

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

Rc. No. 1671/D1-3/2009

Dt. 24-06-2009

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

Read:- 1. G.O.Ms.No.15.Edn. Department, Dt:26-01-2009.  
2. Govt. Memo. No. 8450/Ser.V/209 dt. 24-06-2009.



All the District Educational Officers and Regional Joint Directors of School Education are hereby informed that the Government in the Memo 2<sup>nd</sup> read above, have issued orders for proceeding in the conduct of 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 in the conduct of Transfer counseling as per the Schedule and Guidelines duly following the rules issued in G.O.Ms.No.15, 16, 17, and 18 Edn. Department, Dt: 26-01-2009 without fail.

Any deviation in the matter will be viewed seriously.

Encl: As above.

Poonam Malakondaiah, I.A.S.  
Commissioner & Director of School Education

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

//Attested//

For Commissioner and Director of School Education.

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## GUIDELINES FOR TRANSFER COUNSELING

### FILLING UP OF THE APPLICATION FORMS:

- 1) Application form shall be filled up 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.
- 2) The teachers seeking transfer under preferential category should submit the relevant certificates obtained on or after 01-06-2009.
- 3) 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.
- 4) 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.
- 5) After verification by the Mandal Educational officer / HM / Dy. E.O. the teachers / HMs shall make entries in online application form for transfer.
- 6) Once a teacher / HM makes entries in application form in online, that is final. No teacher is allowed to apply twice in online.
- 7) 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.
- 8) The check list with corrections if any, should submit to the Mandal Educational officer / H.M. / Dy. E.O. for making necessary certification by Mandal Educational officer / H.M./ Dy. E.O.

### APPLYING FOR TRANSFER THROUGH ONLINE:

- 9) The teachers who completed two years of service as on 01.07.2009 and who are interested for transfer shall apply through on-line as per schedule.
- 10) The following teachers / HMs shall compulsorily apply for transfer
  - a] The teachers / HMs who completed 8 years of services as on 01.07.2009.
    - 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] Teachers working on deputation without Govt. Orders.

- c] The Male teachers working in Girls High Schools below 50 years age.
- d] The teachers who are transferred under G.O. 610 shall also apply for transfer, based on the service rendered in the previous district and School / Station for awarding entitlement points.
- e] The SGTs who are adjusted on adhoc transfer from SUCCESS, NON – SUCCESS, Upper Primary and Primary Schools shall apply for transfer. The teachers who are already adjusted on adhoc transfer from the above schools should only apply compulsorily for transfer. If such teachers are not having eligible service i.e. 2 years, as on 01-07-2009, such teachers are relaxed from that rule. These teachers shall claim entitlement points from the previous school where they rendered service before coming to the present place.
- f] The teachers working against posts.
- 11) a] As per the rules issued in G.O. Ms. No. 16, 17, 18 Edn dt. 26-01-2009 the recently promoted teachers need not apply through online. Based on the promotions seniority list, the counseling shall be conducted for the balance of the vacancies after completion of the counseling of all existing teachers. If any promoted teacher is absent for counseling, in absentia, orders shall be issued after the counseling of that particular category.
- b) The promoted teachers in 2005 (if any) who are working without regular post need not apply through online. Based on the promotions seniority list, the counseling shall be conducted for the balance of the vacancies after completion of the counseling of all existing teachers. If any promoted teacher is absent for counseling, in absentia, orders shall be issued after the counseling of that particular category.
- c) The teachers appointed under DSC 2006 need not apply through online. Based on their seniority list the counseling shall be conducted for balance of vacancies after completion of the counseling of all existing teachers. If any teacher is absent for counseling, in absentia orders shall be issued after the counseling of that category.
- 12) The District Educational Officer should ensure that the teachers at point No. 10 apply for transfers. If not applied for transfer, such teachers shall be given transfer orders in absentia.

**SUBMISSION OF CHECK LISTS /PRINT OUT APPLICATION FORMS:**

- 13) The teachers / HMs who apply for transfer shall take Photostat print out from the website and the check list / Print out application form. One Photostat print out copy shall be kept with them. That Print out application form along with original certificates of evidence, shall be submitted to the MEO / HM / Dy.E.O.
- 14) The Mandal Educational officer in turn should submit the check lists / application form print outs along with relevant certificates submitted by the applicant teachers to the District Educational Officer duly verifying with original records once again with reference number issued by him / her and attest the check lists / application form print outs received on that day.

