

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
शिक्षा निदेशालय
DIRECTORATE OF EDUCATION

Sri Vijaya Puram dated 28th November 2025

To

1. The Principal, State Institute of Education, Shiksha Sadan, Sri Vijaya Puram.
2. The Deputy Director, Adult Education, Sri Vijaya Puram.
3. The Deputy Director Education (Science), Shiksha Sadan, Sri Vijaya Puram.
4. The Principal DIET, Garacharma.
5. The Education Officer, Car Nicobar.
6. The Deputy Education Officer, South Andaman / Wimberlygunj / Rangat / Diglipur / Mayabunder
7. Principal - SSS Model, Sri Vijaya Puram/ SSS Boys / SSS Girls /SSS Haddo(Telugu)/ SSS RBV Sri Vijaya Puram / SSS Mohanpura / SSS School line / SSS Bathubasti / SSS Prothrapur/ SSS Garacharma / SSS Rangachang / SSS Manglutang / SSS Port Mout / SSS Wimberlygunj / SSS Bambooflat / SSS Ferrargunj (Model)/ SSS Mannarghat / SSS Tushnabad / SSS Diglipur / SSS Kalighat / SSS Kishori Nagar / SSS Swaraj Gram / SSS Sita Nagar / SSS Subhash Gram / SSS Mayabunder (Model) / SSS Karmatang / SSS Pahalgaon / SSS Swadesh Nagar/ SSS CFO Nallah / SSS Rangat / SSS Sabari Junction / SSS Long Island / SSS Bakultala / SSS Kadamtala/ SSS Oral Katacha/ SSS Saheed Dweep (Neil Island) / SSS Swaraj Dweep (Havelock) / SSS Hutbay (Model) / SSS Ramakrishnapur/ SSS Lapathy / SSS Malacca / SSS Sawai / SSS Kapanga / SSS Gol Tirkey / SSS Champin / SSS Campbell Bay / SSS Vijay Nagar.

Sir/Madam

I am directed to state that, in order to maintain complete transparency in transfer and posting of teaching and non-teaching staff and to streamline the transfer process, it has been decided to invite application from the Teaching and Non-Teaching staff for **Annual General Transfer 2026** only through online mode. A web based application for facilitating teaching and non-teaching staff for submission of request for transfer through online has been developed and placed under the control of State Data Centre. The website can be accessed through <https://education.andamannicobar.gov.in/tops/login.aspx..>

All teaching and non-teaching staffs including Principals, Vice Principals and Headmasters may be informed that they can submit their requests for transfer under **Annual General Transfer 2026** online from **10th December 2025** to **09th January, 2026** up to **5.00 PM** by accessing the above mentioned website and thereafter following the sequence of steps:

- a. Signup (For new user)
 - b. Create User ID and Password
 - c. Login
- Apply for transfer in the prescribed format available in the website
 - Preview
 - Print
 - Track the status
 - Change password if necessary
 - logout

After applying online, the print out of the online application form alongwith the required documents/ certificates may be submitted to the concerned DDOs. All such applications may be verified by the concerned DDOs and the same may be sent to **The Director (Edn), Directorate of Education, Sri Vijaya Puram.** All applications should reach Directorate of Education by **20th January 2026**. Transfer applications without the recommendations of Hol / DDO and Zonal Officer will summarily be rejected.

It is further informed that no applications for transfer other than submitted through online will be entertained under any circumstances. Only application of teachers who have completed the present tenure except on medical ground/ ward's study shall be entertained. All transfers requests which are made on medical ground should invariably be enclosed with latest medical certificates issued by the authorized Medical Officer and should reach the Directorate by **20th January 2026**. No cases will be forwarded to Medical Board after issuance of transfer orders except emergency cases. **The teachers whose transfers were considered for retention / transfer on medical ground as per AGT- 2025 are also directed to submit their applications for review by Medical**

Board.

The teachers who have been retained on disability ground of self, spouse, children or any dependent family members are also directed to submit their application with latest disability certificate and DDO must verify the relationship as per service record (**Form - III**) and forward the same to this office by **20th January 2026**.

Further, it is also brought to the notice of the undersigned that some teachers are directly submitting their application after closing date and hiding the leave details. If any discrepancies were found strict action as per rule will be initiated against the Govt. servant. All teaching and non-teaching staffs including Principal, Vice Principal and Headmasters should go through the Transfer Guidelines uploaded in the website.

Similarly, all teachers whose wards will be studying in **class XII** during academic **session 2026 - 2027** should also furnish the details alongwith supporting documents to this Directorate latest by **20th January 2026** failing which their cases will not be considered for retention / transfer during the academic session **2026 - 2027**.

If any teaching and non-teaching staff is found to be engaged in any malpractices related to transfer and posting at any point of time during entire exercise, including but not limiting to exerting influence on Medical Board or members of the Establishment Board, strict action as deemed fit will be taken. Everyone is requested to keep a close vigil and any incidence of the above nature may be brought to the notice of the higher authority.

Further, all DDOs are strictly advised to verify the leave details and family details (if applied for transfer on medical / disability ground) from the service records and send the same.

All Zonal Officers / DDO's are hereby directed to circulate above information to all staff under their control / jurisdiction and obtain their signature as token of having seen it in order to avoid the complains, at later stage. It is further directed that wide publicity about the transfer procedures may be given in their jurisdiction and staff may be advised to act accordingly.

This has approval of the Competent Authority. ↓

Yours faithfully

Deputy Director Education (Perl)

Copy to:

1. The PS to Secretary (Education), A & N Administration for kind information of the Secretary (Education).
2. The PA to Director (Education), A & N Administration for kind information of the Director (Education) please.
3. The Deputy Director Education (Acad. & HoO) / Plg. /Perl, DE's Office, Sri Vijaya Puram.
4. The Assistant Director (Admn - I), DE's Office, Sri Vijaya Puram.
5. The Statistical Officer, DE's Office, Sri Vijaya Puram
6. The Principal/Member Secretary, SOVTECH, DBRAIT, Dollygunj for information and necessary action. It is requested that the website may be updated and kept open for applying transfer through online during the period as mentioned above.
7. The In-charge, State Data Centre, DBRAIT, Dollygunj for information and with request to keep the website open for applying through online during the period as mentioned above.
8. The Assistant Secretary (Edn.), A & N Administration, Secretariat.

Deputy Director Education (Perl)