

GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION DEPARTMENT

Office of the Director of  
Municipal Administration, A.P.,  
Guntur.

**CIRCULAR**

**Roc. No.11021/31/2018 (3396/2017/J3)**

**Dated.10/01/2019.**

Sub: M.A.Dept., – Municipal Teachers – Guidelines/Instructions for Municipal Teacher Transfers 2018 under Phase-II – Certain amendments issued – Instructions - Issued – Regarding.

- Ref: 1) G.O.Rt.No.507, MA&UD (D1) Dept., dt.16.05.2018  
2) Representations of certain Teacher Union's / Teachers.  
3) This office Lr.Roc.No.3396/2017/J3, dt.29.06.2018 addressed to Govt.  
4) This office Lr.Roc.No.3396/2017/J3, dated.06.07.2018 addressed to Govt.  
5) Govt. Memo.No.C-533183/D1/2018 dt.06.08.2018.  
6) Govt. Memo.No.C-533183/D1/2018 dt.19.09.2018.  
7) This office Lr.Roc.No.11021/31/2018 (3396/2017/J3), dt 27.09.2018  
8) G.O.Rt.No.1137, MA&UD (D1) Dept., dt.18.12.2018

---

The attention of all the Commissioners of (59) ULBs in the State and all the RDMA's in the State are invited to the references cited, and informed that, Government in the reference 1<sup>st</sup> cited have issued guidelines/ instructions for the Transfers and postings to various categories of Teachers working in the Municipal Management for effecting General Transfers – 2018 within the district (Phase-II).

2. In this connection, I informed that, in the reference 3<sup>rd</sup> cited, based on the representations of certain Teacher Unions/ Teachers certain amendments have been proposed to G.O.Rt.No.507 dt. 16.05.2018 and submitted to the Government to issue necessary orders in the matter.

3. In the reference 8<sup>th</sup> cited, Government have issued the following amendments to G.O.Rt.No.507, MA&UD (D1) Dept., dt.16.05.2018 and requested the DMA to take further necessary action in the matter accordingly and the entire process of transfers on request within the district as per service rules shall be completed within 15 days immediately.

Sl.No.	Existing guidelines as per G.O.Ms.No.507, Dated:16/05/2018	Amendment G.O.Rt.No.1137, dt.18.12.2018
1.	<b>Para No.2 (B) (1)</b> of the said G.O. reads as ; Those teachers who have completed 8 years of continuous service in a particular school and the Head Masters Gr.II who have completed 5 years of continuous service in a particular school, as on 30.04.2018 shall be compulsorily transferred	<b>Para No.2 (B) (1)</b> of the said G.O. is substituted as – Those teachers who are willing for transfer shall apply transfer within the Revenue District (i.e. Unit Municipalities & Corporations separately) as per Service Rules.
2.	<b>Para No.2 (B) (3)</b> of the said G.O. reads as; Grade-II Head-Masters/ Teachers who have completed a minimum period of <b>three</b> years of	<b>Para No.2 (B) (3)</b> of the said G.O. is substituted as – Grade-II Head-Masters/ Teachers who

