

**Government of Odisha**  
**Department of Higher Education**

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No.: 20913 /HE, Dated: 04/10/2019

HE-PTC-SAMS-0002-2019

From

Dr. Mihir Kumar Das, OES-I  
Officer-in-Charge, PTC

To

The Principals,  
All Degree, Autonomous, Self-Financing, Sanskrit(Shastri) Colleges

**Sub: Transfer admissions Guidelines for +3(Degree) Colleges.**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the transfer admission of the students of +3 Degree classes will start from 14<sup>th</sup> October, 2019 and will be over by 31<sup>st</sup> October, 2019. Students can apply the transfer admission as per the guidelines given below:

1. There will be no transfer admission in +3 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Year classes except under special circumstances such as transfer or retirement or death of parents/ marriage of girl student/ medical reasons including the cases of PwD (Persons with Disabilities).
2. The medical certificate submitted must be signed by the authority not below the rank of Chief District Medical Officer (CDMO). The medical certificate must be on the official pad of the CDMO and accompanied by the reports of the ailments/prescriptions by the Doctors .If on verification, it is found that the medical certificate is fake, the admission of the student will stand cancelled and s/he will be handed over to the Police for further investigation for submitting forgery documents.
3. For transfer admission under special circumstances mentioned in (1) (i.e. transfer or retirement or death of parents/ marriage of girl student), students need not take approval of Government in this Department or at Directorate / Regional Directorate. However, the transfer admission of the students on medical reasons (including PwD cases) needs the permission from the Government.
4. Request for transfer admission must be supported by certificates/documents.

5. If both the Colleges (Relieving College & Accepting College) are under two different Universities, then the applicant will have to take permission from both the universities. But if the two colleges are under one university, then he/she needs to obtain approval from that University only. After s/he obtains approval from the university /universities, s/he will get himself/herself admitted and the data updation will be done by the nodal college.
6. Transfer admissions shall be allowed keeping in view the cut off mark criteria as far as practicable. The mark secured by the student should be above the cut-off mark for that subject in that college where he/she intends to join.
7. After issuance of the orders, the respective District SAMS nodal College of the accepting college shall update the transfer order number issued by the University /Government in the e-space so that necessary admission updation will be carried out by the concerned colleges.

This order supersedes all prior orders/communications /circulars /proceedings made in this regard from this or any office.

Yours faithfully,

*MMA*  
04/10/19

Officer-in-Charge, PTC

Memo No: 20914 / HE, Dated: 04 /10/2019

Copy forwarded to the PS to the Commissioner-cum-Secretary, Higher Education Department for kind knowledge of the Commissioner-cum-Secretary.

*MMA*

Officer-in-Charge, PTC

Memo No: 20915 / HE, Dated: 04 /10/2019

Copy forwarded to the Director, Higher Education / Regional Director of Education (Bhubaneswar / Sambalpur / Berhampur/ Balasore/ Jeypore) / The Controller of Examinations (Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University/ R.D. Women's University, Khallikote University/ Shri Jagannath Sanskrit Vishwavidyalaya) for kind information and necessary action.

*MMA*

Officer-in-Charge, PTC

Memo No: 20916 / HE, Dated: 04 /10/2019

Copy forwarded to the General Manager, OCAC with a request to provide the necessary links for this purpose to all District SAMS Nodal (Degree) Colleges to update the necessary data in the SAMS e-Space.

*MMA*

Officer-in-Charge, PTC