

# Government of Andhra Pradesh

## Municipal Administration Department

### TEACHERS TRANSFERS – 2018

#### SERVICE CERTIFICATE OF THE APPLICANT

Certified That Sri/Smt. .... W/O/H/O .....  
..... Is working  
at.....school ..... ULB  
..... District. The details of the teacher are furnished here under.

Name of the Teacher : .....  
Designation : .....  
Employee ID No : .....  
Total service in the present cadre : .....  
Date from which working in the Present School : .....Present ULB: .....  
Pay Particulars :  
Basic Pay : Rs. ....  
Scale of Pay : Rs. ....

It is also certified that He / she did not avail spouse priority during the last 5/8 years for the purpose of Transfer counselling.

Place : (Signature of the Commissioner with seal)  
Date : ..... ULB  
..... District

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#### WILLINGNESS CERTIFICATE TO TAKE LAST RANK

(Out side the District and Different Municipal Managements with in the District)

I Sri/Smt. ....W/O/H/O.....

Working as ..... in ..... school  
..... ULB ..... district,

declared that I have no objection to take last rank in the relevant seniority list of my cadre in the district to which I am going to transfer.

Place :

(Signature of the Teacher)

Date :

..... School

..... ULB

..... District

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#### NO DUES AND NO ALLEGATION CERTIFICATE

Certified that Sri/Smt. .... Working as  
..... in .....  
school ..... ULB ..... district has no dues  
and no allegations at his/her working place during the period from ..... till to date.

Place : (Signature of the Commissioner with seal)

Date : ..... ULB

..... District

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#### CERTIFICATE OF SPOUSE AS GOVT EMPLOYEE

Certified That Sri/Smt - ..... W/O/H/O .....  
..... Is working in State/ Central Govt/ Public  
Sector/ Local body / Aided office ..... as  
..... On regular basis.

Name of the spouse : .....  
Designation : .....  
Employee ID No : .....  
Total service in the present cadre : .....  
Date from which working in the  
Present station : .....  
Pay Particulars : .....  
Basic Pay: Rs .....  
Scale of Pay: Rs .....

It is also certified that He / she did not avail spouse priority during the last 5/8 years for the purpose of Transfer counselling.

**STATION :**

**DATE :**

**HEAD OF OFFICE WITH DATE & OFFICE SEAL**

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#### Declaration for National/ State Best Teacher Awardees

Name of the Teacher Sri/Smt..... Designation .....

UDISE Code: ..... Name of the School Working .....

Name of the ULB ..... Name of the District .....

Category of the Award (National/State) ..... Date of receipt .....

I declare that I am applying for transfer with these performance points and not availed this performance points in the last 5 Years (in case of HM Gr-II) / 8 Years (in case of Teachers). If any information found incorrect by the authorities, I am / we are, liable for disciplinary action. (Xerox copy of the Award certificate issued by GoI/GoAP enclosed with the application)

Place :

Signature of the Teacher

Date :

..... School

Counter Signature of the Commissioner

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### TEACHERS TRANSFERS – 2018

#### Declaration on Children studying in Govt. Schools

Name of the Teacher Sri/Smt ..... Designation .....  
UDISE Code: ..... Name of the School Working .....  
Name of the ULB ..... Name of the District .....

I declare that my child Chi..... has studied in the following government school during the academic year 2016-17 / 2017-18.

Admission No. : .....  
Class. : ..... (2016-17)  
Class. : ..... (2017-18)  
School. : .....  
UDISE Code : .....  
ULB/Mandal : .....  
District. : .....

I here by declared that the above information is correct and if it is found incorrect in future by the authorities I am liable for disciplinary action.

Place : ..... Signature of the Teacher  
Date : ..... School

Signature of Head Master with seal

(Where the Child Studied)

Counter Signature of Authority

(MEO/DyEO/Commissioner)

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#### Certificate on Achievement of 100% Results in SSC 2018

Name of the Teacher Sri/Smt ..... Designation .....

UDISE Code: ..... Name of the School Working .....

Name of the ULB ..... Name of the District .....

School SSC Code : .....

Subject taught by the teacher .....

| Year    | No. of Students<br>Appeared | No. of Students Passed | Pass % |
|---------|-----------------------------|------------------------|--------|
| 2017-18 |                             |                        |        |

Certified that the above particulars are verified with the available records and found correct. If it is found incorrect in future by the authorities I am liable for disciplinary action.

Place : Signature of Head Master with seal

Date :

Counter Signature of the Commissioner

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### TEACHERS TRANSFERS – 2018

#### Declaration for Unmarried Female Teachers/Headmistress Gr-II

Name of the Teacher Smt. .... Designation .....  
UDISE Code: ..... Name of the School Working .....  
Name of the ULB ..... Name of the District .....

I declare that I am unmarried till to date. Further declare that I have not availed this preferential category in the last Five years (HM Gr-II)/8 years (Female Teachers) If any information is found incorrect by the authorities I am liable for disciplinary action.

Place : Signature of the Teacher  
Date : ..... School

Signature of Head Master with seal

Counter Signature of the Commissioner



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#### Consent Certificate for Mutual Transfer

Name of the Applicant Sri/Smt. .... Designation .....  
UDISE Code: ..... Name of the School Working .....  
Name of the ULB ..... Name of the District .....

I am here with furnishing my willingness/Consent to give mutual transfer to the following teacher who is working in the same cadre and dealing same subject/medium

#### **Details of the teacher opted to mutual transfer:**

Name of the Teacher Sri/Smt. .... Designation .....  
UDISE Code: ..... Name of the School Working .....  
Name of the ULB ..... Name of the District .....

Place :

Signature of the Teacher

Date :

..... School

Signature of Head Master with seal

Counter Signature of the Commissioner