15) The H.M of High School in turn should submit checklists / application form print outs along with certificates duly verifying the particulars with original records once again with reference number issued by him / her to the respective Deputy Educational Officer. In turn the Dy. E.O. should submit all such check lists / application form print outs to the District Educational Officer received on that day. In case of Head Master Gr. II the Dy. E.O. should verify the particulars with original records once again with reference number issued by him / her.

**DISPLAY OF PROVISIONAL SENIORITY LIST WITH ENTITLEMENT POINTS:**

16) 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.

17) A list of 8 years completed teachers / HMs shall be displayed separately, in each category of the post.

18) The list of male teachers / HMs working in girls schools below 50 years age shall be displayed separately in each category of the post.

19) The list of teachers who are transferred under GO 610 shall be displayed separately in each category of post.

20) The list of SGTs who are adjusted on adhoc transfer shall be displayed separately.

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

22) The list of teachers / HMs who are recently promoted i.e. January / February 2009 shall be displayed separately as per the promotion seniority.

23) The list of teachers who are promoted during 2005 without post if any, shall be displayed separately.

24) 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.

**RECEIVING OF OBJECTIONS:**

25) After display of the provisional seniority list, the objections will be received with supporting evidence as per schedule at the office of the District Educational Officer at special counters arranged for this purpose under proper acknowledgement.

26) Only as per the schedule the objections / representations will be entertained from the individuals including Teachers' Associations.

**CONSTITUTION OF VERIFICATION TEAMS:**

27) The District Educational Officer should constitute verification teams in sufficient Number with identified officers/H.Ms.

28) During the verification, the verification teams should specifically verify the certificates pertaining to the preferential categories and special categories and certify the correctness of the same.

29) After thorough verification by the teams and District Educational Officer on the objections received and satisfying the rules with the evidence of support, the grievances shall be redressed and to that effect the entitlement points to be corrected. Such redressals shall be informed to the concerned applicant.

**ON DUTY FACILITY:**

30) On duty will be given to the teachers / HMs, only on the day of his/her counseling as per schedule.

**RESULTANT VACANCIES:**

31) The resultant vacancies arising during counseling shall be displayed for counseling of teachers / HMs.

32) During the counseling, the candidates shall also be permitted to opt for the consequential vacancies.

**LISTS TO BE DISPLAYED DURING THE COUNSELING PROCESS:**

33) The final list of vacancies approved by the Committee pertaining to that category, management – wise / subject – wise / medium wise.

34) Seniority list of teachers with entitlement points of respective category, management – wise / subject – wise / medium wise.

**ORDER OF PRIORITY FOR CONDUCTING COUNSELING:**

a) General Transfers for existing Teachers / HMs as per preferential order as per rules.

b) Teachers promoted during 2005 and posted without vacancies (if any) based on their seniority list at that time.

c) Teachers appointed under DSC 2006.

d) Recently promoted Teachers / HMs (January / February 2009) based on their seniority list.

**CONDUCT OF COUNSELING:**

35) 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.

36) Counseling shall be conducted daily for 200 – 300 teachers / HMs i.e. four to six batches @ 50 per batch.

37) 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.

- 38) 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.
- 39) Only software / computers shall be used for display of lists in the counseling hall, list of vacancies, seniority list with entitlement points and resultant vacancies with the persons who exercised their option. Under any circumstances manual exercise is not allowed.
- 40) Option exercising is the only one activity to be done by the teachers [manually] in the presence of the Committee as per the schedule. The remaining activities shall be done using soft ware in counseling hall i.e. deleting the opted vacancy from the list of vacancies and adding the resultant vacancy etc.
- 41) If any problem arises in the computers, only after rectification of such problem, the process should be taken up. Hence, spare computer systems with all accessories shall be made available in the hall.
- 42) If any applicant teacher / HM is absent for counseling on the schedule day, his/her request for transfer shall not be considered in later period under any circumstances.
- 43) 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.
- 44) 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.
- 45) 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.

