

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

School Education Department – Inter District Transfers of teachers working in Government / Zilla Parishad/ Mandal Praja Parishad on spouse/ mutual grounds – Schedule / Guidelines – 2012 – Orders – Issued.

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EDUCATION (SE-SER.III) DEPARTMENT

G.O.Ms.No.

dated : 04.10.2012

Read the following:

1. G.O.Ms.No.146, Fin. (DCM-III) Department, dated 01.06.2012
2. G.O.Ms.No.153, Fin. (DCM-III) Department, dated 25.06.2012
3. G.O.Ms.No.38, Edn. (SE.Ser.III) Department, dated 16.06.2012
4. G.O.Ms.No.181, Fin. (DCM-III) Department, dated 10.07.2012
5. From the Commissioner & Director of School Education, AP, Hyderabad Lr.Rc.No.4704/D2-1/2012, dated 21.07.2012

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ORDER:

In the reference 5<sup>th</sup> read above, the Commissioner and Director of School Education, Hyderabad has reported that there are representations from the teachers to issue a time schedule for application and consideration of Inter District Transfers duly framing rules / guidelines in the matter instead of calling for information on individual cases without any time limit and requested to issue necessary orders in the matter.

2. After careful examination of the proposal submitted by the Commissioner and Director of School Education, Hyderabad, Government have decided to consider the pending requests for inter-district transfers as per a fixed time schedule through an online process strictly in accordance with the provisions contained in rule 5(2)(c) and 5(2)(d) of Andhra Pradesh Public Employment (organization of Local cadres and regulation of Direct Recruitment) Order 1975. Government, accordingly issue the following guidelines for inter-district transfers.

**GUIDE-LINES**

- i. Teachers / Headmasters working in State Government/ Zilla Parishad/ Mandal Parishad Schools are eligible to apply for Inter District Transfers under the same management.
- ii. Minimum service of the applicant teacher shall be 2 years as on 01.12.2012 in the present District and in the present category of post.
- iii. Teachers continuing on court orders under G.O, 610 are not eligible to apply under 'Inter District Transfer' unless such teachers withdraw their court case and join at their local districts.
- iv. Teachers whose spouse is working in State Government / Central Government / State Public Sector / Central Public Sector / University and Local Body are eligible to apply.
- v. Mutual transfers of the same category and of the same management would be permitted.
- vi. In case of Mutual transfers, both the teachers should give consent for such transfer and such consent shall be countersigned by the Mandal Educational Officer/Deputy Educational Officer concerned.

- vii. One teacher can give consent to only one teacher working in the other district on Mutual basis
  - viii. Teachers who are unauthorisedly absent, facing charges under CCA rules, under suspension are not eligible to apply.
  - ix. The applications of in-eligible teachers and in-complete applications will not be considered.
  - x. The teachers concerned shall be responsible for the correctness of the information furnished by them.
  - xi. A declaration shall be given by the applicant that he/she would forego his/her seniority in the old unit and accept to take last rank in the new unit (district).
  - xii. The percentages of non-locals are in excess of the prescribed percentages in Ranga Reddy, Hyderabad and Medak and hence, the applications from the teachers of Ranga Reddy, Hyderabad and Medak to other districts shall be permitted, and not from other districts to Ranga Reddy, Hyderabad and Medak.
  - xiii. The District Educational Officer concerned shall forward the applications of the teachers in the prescribed proforma issued in Government Circular Memo.No.7232/MC-I/GAD/2011, dated : 04.08.2011.
  - xiv. The teachers shall apply online for Inter District Transfers in the IP address prescribed for the purpose.
  - xv. Only online application received through the specified website authorised by Commissioner & Director of School Education will be considered at State level.
  - xvi. In addition, the candidates shall also download application form, fill up and sign give to the concerned Mandal Educational Officers. (This is only for verification – Hard copies are not processed for transfer).
  - xvii. The Mandal Educational Officer concerned should verify all the details / particulars with original records and certificates and after satisfying their correctness they shall submit to the District Educational Officer.
  - xviii. Once the teacher enters application form online, that is final. No teacher shall apply twice in online.
  - xix. The teachers concerned shall be responsible for the correctness of information. The concerned District Educational Officers will also verify the information.
3. (a) The schedule for submission of on-line applications and further processing there-on at various levels shall be as indicated in **Annexure-I**
- (b) On-line applications shall be made in the formats prescribed in **Annexure-II**
- (c) Such of the requests of teachers / Headmasters who have already submitted their requests for inter-district transfers, whose requests are pending at various levels shall be deemed to have been closed at all levels and they shall apply afresh in the on-line format as per the guidelines now issued under this G.O.

