

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL
EDUCATION: ANDHRA PRADESH: HYDERABAD.

Rc. No. 1570/C3-2/2011

Dt.19-05-2011

Sub:- School Education - Transfers - Head Masters Gr. II and Teachers -
Guidelines and Schedule - orders - Communicated - Reg.

Read:- G.O. Ms. No.65 Edn (SE-SER.III) DEPARTMENT dt.19.05.2011

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All the District Educational Officers and Regional Joint Directors of School Education are hereby informed that the Government, have issued orders to conduct transfer counseling of Head Masters Gr. II, School Assistants and SGTs and equivalent cadres.

The Guidelines along with Schedule for the conduct of transfer counseling are herewith enclosed.

Therefore all the District Educational Officers and Regional Joint Directors of School Education are hereby directed to initiate action to conduct the Transfer counseling as per Schedule and Guidelines duly following the rules issued in the above referred Govt. orders.

Any deviation in the matter will be viewed seriously.

Encl: As above.

Commissioner & Director of
School Education: AP Hyd

To

All the District Educational Officers in the State.

All the Regional Joint Directors of School Education on the State.

Copy to all the District Collectors in the state.

Copy to all CEOs, Zilla Parishad, in the state.

Copy submitted to Principal Secretary to Government, Education (SE) Department
Government of Andhra Pradesh, Hyderabad for information.

GUIDELINES FOR TRANSFER COUNSELING

1. The Teachers who completed two years of service as on 1-6-2011 and who are interested for transfer shall apply through on-line as per schedule.
2. Application form shall be filled by the applicant Teacher / Head Master Gr., II and submit to the Mandal Educational officer / HM / Dy. E.O. for verification of the particulars.



- a) Teachers working in Primary and UP Schools shall submit to the respective Mandal Educational officer.
- b) Teachers working in High schools shall submit to the respective Head Master of the High school.
- c) Head Masters of High Schools shall submit to the respective Deputy Educational officer.
- d) The MEO / HM / Dy. E.O. shall verify the particulars with original records and certificates and after satisfying the MEO /HM shall issue a reference number.
- e) The MEO / HM / Dy. E.O. shall maintain a register with the particulars of applicants with allotted reference number to each applicant teacher / H.M.
- f) After verification by the Mandal Educational officer / HM / Dy. E.O. the teachers / HMs shall make entries in online application form for transfer.
- g) Once a teacher / HM makes entries in application form in online, that is final. No teacher is allowed to apply twice in online.

- h) If any corrections the teacher / HM wants to make in application form, that corrections shall be made only in the check list / print out application form, but not in online.
3. The check list with corrections if any, should be submitted to the Mandal Educational officer / H.M. / Dy. E.O. for making necessary certification by Mandal Educational officer / H.M./ Dy. E.O.
4. The following teachers / HMs shall compulsorily apply for transfer
- a) The teachers / HMs who completed 8 years of services as on 01.06-2011
- i) If a teacher rendered service in the same school in different categories of posts, then the total period rendered in all categories of the posts in the school shall be computed for computing 8 years of service.
- ii) If it is a upgraded school and bifurcated, the service rendered before and after bifurcation, shall be computed for 8 years of service.
- b) The Male teachers working in Girls High Schools below 50 years age.
- c) The teachers who are identified surplus in rationalization.
5. Display of provisional seniority list with entitlement points:
- a) After the last date for applying transfers as per schedule, the list shall be prepared using software for generating the entitlement points management - wise, category - wise, subject - wise, medium - wise, preferential category - wise and display the seniority list with entitlement points as commutated in the proforma, in website and also in Notice Board.
- b) A list of 8 years completed teachers / HMs shall be displayed separately, in each category of the post.
- c) The list of male teachers / HMs working in girls schools below 50 years age shall be displayed separately in each category of the post.



d) A list of teachers / HMs who claim preferential category shall be displayed separately in each category post.

e) The list of teachers / HMs who applied for transfer shall be arranged in descending order keeping the candidates with highest entitlement points at the top.

6. The following vacancies shall be notified and displayed before counseling:

a) All the existing clear vacancies.

b) All the vacancies due to shifting of surplus posts on rationalization.

c) All the vacancies due to transfer of male teachers working in Girls Schools.

d) All the vacancies due to transfer of teachers who have completed 8 years.

e) Resultant vacancies arised during counseling.

