

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

Rc. No. 3137/D2-1/2012

Dt. 16/06/2012

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

Read:- G.O. Ms. No.38 Edn (SE-SER.III) department dt. 16.06.2012

-:oOo:-

All the District Educational Officers and Regional Joint Directors of School Education are hereby informed that the Government have issued rules regarding transfer counseling of Gazetted. Head Masters Gr. II, School Assistants and SGTs and equivalent cadres in the G.O. read above.

Accordingly the Schedule along with Guidelines for the conduct of transfer counseling are hereby issued for compliance.

Therefore, all the District Educational Officers and Regional Joint Directors of School Education are hereby directed to take necessary 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.

Sd/ N.Sivasankar  
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 Principal Secretary to Government, Education (SE) Department  
Government of Andhra Pradesh, Hyderabad for information.

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for Commissioner and Director of School Education  
16/6



**GUIDELINES AND SCHEDULE FOR TRANSFER COUNSELLING OF  
GAZ. HEADMASTERS GR.II AND TEACHERS**

1. The Regional Joint Director of school Education, District Educational Officers and other officers of the department connected with the counseling should carefully go through the rules issued in G.O.Ms.No.38 Edn., Dt.16-06-2012 and they shall be responsible for any deviation or non-compliance with the provisions of the said rules. While they are thus expected personally to go through the rules and familiarize themselves with the rule provisions, the following important provisions are mentioned below for their attention and guidance.

- (A) The reference date for all purposes under the rules is 01-07-2012.
- (B) Compulsorily Transferable Categories – {See Rule 5 (1)}
- (i) Those who have completed 8 years of service in a particular school.
- (ii) Male H.M./Teacher below 50 years in Girls High Schools
- (iii) H.M. and Subject Teacher in Schools where pass percentage in the S.S.C. Public Examinations March, 2012 is less than 10%. They shall be transferred to schools in Category – IV habitations.
- (iv) The Classification/definition of Category – IV habitation is now changed. (See Rule 6 – Note – 1.) The D.E.O shall take necessary action to see that the new list of category – IV habitations is published by the District Collector (as per Note – 2 under Rule – 6) immediately,

However for the purpose of entitlement points under category-IV, in the present counselling see Note -3 under Rule – 6. " For the purpose of calculating entitlement points in respect of service in a Category-IV habitation prior to academic year 2012-13, Category-IV habitations shall be the habitations notified as Category-IV by the competent authority during the transfer counselling held in May /June 2011 as per the classification and definition in the rules issued in G.O. 65, Education (Sêrv.III) dt.19.05.2011"

- (C) Grade Point Average should be taken into account under Performance related entitlement points – See Rule 7 (2)
- (D) While notifying the vacancies of SGTs it shall be ensured that equal number of vacancies are left vacant in all the Mandals, medium wise. – {See rule 9 (3 and 4)}

**Example:**

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

After arriving at the number of vacancies to be blocked in each mandal as above, if the total vacancies in the mandal are more than the number to be blocked, blocking shall be done keeping in view the enrolment and position of working teachers in the schools concerned.