	service in a particular school as on 30.04.2018 shall be eligible to apply for transfer.		have completed a minimum period of two years of service in a particular school as on 30.06.2018 shall be eligible to apply for transfer.
3.	<b>Para No.2 (B) (4)</b> of the said G.O. reads as; - The Teachers who have completed 8 years of service in the present school and working as NCC Officer should be posted in the vacancy in a school where there is NCC Unit. If there is no vacancy where there is no NCC Unit, so that NCC Teacher may open new NCC unit in that School.		<b>Para No.2 (B) (4)</b> of the said G.O. is substituted as – - The Teachers who are working as NCC Officer/ Bharat Scouts and Guides Officer should be posted in the vacancy in a school where there is same Unit.
4.	<b>Para No.2 (B) (6) (i)</b> of the said G.O. reads as; <b>Item</b> • For the service in the present school (as on 30.04.2018)  Note: for maximum 8 years of service @8 points in respect of teachers and HMs of High Schools, as the case may be	<b>Entitlement Points</b> One (1) point per every year of completed service.	<b>Para No.2 (B) (6) (i)</b> of the said G.O. is substituted as – <b>Item</b> For the Service rendered – 0.5 points for every year of completed service in the total service in all categories as on 30 <sup>th</sup> April of the year in which transfers are to be taken up. <b>Entitlement Points</b> Zero point Five(0.5) Point per every year of completed service.
5.	<b>Para No.2 (B) (6) (vi)</b> of the said G.O. reads as; <b>Item</b> Working as NCC Officer, if they have completed 8 years of service in the schools.	<b>Entitlement Points</b> Three (3) Points	<b>Para No.2 (B) (6) (i)</b> of the said G.O. is substituted as – <b>Item</b> Working as NCC Officer, if they have completed 8 years of service in the schools. <b>Entitlement Points</b> Zero Points
6.	<b>Para No.2 (B) (8) (c)</b> of the said G.O. reads as; - Legally separated women (certificate to be produced – Issued by Court)		<b>Para No.2 (B) (8) (c)</b> of the said G.O. is substituted as – - Legally separated women (certificate to be produced – Issued by Court/ Govt.Qazi as per Muslim Personal Law, as the case may be).
7.	<b>Para No.2 (B) (9) (ii) &amp; (iii)</b> of the said G.O. reads as; (ii) Consequential vacancies arising due to compulsory transfers (completion of 5/8 years).  (iii) Resultant vacancies arising during counseling in case of teachers, who have not completed compulsory period 5/8 years, shall be notified		<b>Para No.2 (B) (9) (ii) &amp;(iii)</b> of the said G.O. is substituted as – (ii) Consequential vacancies arising during counseling  (iii) Resultant vacancies arising during counseling.
8.	<b>Para No.2 (B) (11) (d)</b> of the said G.O. reads as; - If any Head-Master Gr.II of Teacher who is compulsorily transferrable on completion of 5/8 years of service, as the case may be, does not apply or having applied does not attend the counseling, in such case, he/she will be transferred, to the available		<b>Para No.2 (B) (11) (d)</b> of the said G.O. is deleted and serial order to be continued.

	left over vacancies in the Municipality or Corporation.	
9.	<b>Para No.2 (B) (13) (b)</b> of the said G.O. reads as; - In absentia orders to be issued to Head Masters/Teachers who have completed 5/8 years of service and who do not attend counseling.	<b>Para No.2 (B) (13) (b)</b> of the said G.O. is deleted and serial order to be continued.
10.	<b>Para No.5</b> of the said G.O. reads as;  - The Director of Municipal Administration, AP, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counseling very scrupulously within time limit as stipulated vide G.O. in the reference 2 <sup>nd</sup> read above.	<b>Para No.5</b> of the said G.O. is substituted as – The Director of Municipal Administration, AP, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counseling very scrupulously within time limit.

4. In view of the above, all the appointment authorities i.e. RDMA, Commissioner, GVMC and Commissioner, VMC are hereby directed to take further necessary action in the matter accordingly and complete the entire process of transfers on request within the District, as per service rules and as per the schedule given below;

Sl.No.	Activity	Duration
1	Submission of Applications to the MCs concerned/online.	3 days (17.01.2019 to 19.01.2019)
2	The concerned MC shall submit proposals as per para 11 (h) of G.O.507 to the RDMA concerned.	2 days (20.01.2019 to 21.01.2019)
3	Finalization of lists by the RDMA/VMC/GVMC	3 days (22.01.2019 to 24.01.2019)
4	Transfer counselling – District wise after finalization of vacancies by the RDMA/VMC/GVMC after completion of Phase-I Transfers.	4 days (25.01.2019 to 29.01.2019) 1 <sup>st</sup> day – HMs of HS, PS 2 <sup>nd</sup> day – School Assistants 3 <sup>rd</sup> day – Grade-II LPs and PETs 4 <sup>th</sup> day – SGTs and equivalent cadres
5	Issue of proceedings	2 days (30.01.2019 to 31.01.2019)

5. Therefore, the Undersigned has decided the following procedure to submit transfer applications through online in the CDMA Website @ [www.cdma.ap.gov.in](http://www.cdma.ap.gov.in):-