**TRANSFER ORDERS:**

- 46) The transfer orders shall be issued in one proceedings by enclosing all the transfers in the Annexure pertaining to that category / subject / Medium.
- 47) The teachers / HMs shall be relieved on the next day of the counseling.
- 48) In all the orders of the transfers the condition is to be included that the orders shall be subject to outcome of SLP of Hon'ble Supreme Court of India and other cases pending.

**ORDERS IN ABSENTIA:**

- 49) The teachers / HMs who are to be compulsorily transferred and who do not attend for counseling, shall be given posting orders in absentia to the left over vacancies, at the end of the counseling of that particular category of teachers, in the presence of Committee and in the counseling hall without fail.

**TEACHERS DISCHARGING DUTIES AS NCC OFFICERS.**

50) Regarding teachers who are discharging additional duties as NCC officers in the School G.O. Rt. No. 270 Edn (Ser.IV) Dept dt. 21-04-2001 shall be followed unless other wise the teacher himself is willing for a transfer to a School which is not having N.C.C. wing.

**Acceptance of certificates from referral Hospitals:**

51) A Medical Certificate issued by the Competent Authority of the referral Hospitals listed in S.O. Ms. No. 74 Dt. 15-03-2005 shall be accepted for claims under preferential category.

**When the entitlement points are equal**

52) The seniority in the cadre is to be taken into account when the entitlement points of different persons are found equal. This to be done manually.

53) **AGENCY AREA TO PLAIN AREA:** The teachers from Agency area will be permitted to opt to the vacancies in plain Area subject to condition that the relief of the said teacher will be only on reporting of the substitute teacher.

54) **MANAGEMENT – WISE TRANSFERS :** The transfers will be effected Management - wise only.

Sd/- Poonam Malakondaiah, I.A.S.  
Commissioner & Director of School Education

//T.C. ATTESTED//

For Commissioner & Director of School Education

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

S. No.	Item	Dates
1	Display of Final List of Category wise schools (I, II, III and IV) at O/o. D.E.O., R.J.D.S.E., CEO, ZP, & in web site.	27-06-2009 at 5.00 p.m.
2	Display of Final List of Vacancies Management wise, Category wise , subject wise, Medium wise at O/o. at O/o. D.E.O., R.J.D.S.E., CEO, ZP, & in web site	27-06-2009 at 5.00 p.m.

(A) FOR HEAD MASTERS

S. No.	Activity	Dates	No. of Days
1	Applying for transfer in online and submission of application form print outs to the concerned	29-06-2009 to 03-07-2009	5 days
2	Receiving application form print outs and verification of entitlement points by District Educational Officer.	29-06-2009 to 03-07-2009	5 days
3	Display of provisional Seniority lists with entitlement points at the O/o. District Educational Officer, Regional Joint Director of School Education, CEO, Z.P. & website.	04-07-2009 At 5.00 p.m.	1 day
4	Submission of objections with proof to the District Educational Officer.	05-07-2009 to 06-07-09 from 10.00 a.m. to 6.00 p.m.	2 days
5	Redressal of objections / grievances by District Educational Officer / Regional Joint Director of School Education.	05-07-2009 to 07-07-2009 from 10.00 a.m. to 6.00 p.m.	3 days.
6	Display of final Seniority List with entitlement points at the O/o D.E.O., R.J.D.S.E. CEO, ZP. & in web site.	09-07-2009 at 5.00 p.m.	1 day
7	<b><u>Transfer Counseling</u></b>	11-07-2009 to 14-07-2009	4 days
a	For existing Head Masters of ZP Management at District level	11-07-2009 from 10 a.m. to 5.00 p.m.	1 day
b	For existing Head Masters of Govt Management at Zonal level	12-07-2009 from 10 a.m. to 5.00 p.m.	1 day
c	For promotee Head Masters of ZP Management at District level	13-07-2009 from 10 a.m. to 5.00 p.m.	1 day
d	For Promotee Head Masters of Govt Management at Zonal level	14-07-2009 from 10 a.m. to 5.00 p.m.	1 day

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S. No.	Item	Dates
1	Display of Final List of Category wise schools (I, II, III and IV) at O/o. District Educational Officer & in web site.	27-06-2009 at 5.00 p.m.
2	Display of Final List of Vacancies Management wise, Category wise , subject wise, Medium wise at O/o. District Educational Officer & in web site	27-06-2009 at 5.00 p.m.