**The following vacancies shall not be blocked:**

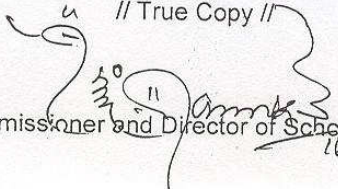
- I) Vacancies in the schools where no teacher /single teacher is working.
  - II) Vacancies in Category IV schools, not withstanding any other provision in this rule.
- (E) The competent authorities shall notify the vacancies with the approval of District Collector (District Cadres) or Commissioner and Director of School Education (Zonal Cadre), as the case may be. – See Rule 9 (5)
- (F) Headmaster Gr.II Gazetted / Teacher shall not be posted in the Schools located in the same Gram Panchayat, If they completed 8 years of service. – see rule 14 (3)
- (G) In all the orders of the transfer the condition is to be included that the orders shall be subject to outcome of SLP in Supreme Court of India and other pending cases. – see Rule 14(5)
- (H) The Member - Secretary who has issued orders in violation of these rules or instructions issued by Director of School Education from time to time in the matter shall be liable for disciplinary action as per rules – See rule 18 (2)
2. The detailed schedule for transfer counseling is herewith communicated.
  3. Application form shall be filled and submitted ONLINE by the applicant Teacher / Head Master Gr., II duly filling all the particulars / columns.
  4. After applying for transfer “online”
    - a) Teachers working in Primary and UP Schools shall submit a print-out duly signed to the respective Mandal Educational officer.
    - b) Teachers working in High schools shall submit a print-out duly signed to the respective Head Master of the High school.
    - c) Head Masters of High Schools shall submit a print-out duly signed to the/respective Deputy Educational officer.
  5. The Mandal Educational Officer / Headmaster / Deputy Educational Officer shall verify the particulars with original records and certificates and after satisfying about their correctness, the Mandal Educational Officer / Headmaster shall issue a reference number.
  6. The Mandal Educational Officer / Headmaster / Deputy Educational Officer shall maintain a register with the particulars of applicants and reference number allotted to each applicant teacher / Headmaster.
  7. Once a teacher / Headmaster enters an application form online, that is



8. After verification, if the Headmaster / Mandal Educational Officer/ Deputy Educational Officer finds any discrepancy in the information furnished by the Headmaster Gr.II / Teacher, such corrections shall be made in printout copy of application form and furnish to District Educational Officer/Regional Joint Director of School Education.
9. The list of vacancies notified by the competent authority under sub-rule (5) of Rule 9 of the rules shall not be modified. The Member Secretary shall be held responsible for any vacancy added / deleted after the list is displayed.
10. Conduct of counseling:
  - a) Only during the day time, counseling shall be conducted i.e. between 10.00 A.M. and 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 Headmasters / teachers 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) 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.
  - d) 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.
  - e) 30 Minutes gap shall be given between two successive counseling batches to enable the candidates to know about the latest vacancy position before entering the hall for counseling.
- 11) On account of transfers, no school shall remain without teachers. In such cases, the teachers shall be relieved only after joining of substitutes.
- 12) The provisions/conditions stipulated in the G.O.Ms.No. 38, Education, dated 16.06.2012 shall be strictly followed. Any deviation will be viewed seriously.

Sd/ N.Sivasankar  
Commissioner & Director of School Education

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for Commissioner and Director of School Education



**DEPARTMENT OF SCHOOL EDUCATION**  
**TRANSFER COUNSELLING OF Gaz. Headmasters Gr.II & TEACHERS - SCHEDULE**

S. No.	Activity	Dates	No. of Days
1	Display of List of Category wise schools (I, II, III and IV) at O/o. District Educational Officer & in web site.	20.06.2012	1 day
2	Display of List of Vacancies Management wise, Category wise, subject wise, Medium wise at O/o. District Educational Officer & in web site		

S. No.	Activity	Dates	No. of Days
1	Applying for transfer in online and submission of application form print outs to the concerned	21.06.2012 to 26.06.2012	6 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.	27.06.2012	1 day
4	Submission of objections with proof to the District Educational Officer	28.06.2012 & 29.06.2012	2 days
5	Redressal of objections / grievances by District Educational Officer	30.06.2012 to 02.07.2012	3 days
6	Display of final Seniority List with entitlement points at the O/o District Educational Officer, & in web site.		
7	<b>Transfer Counseling</b>	03.07.2012 to 08.07.2012	6 days
A	For Head Masters of ZP Management at District level		
B	For Head Masters of Govt., Management in Zonal level		
C	For School Assistants in all subjects of Govt., / ZP Management at District Level (Telugu, Urdu & English Medium) and for LFL Headmasters - all media		
D	For SGTs - Telugu Medium / Urdu Medium & other Media		
E	For Language Pandits / PETs / Art / Craft / Music etc.,		

Sd/ N.Sivasankar

Commissioner & Director of School Education

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for Commissioner and Director of School Education