NOTE:- The leave vacancies shall not be notified.

7. While displaying the No. of vacancies for the purpose of counseling the Member-secretary shall have to observe that the equal number of vacancies shall be left vacant in all the mandals (Units of posting). This must be observed category-wise, Subject -wise and Medium wise.

Example

Total number of vacancies in the category in district	:	X
Total number of Mandals in the District	:	A
Total number of vacancies to be blocked in a mandal	:	X/A

8. Blocking of vacancies:-

a) Vacancies in the schools where no teacher/ single teacher is working, shall not be blocked.

b) Category IV schools shall not be blocked.

c) Keeping in view of the enrolment and position of working teachers in a school, the vacancies shall be blocked.



9. Lists to be displayed during the counseling process:
- a) The final list of vacancies approved by the Committee pertaining to that category, management - wise / subject - wise / medium-wise.
 - b) Seniority list of teachers with entitlement points of respective Category, management - wise / subject - wise / medium-wise.
10. No vacancy shall be added to the list after the list is displayed. The Member Secretary shall be held responsible for any vacancy added / deleted after the list is displayed.
11. Conduct of counseling:
- a) Only during the day time, counseling shall be conducted i.e. between 10.00 A.M. to 5.00 P.M. Under any circumstances counseling shall not be conducted after 5.00 p.m. if the scheduled work of that day is not completed till 5.00 p.m. that spill over work shall be continued on the next day.
 - b) Only the teachers / HMs who are in the particular batch and who are called for the counseling on that particular day and time, shall be allowed into the Counseling Hall.
 - c) Joint Collector or a Senior District Officer nominated by the District Collector should be present during the process of counseling for the entire period i.e., from the beginning to end of the process of counseling on each day.
 - d) If any applicant teacher / HM is absent for counseling on the scheduled day, his/her request for transfer shall not be considered in later period under any circumstances.
 - e) The vacancy to which a candidate has opted shall be deleted from the list of vacancies and the consequential vacancies that arise shall be added to the original list.


- f) Each batch shall contain 50 members. At the end of the each session, before calling the next batch of candidates for counseling the consequential vacancy position shall be displayed on the screen, arranged for this purpose and also in Notice Board.
- g) 30 Minutes gap shall be given between the two successive counseling batches to enable the candidates to know about the latest vacancy position before entering the hall for counseling.
12. On account of transfers, no school shall remain without teachers in category III & IV areas. In such cases, the teachers shall be relieved only after joining of substitutes.



Commissioner & Director of School Education

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DEPARTMENT OF SCHOOL EDUCATION
TRANSFER COUNSELLING OF TEACHERS & H.M.s - SCHEDULE

S. No.	Activity	Dates	No. of Days
1	Display of Final List of Category wise schools (I, II, III and IV) at O/o. District Educational Officer & in web site.	22.05.2011 at 5 P.M.	1 day
2	Display of Final List of Vacancies Management wise, Category wise , subject wise, Medium wise at O/o. District Educational Officer & in web site		

TEACHERS & H.Ms.

S. No.	Activity	Dates	No. of Days
1	Applying for transfer in online and submission of application form print outs to the concerned	23.05.2011 to 27.05.2011	5 days
2	Receiving application form print outs and verification of entitlement points by District Educational Officer.		
3	Display of provisional Seniority lists with entitlement points at O/o. District Educational Officer and in website.	28.05.2011 at 5 P.M.	1 day
4	Submission of objections with proof to the District Educational Officer	29.05.2011 to 31.05.2011	3 days
5	Redressal of objections / grievances by District Educational Officer	1.06.2011 to 2.06.2011	2 days.
6	Display of final Seniority List with entitlement points at the O/o District Educational Officer, & in web site.	2.06.2011 at 5 P.M.	
7	<u>Transfer Counseling</u>		9 days
a	For Head Masters of ZP Management at District level	3.06.2011	1 day
B	For Head Masters of Govt., Management in Zonal level	4.06.2011	1 Day
C	For School Assistants in all subjects of Govt., / ZP Management at District Level (Telugu, Urdu & English Medium) and for LFL Headmasters - all media	5.06.2011 to 7.06.2011	3 Days
D	For SGTs - Telugu Medium / Urdu Medium & other Media	8.06.2011 to 10.06.2011	3 Days
E	For Language Pandits / PETs / Art / Craft / Music etc.,	11.06.2011	1 Day