- i). Eligible Teachers can apply transfer request through online form 17.01.2019 to 19.01.2019

as per following Procedure:-

- ii). Teachers will fill all the relevant details in the application form available in [www.cdma.ap.gov.in](http://www.cdma.ap.gov.in) @ Teachers Transfers – 2018 Application Form (Phase-II).
  - iii). After entering the details and on submission, an unique register Number (URN) will be generated to the Teacher.
  - iv) All the Teachers will ensure the filled details carefully before generating the URN No. Since once URN No. generated, there will not be any possibility for editing.
  - v). Accordingly, the Teacher details will be saved in PDF format @ details Saved successfully (pop-up).
  - vi). The Teacher can Download the PDF document @ Download PDF button at Top of the page. PDF cannot be downloaded if the window is closed.
  - vii). After downloading the PDF application form, the Teacher shall submit the same with signature along with all supporting attested documents i.e. certificates of preferential categories – (a) to (g) issued by the District Medical Board except (b) and (c) and service certificate etc., to the Municipal Commissioner concerned.
  - viii) After receipt of online generated application form together with necessary certificates from the applicant, the concerned Commissioner has to submit the same to the RDMA concerned, VMC, GVMC concerned in full shape with vacancy position, Service Certificate, No Allegation Certificate, No Due Certificate, certificates of preferential categories, as the case may be from 20.01.2019 to 21.01.2019, without fail.
  - ix) Any technical queries in the online Application, please contact,  
(1) Ananth Naidu - 7288886296  
(2) Harish - 7901000790
6. Further, the RDMA / VMC / GVMC concerned will scrutinize the proposals received from the concerned Commissioners as per guidelines issued by the Government in the following manner;
- a) The MIS reports of uploaded applications from 17.01.2019 to 19.01.2019 shall be generated and displayed through Login Credentials (User – ID & password) to each Regional Director Offices (Visakhapatnam, Rajahmundry, Guntur and Ananthapur) and Commissioners of GVMC and VMC.
  - b) The uploaded Application Forms with its enclosures will be scrutinized as per guidelines and amendment issued by the Government.
  - c) Transfer shall be proposed against clear vacancy only and if more than one teacher applied for transfer to the same school, in such case follow the guidelines given at para no.8 – Preferential categories of the above G.O.
  - d) The Commissioners/ RDMA's are requested to verify the genuineness and the competency of the authority issued the certificates / documents submitted by the applicants.
  - e) No application shall be entertained unless the Teacher completed 2 years of stay in the present school as on 30.06.2018.

7. Therefore, all the Commissioners of (59) ULBs and RDMA / VMC / GVMC are hereby instructed to adhere the above instruction scrupulously and allow only online applications for effecting transfer as per the guidelines/instructions issued by the Government, without fail.

8. All the RDMA's in the State are hereby directed to communicate the list of existing vacancies of all category/cadre wise including DR vacancies notified to the DSC-2018 (except the vacancy which they have recommended for Government orders for transfer) in the prescribed format (communicated during 506 transfers) duly signed by the RDMA on each page and send the same to all the Commissioners of ULBs in the District well in advance, without fail. All the Commissioners of ULBs concerned including the Commissioners of GVMC and VMC (who are the appointing authorities in respect of Teachers of GVMC & VMC respectively) shall display the list of vacancies in the notice board on 17.01.2019, without fail and inform the same to all the Municipal Teachers in the ULB. The list of vacancies shall also be submitted to the O/o DMA, AP, Guntur immediately, without fail.

9. The RDMA/VMC/GVMC hereby directed to follow the above guidelines during the transfers counseling very scrupulously within time as per schedule, without fail. Further, they are responsible with regard to the process for effecting Municipal Teacher Transfers in the most transparent manner possible without giving any scope for complaints/ allegations. Any violation of these guidelines will be viewed seriously by the Government.

10. The requests of the teachers having any charges / ACB / Vigilance cases pending against him / her shall be not be considered for transfer. The authority shall indicate this fact clearly against the name of the employee if there is any request for transfer and no TA / DA will be paid to the employees as these transfers are effected at their request.

11. Any false information / certification given by the applicants proved in the later date, they shall be liable for disciplinary action as per APCS (CCA) Rules, 1991.

12. After counseling transfer proceedings shall be given to the Teachers with a condition that, they will be relieved on the last working day of the Academic year 2018-19, i.e., 23.04.2019.

Encl: As above.

DIRECTOR

To  
All the RDMA's in the State  
The Commissioners of GVMC and VMC.  
All the Commissioners of (57) ULBs in the State where Municipal Schools exists.  
Copy to all the DTO/STOs in the State.  
Copy submitted to the Principal Secretary to Government, MA&UD Dept.,  
AP Secretariat, Velagapudi, Guntur Dist. for favour of kind information.  
SF/SC.

Signature valid

Digitally signed by K.anna  
Babu  
Date: 2019.01.10 13:13:45 IST  
Reason: Approved

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

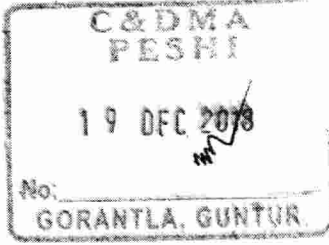
MA&UD Dept. – Municipal Schools – Transfers and posting of Teachers working in all the Urban Local Bodies in the state on request within the district – Certain amendments to G.O.Rt.No.507, Municipal Administration & Urban Development (D1) Dept., Dated 16/05/2018 – Orders – Issued.

**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (D1) DEPARTMENT**

**G.O.Rt.No.1137**

**Dated:18.12.2018**

**Read the following:-**



1. G.O.Rt.No.507, Municipal Administration & Urban Development (D1) Dept., Dated 16/05/2018.
2. From the Director of Municipal Administration, A.P., Guntur, Lr.Roc.No.11021/31/2018 (3396/2017/J3), Dated:29/06/2018 & 27.09.2018.
3. Govt. Memo.No.C-533183/D1/2018, Dated 06.08.2018 & 19/09/2018.

\*\*\*\*\*

**ORDER:-**

The Government have issued certain guidelines / instructions for transfers and postings to various categories of Teachers working in the Municipal Management Schools for effecting General Transfers-2018 within the District (Phase-II) vide reference 1<sup>st</sup> read above.

2. In the reference 2<sup>nd</sup> read above, the Director of Municipal Administration, A.P., Guntur has stated, among others, that certain Teacher Unions and certain Teachers have raised certain issues regarding Municipal Teachers Transfers 2018 and requested to sort out the issues and accordingly vide reference 2<sup>nd</sup> read above, the Director of Municipal Administration has proposed certain amendments to the G.O.Ms.No.507 MA&UD (D1) Dept., dt.16.05.2018 which is required for smooth conduct of Municipal Teachers General Transfers-2018, as instructed vide Govt. Memo. in the reference 3<sup>rd</sup> read above.

3. After careful examination of the matter, the Government hereby issues the following amendments to G.O.Rt.No.507, Municipal Administration & Urban Development (D1) Dept., Dated 16/05/2018, as proposed by the DMA, AP, Guntur:-

Sl.No.	Existing guidelines as per G.O.Ms.No.507, Dated 16/05/2018	Amendment
1.	<b>Para No.2 (B) (1)</b> of the said G.O. reads as;  Those teachers who have completed 8 years of continuous service in a particular school and the Head Masters Gr.II who have	<b>Para No.2 (B) (1)</b> of the said G.O. is substituted as -  Those teachers who are willing for transfer shall apply transfer within the Revenue District (i.e.Unit Municipalities & Corporations