(B) FOR SCHOOL ASSISTANTS & LFL HEAD MASTERS

S. No.	Activity	Dates	No. of Days
1	Applying for transfer in online and submission of application form print outs to the concerned	29-06-2009 To 08-07-2009	10 days
2	Receiving application form print outs and verification of entitlement points by District Educational Officer.	29-06-2009 to 09-07-2009	11 days
3	Display of provisional Seniority lists with entitlement points at O/o. District Educational Officer and in website.	10-07-2009 at 5.00 p.m.	1 day
4	Submission of objections with proof to the District Educational Officer	11-07-2009 13-07-2009 from 10.00 a.m. to 6.00 p.m.	3 days
5	Redressal of objections / grievances by District Educational Officer	11-07-2009 to 15-07-2009 from 10.00 a.m. to 6.00 p.m.	5 days.
6	Display of final Seniority List with entitlement points at the O/o District Educational Officer, & in web site.	16-07-2009 at 5.00 p.m.	1 day
7	<b><u>Transfer Counselling</u></b>		
a	For existing & Promoted School Assistants of ZP Management at District level (Telugu, Urdu & English Medium)	17-07-2009 to 23-07-2009 from 10.00 a.m to 5.00 p.m. daily.	7 days
	Maths (existing)	17-07-2009	Fore noon
	Maths (Promoted)	17-07-2009	After noon
	English (existing)	18-07-2009	Fore noon
	English (Promoted)	18-07-2009	After noon
	Physical Science (Existing)	19-07-2009	Fore noon
	Physical Science (Promoted)	19-07-2009	After noon
	Biological Science (Existing)	20-07-2009	Fore noon
	Biological Science (Promoted)	20-07-2009	After noon
	Social Studies (existing)	21-07-2009	Fore noon
	Social Studies (Promoted)	21-07-2009	After noon
	Telugu (Existing)	22-07-2009	Fore noon
	Telugu (Promoted)	22-07-2009	After noon
	Hindi & PDs & other minor Languages (Existing)	23-07-2009	Fore noon
	Hindi & PDs & other minor Languages (Promoted)	23-07-2009	After noon
B	LFL Head Masters - all media (existing)	24-07-2009	Fore noon
	LFL Head Masters - all media (Promoted)	24-07-2009	After noon

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S. No.	Item	Dates
1	Display of Final List of Category wise schools (I, II, III and IV) at O/o. District Educational Officer & in web site.	27-06-2009 at 5.00 p.m.
2	Display of Final List of Vacancies Management wise, Category wise , subject wise, Medium wise at O/o. District Educational Officer & in web site	27-06-2009 at 5.00 p.m.

(C) FOR SECONDARY GRADE TEACHERS (SGTs) & EQUIVALENT CATEGORIES

S. No.	Activity	Dates	No. of Days
1	Applying for transfer in online and submission of application form print outs to the concerned	29-06-2009 to 10-07-2009	12 days
2	Receiving application form print outs and verification of entitlement points by District Educational Officer.	29-06-2009 to 11-07-09	13 days
3	Display of provisional Seniority lists with entitlement points at O/o. District Educational Officer and in website.	12-07-2009 at 5.00 p.m.	1 day
4	Submission of objections with proof to the District Educational Officer	13-07-2009 to 17-07-2009 from 10.00 a.m. to 6.00 p.m.	5 days
5	Redressal of objections / grievances by District Educational Officer	13-07-2009 to 20-07-2009 from 10.00 a.m. to 6.00 p.m.	8 days.
6	Display of final Seniority List with entitlement points at the O/o District Educational Officer, & in web site.	22-07-2009 at 5.00 p.m.	1 day
7	Transfer Counseling of SGTs - Telugu Medium / Urdu Medium & other Media	25-07-2009 to 29-07-2009 from 10.00 a.m. to 5.00 p.m. daily	5 days
8	Language Pandits / PETs / Art / Craft / Music etc.	30-07-2009 & 31-07-2009 from 10.00 a.m. to 5.00 p.m daily	2 days

Sd/- Poonam Malakondaiah, I.A.S.

Commissioner & Director of School Education

//T.C. ATTESTED//

For Commissioner & Director of School Education

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