

DIRECTORATE OF MEDICAL EDUCATION & TRAINING ODISHA

File No. MET-II-355/2017. No. 11797 Dt.20.09.2017

To

The Dean & Principal and Superintendent,

SCB MC Cuttack/ MKCG MC Berhampur / SLN MC Koraput / PRM MC Baripada / Govt. Medical College, Bolangir / Govt. Medical College, Balasore / VIMSAR Burla / SVPPGIP Cuttack.

Principal SCB Dental College Cuttack.

Sub: Preparation of priority list as per transparent transfer policy for Govt. Medical/ Dental College Teachers.

Sir/Madam,

With reference to the Govt. notification No. 22051/H Dt. 30.08.2017 and Govt. letter No. 23901/H Dt. 16.9.2017 a priority list of faculties will be prepared by online, to be used by the transfer committee to give effect to the transparent transfer policy. The detail procedure/guidelines for online procedure are enclosed.

It is therefore requested that the enclosed procedure/guidelines shall be circulated among all faculties of OMES cadre working under your establishment so as to submit their data online before 25.10.2017, 5.00 PM.

Yours faithfully,

Sd/-

**Jt. Director,
Medical Education and Training Odisha &
Convener for Priority list for transparent
transfer & posting policy.**

Memo No. _____11797 (A)_____// Dt. 20.09.2017

Copy forwarded to the Commissioner cum Secretary to Govt., Health & FW Department for information and necessary action.

Sd/-

**Jt. Director,
Medical Education and Training Odisha &
Convener for Priority list for transparent
transfer & posting policy.**

PROCEDURE/ GUIDELINES TO FOLLOW BY ALL EMPLOYEES UNDER OMES

CADRE

(FOR PREPARATION OF ONLINE PRIORITY LIST)

1. The online portal for preparation of priority list is available in the website of DMET, Odisha i.e. www.dmetodisha.gov.in. (click “priority list of OMES”. All the employees under OMES cadre shall register in the website by creating own username and password for logging in to the online counseling site. Without registration the employee cannot proceed to next step of counseling. The user name and password must not be shared with others.
2. Registration and submission of data online is mandatory for all employees under OMES. Anyone who does not give choices (place of posting) shall be transferred and posted to any vacant post as per the decision of Government.
3. The following category of employees shall register in the online portal.
 - a. All Assistant Professors, Associate Professors, Professors, of all Govt. Medical Colleges.
 - b. All Superintendents, Dean & Principals, Principals of all Govt. Medical/ Dental Colleges & Hospitals.
 - c. OMES cadre faculties deputed to VIMSAR.
4. Before logging-in the employee must keep scanned copy of a passport size color photo, scanned copy of full signature and scanned copy of the service particulars from the appropriate authority (Dean & Principal /Principal /Superintendent) in the format provided in **Annexure - 1**
5. After log-in to the site the employee has to fill up the online format and submit by clicking the “submit” button. A printout of the online format must be taken for personal record.

6. Submission of incorrect or false information or omission of any required information shall be viewed seriously and action deemed fit may be initiated by the appointing authority.
7. After verification of submitted information the priority list shall be prepared and published in the website. Any grievance to the published priority list must be submitted to the Convener by e-mail (dmetbbsr2@gmail.com) by 30.11.2017, 5.00 PM. The revised priority list shall be published on 10.12.2017
8. The employees can submit representation along with copy of document in support of claim, for consideration for not to be transferred (on health ground, superannuation) or transfer of spouse to same station. The hard copy addressed to the Commissioner cum Secretary to Health & FW Department, must reach the convener on or before **10.10.2017 5.00 PM.**
9. Tentative Schedule:

1	Notification of Transfer policy	30.08.2017
2	Any grievance for not to be transferred by	10.10.2017
3	Submission of online format	11.10.2017 to 25.10.17 by 5.00 PM
4	Publication of Priority list	20.11.2017
5	Grievance/objection to priority list by e-mail only	By 30.11.2017, 5.00 PM
6	Publication of revised priority list	10.12.2017

NB: The schedule is provisional and can be changed with notice.

Sd/-
Jt. Director,
Medical Education and Training Odisha &
Convener for Priority list for transparent
transfer & posting policy.

Annexure-1

SERVICE PARTICULARS

Name:
Designation
Present place of posting:
Date of Birth
Date of superannuation

Name of Medical College/ Institution	Designation	Nature of Service (Adhoc/ Regular)	Date of Joining	Date of Relief

Details of leave other than casual leave or maternity leave / Deputation Period

Nature of leave Or Deputation	Date of Proceeding on leave	Date of Joining the service after coming from leave	Whether leave sanctioned or not	Remarks /Place of deputation

Signature & Seal of
Dean & Principal/ Superintendent /Principal

Place :
Date: