

Office of the Director of General Education

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No.HSE/3693/2025-Ad C6

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CIRCULAR

Subject: Guidelines for Submission of Grievances before the Committee Constituted by the Government Regarding HSST General Transfer 2025–26- Reg.

As per G.O. (Rt) No. 3024/2025/GEDN dated 30-04-2025, Government has constituted a Committee to examine and decide on grievances received regarding the HSST(Jr)/HSST General Transfer 2025–26.

The following are the guidelines for the submission of grievances.

1. Scope of Grievances:

- The Committee will examine matters strictly in accordance with the norms prescribed by the Government as per G.O. (Rt) No. 2592/2025/GEDN dated 09-04-2025 and connected Orders and Circulars published in the website **www.dhsetransfer.kerala.gov.in** .

- Grievances *other than* for which mechanisms such as Help Desk, email, physical submission, etc. have already been provided for redressal, in the concerned circulars *will alone be considered*.

2. Submission of Grievances:

- Applications for grievance redressals must be submitted in the format provided as Annexure.
- Only Applications emailed to **dhsecomplaints@kite.kerala.gov.in** will be considered. Applications submitted through other modes will not be considered.
- Applications that are incomplete or not submitted in the prescribed format, or without supporting documents will not be entertained

3. Processing of Complaints:

- The Committee will scrutinize all Applications and accept or reject them based on merit and for which reasons are to be recorded.
- Proceedings of the Committee shall be conducted through physical or online meetings

4. Hearing Process:

- The Committee may hear the Applicant depending on the nature of

grievance either in person or online for further clarifications if any.

5. Final Proceedings:

- The Convenor of the Committee shall issue the final Order based on the decisions taken.

All stakeholders are directed to adhere to the above guidelines.

Santhosh Kumar

Senior Administrative Officer & Convenor

Annexure - FORMAT FOR APPLICATION <i>(Applicants can type this format)</i>		
1.	Name of Teacher	
2.	Subject	
3.	School Code & School Name	
4.	PEN No.	
5.	Address for communication	
6.	Mobile No.	
7.	Email Id	
8.	Nature of Grievance	
9.	Details of Remedy already availed	
10.	Description of Grievance:	
11.	Supporting documents attached, if any: 1. 2. 3. 4.	
Date & Signature of the Applicant		