4. Government also direct that no application for inter-district transfer other-wise than in accordance with the orders issued in this G.O. shall be considered.
5. The Commissioner and Director of School Education, Hyderabad shall take necessary action accordingly.
6. This order issues with the concurrence of Fin. (DCM-III) Dept vide their U.O.No.21405/627/A1/DCM-III/2012, dated 14.08.2012.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT(SE)

To  
The Commissioner and Director of School Education, A.P., Hyderabad  
All Regional Joint Directors of School Education  
All the District Educational Officers  
Copy to:  
The General Administration (MC-I) Dept./ Fin. (DCM-III) Dept.  
All recognized Teachers associations in the State through the Commissioner and Director of School Education, AP, Hyderabad.  
The PS to Special Secretary to Chief Minister  
The OSD to Minister for (SE)/(PE)  
The PS to Principal Secretary (SE)  
The PS to Special Chief Secretary (PE).  
SF/SCs

//FORWARDED :: BY ORDER//

SECTION OFFICER

**ANNEXURE-I to G.O.Ms.No. EDN (SE-SER III) Dept., Dt.04.10.2012  
SCHEDULE FOR INTER DISTRICT TRNSFERS**

<b>Sl. No.</b>	<b>Activity</b>	<b>Dates</b>
1	Applying for transfer in Online and submission of application form printouts to the concerned Mandal Educational Officer	29.10.2012 to 12.11.2012
2	Receiving application form print out and verification by the Mandal Educational officer	29.10.2012 to 17.11.2012
3	Verification by the District Educational Officer	19.11.2012 to 01.12.2012
4	Submission to the Commissioner and Director of School Education	03.12.2012 to 07.12.2012
5	Verification and finalization in the office of the Commissioner and Director of School Education	10.12.2012 to 20.12.2012
6	Submission to Government	22.12.2012

RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT(SE)

SECTION OFFICER

**ANNEXURE-II to G.O.Ms.No. EDN (SE-SER III) Dept. Dt.04.10.2012****FORMAT OF APPLICATION FOR INTER-DISTRICT TRANSFER**

Form to be filled in regard to transfer from one cadre (District) to another cadre (District) sought under Rule 5 (2) (c) / 5 (2) (d) of Presidential Order.

1.	Name of the individual seeking transfer	
2.	Employee code Number	
3.	Post held a) Category of the Post b) Management ( M.P / Z.P / Government) c) Medium d) Subject e) Day, Month and year from which the post held f) Scale of Pay g) Basic Pay h) Present working address i) Date from which working in the present address j) District	
4.	Local cadre (District) to which he/she belongs	
5.	Local cadre (District) to which transfer is sought	
6.	Is the transfer sought on account of spouse being brought to one place	Yes/No
7	Status of Local / Non-local candidature in the district to which transfer is sought	
8.	If the transfer sought is on account of spouse being brought to one place, nature and place of employment etc., of the spouse. Please give details about your SPOUSE as per following :-  i) Name of the Spouse  ii) Whether the spouse is a) State Government employee b) Central Government employee c) State Public Sector employee d) Central Public Sector employee e) University employee f) Local bodies  iii) Department/Institution presently working  iv) Is spouse working in non-transferable post (Certificate to be obtained from the employer that whether he/she is under non-transferable post)  v) Year of Marriage  vi) Date of appointment in present organization/ institution  vii) Designation  viii) Place of working with full address  ix) District	Yes/No

	x) Scale of pay xi) Basic pay xii) Nativity of the spouse	
9.	Whether a certificate is obtained from the employer of the spouse regarding the employment of the spouse  Date on which the certificate is obtained (The certificate obtained prior to 01-07-2012 will not be considered)	Yes/No
10.	If the transfer sought on reciprocal (mutual) basis ? If so, provide the details of the CANDIDATE, who has given consent :-  a) Name of the candidate b) Date of Birth c) Category of the Post d) Medium e) Subject f) Management g) Day, month and year from which the post held h) Date from which working at present place i) Scale of pay j) Basic pay k) Place of working with full address l) District	Yes/No
11.	Whether the consent of the candidate obtained Date on which the candidate has given the consent (The certificate obtained prior to 1-7-2012 will not be considered)	Yes/No

(Filling up of all the Fields are mandatory)

NOTE:

- 1) All the above certificates shall be submitted to the Mandal Educational Officer concerned along with application form with acknowledgement. (Original certificate of spouse or mutual with all details, which ever is applicable)
- 2) If the information furnished is incorrect, suitable disciplinary action will be initiated as per rules.

DECLARATION

- I hereby declare that the above information furnished by me is correct.
- I will forego my seniority in old unit and accept to take last rank in the new unit.

Signature of the Candidate

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RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT(SE)

SECTION OFFICER