Govt. Degree College Sumbal	Bandipur	B
Govt. Degree College Ajas	Bandipur	B
Govt. Degree College Hajin	Bandipur	B
Govt. Women College Baramulla	Baramulla	B
Govt. Degree College Baramulla	Baramulla	B
Govt. Degree College Pattan	Baramulla	B
Govt. Women College Sopore	Baramulla	B
Govt. Degree College Tangmarg	Baramulla	B
Govt. Degree College Hadipora	Baramulla	B
Govt. Degree College Thindim Kreeri	Baramulla	B
Govt. Degree College Bomai	Baramulla	B
Govt. Degree College Sopore	Baramulla	B
Govt. Degree College Chadoora	Budgam	B
Govt. Degree College Soibugh	Budgam	B
Govt. Degree College Beerwah	Budgam	B
Govt. Degree College Budgam	Budgam	B
Govt. Degree College Khansahib	Budgam	B
Govt. Degree College Charar-i-Sharief	Budgam	B
Govt. Degree College Magam	Budgam	B
Govt. Degree College Ganderbal	Ganderbal	B
Govt. Degree College Kangan	Ganderbal	B
Govt College for Eng and Tech Safapora	Ganderbal	B
Govt. Degree College R.S.Pura	Jammu	B
Govt. Degree College Akhnoor	Jammu	B
Govt. Degree College Bishnah	Jammu	B
Govt. Degree College Khour	Jammu	B
Govt. Degree College Jiandrah	Jammu	B
Govt. Degree College Jourian	Jammu	B
Govt. Degree College Kathua	Kathua	B
Govt. Women College Kathua	Kathua	B
Govt. Degree College Hiranagar	Kathua	B
Govt. Degree College Rajpora	Pulwama	B
Govt. Degree College Awantipora	Pulwama	B
Govt. Degree College (Boys) Pulwama	Pulwama	B
Govt. Degree College Tral	Pulwama	B
Govt. Women College Pulwama	Pulwama	B
Govt. Degree College Pampore	Pulwama	B
Govt. General Zorawar Singh Memorial Degree College Reasi	Reasi	B
Govt. Degree College Kakryal Katra	Reasi	B
Govt. Degree College Samba	Samba	B
Govt. Degree College Ghagwal	Samba	B
Govt. Degree College Vijaypur	Samba	B
Govt. Degree College Ramgarh	Samba	B
Govt. Degree College Purmandal	Samba	B
Govt. Degree College Shopian	Shopian	B



Annexure-2

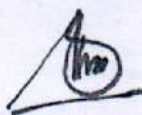
College Name	District	Zone
Govt. Degree College Zainapora	Shopian	B
Govt. Degree College Udampur	Udhampur	B
Govt. Women College Udampur	Udhampur	B
Govt. Degree College Neeli Nallah	Udhampur	B



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## Annexure-3

College Name	District	Zone
Govt. Degree College, Siligam	Anantnag	C
Govt. Degree College Dooru	Anantnag	C
Govt. Degree College Kokernag	Anantnag	C
Govt. Degree College Uttersoo	Anantnag	C
Govt. Degree College Vailoo-Larnoo	Anantnag	C
Govt. Degree College Verinag	Anantnag	C
Govt. Degree College Mattan	Anantnag	C
Govt. Degree College Uri	Baramulla	C
Govt. Degree College Danghiwacha	Baramulla	C
Govt. Degree College Boniyar	Baramulla	C
Govt. Degree College Doda	Doda	C
Govt. Degree College Bhaderwah	Doda	C
Govt. Degree College Thathri	Doda	C
Govt. Degree College Basohli	Kathua	C
Govt. Degree College Billawar	Kathua	C
Govt. Degree College Mahanpur	Kathua	C
Govt. Degree College Ramkote	Kathua	C
Govt. Degree College Marheen	Kathua	C
Govt. Degree College Kishtwar	Kishtwar	C
Govt. Degree College Kulgam	Kulgam	C
Govt. Degree College Killam	Kulgam	C
Govt. Degree College D. H. Pora	Kulgam	C
Govt. Degree College Frisal Homeshalibugh	Kulgam	C
Govt. Degree College Qazigund	Kulgam	C
Govt. Degree College Kupwara	Kupwara	C
Govt. Degree College Handwara	Kupwara	C
Govt. Degree College Sogam	Kupwara	C
Govt. Women College Kupwara	Kupwara	C
Govt. Degree College Vilgam	Kupwara	C
Govt. Degree College Kralpora	Kupwara	C
Govt. Degree College Poonch	Poonch	C
Govt. Degree College Mendhar	Poonch	C
Govt. Degree College Surankote	Poonch	C
Govt. Degree College Rajouri	Rajouri	C
Govt. Degree College Thanamandi	Rajouri	C
Govt. Degree College Nowshera	Rajouri	C
Govt. Degree College Kalakote	Rajouri	C
Govt. Degree College Sunderbani	Rajouri	C
Govt. Degree College Doongi	Rajouri	C
Govt. Degree College Ramban	Ramban	C
Govt. Degree College Banihal	Ramban	C
Govt. Degree College Batote	Ramban	C
Govt. Degree College Pouni	Reasi	C
Govt. Degree College Ramnagar	Udhampur	C
Govt. Degree College Majalta	Udhampur	C
Govt. Degree College Chenani	Udhampur	C



## Annexure - 4.

College Name	District	Zone
Govt. Degree College Gurez	Bandipur	D
Govt. Degree College Tulail	Bandipur	D
Govt. Degree College Kilhotran	Doda	D
Govt. Degree College Kastigarh	Doda	D
Govt. Degree College Bani	Kathua	D
Govt. Degree College Chatroo	Kishtwar	D
Govt. Degree College Marwah	Kishtwar	D
Govt. Degree College Paddar	Kishtwar	D
Govt. Degree College Tangdhar	Kupwara	D
Govt. Degree College Langate	Kupwara	D
Govt. Degree College Mandi	Poonch	D
Govt. Degree College Budhal	Rajouri	D
Govt. Degree College Peeri/Kotranka	Rajouri	D
Govt. Degree College Darhal	Rajouri	D
Govt. Degree College Gool	Ramban	D
Govt. Degree College Ukhral	Ramban	D
Govt. Degree College Dharmari	Reasi	D
Govt. Degree College Sarh Bagga Mahore	Reasi	D
Govt. Degree College Dudu Basantgarh	Udhampur	D