**P.T.O**

	completed 5 years of continuous service in a particular school, as on 30.04.2018 shall be compulsorily transferred	separately) as per Service Rules.
2.	<b>Para No.2 (B) (3)</b> of the said G.O. reads as;  Grade-II Head-Masters / Teachers who have completed a minimum period of <b>three</b> years of service in a particular School as on 30.04.2018 shall be eligible to apply for transfer.	<b>Para No.2 (B) (3)</b> of the said G.O. is substituted as -  Grade-II Head-Masters / Teachers who have completed a minimum period of <b>two</b> years of service in a particular School as on <b>30.06.2018</b> shall be eligible to apply for transfer.
3.	<b>Para No.2 (B) (4)</b> of the said G.O reads as;  - The Teachers who have completed 8 years of service in the present school and working as NCC Officer should be posted in the vacancy in a school where there is NCC Unit. If there is no vacancy they may be posted in a school where there is no NCC Unit, so that NCC Teacher may open new NCC unit in that School.	<b>Para No.2 (B) (4)</b> of the said G.O is substituted as -  - The Teachers who are working as NCC Officer / <b>Bharat Scouts and Guides Officer</b> should be posted in the vacancy in a school where there is <b>same</b> Unit.
4.	<b>Para No.2 (B) (6) (i)</b> of the said G.O. reads as;  <b>Item</b>  • For the service in the present school (as on 30.04.2018)  Note : for maximum 8 years of service @ 8 points in respect of teachers and HMs of High	<b>Entitlement Points</b>  One (1) Point per every year of completed service.
	<b>Para No. 2 (B) (6) (i)</b> of the said G.O. is substituted as  <b>Item</b>  <b>For the Service rendered - 0.5 points for every year of completed service in the total service in all categories as on 30<sup>th</sup> April of the year in which transfers are to be taken up.</b>	<b>Entitlement Points Zero Five (0.5)</b>  Point per every year of completed service.

	Schools, as the case may be			
5.	<p><b>Para No.2 (B) (6) (vi)</b> of the said G.O. reads as;</p> <p align="center"><b>Item</b></p> <p>Working as NCC officer, if they have completed 8 years of service in the schools.</p>	<p align="center"><b>Entitlement Points</b></p> <p>Three (3) Points</p>	<p><b>Para No. 2 (B) (6) (i)</b> of the said G.O. is substituted as</p> <p align="center"><b>Item</b></p> <p>Working as NCC officer, if they have completed 8 years of service in the schools</p>	<p align="center"><b>Entitlement Points</b></p> <p><b>Zero Points</b></p>
6.	<p><b>Para No. 2 (B) (8) (c)</b> of the said G.O. reads as;</p> <p>- Legally separated women (certificate to be produced - Issued by Court)</p>		<p><b>Para No. 2 (B) (8) (c)</b> of the said G.O. is substituted as -</p> <p>- Legally separated women (certificate to be produced - Issued by Court/ <b>Govt.Qazi as per Muslim Personal Law, as the case may be).</b></p>	
7.	<p><b>Para No. 2 (B) (9) (ii) &amp; (iii)</b> of the said G.O. reads as;</p> <p>(ii) Consequential vacancies arising due to compulsory transfers (completion of 5/8 years).</p> <p>(iii) Resultant vacancies arising during counseling in case of teachers, who have not completed compulsory period 5/8 years, shall be notified.</p>		<p><b>Para No. 2 (B) (9) (ii) &amp; (iii)</b> of the said G.O. is substituted as -</p> <p>(ii) Consequential vacancies arising during counseling.</p> <p>(iii) Resultant vacancies arising during counseling.</p>	
8.	<p><b>Para No. 2 (B) (11) (d)</b> of the said G.O. reads as;</p> <p>- If any Head-Master Gr.II or Teacher who is compulsorily transferrable on completion of 5/8 years of service, as the case may be, does not apply or having applied does not attend the counseling, in such case, he/she will be transferred, to the available left over vacancies in</p>		<p><b>Para No. 2 (B) (11) (d)</b> of the said G.O. is deleted and serial order to be continued.</p>	



::4::

	the Municipality or Corporation.	
9.	<b>Para No. 2 (B) (13) (b)</b> of the said G.O. reads as;  -In absentia orders to be issued to HeadMasters/Teachers who have completed 5/8 years of service and who do not attend counseling.	<b>Para No. 2 (B) (13) (b)</b> Para No. 2 (B) (13) (b) of the said G.O. is deleted and serial order to be continued.
10.	<b>Para No.5</b> of the said G.O. reads as;  -The Director of Municipal Administration, AP, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counselling very scrupulously within time limit as stipulated vide G.O.in the reference 2 <sup>nd</sup> read above	<b>Para No.5</b> of the said G.O. is substituted as -  The Director of Municipal Administration, AP, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counselling very scrupulously within time limit.

4. The Director of Municipal Administration, AP, Guntur shall take further necessary action in the matter accordingly and the entire process of transfers on request within the district as per service rules shall be completed within 15 days immediately.

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

**R.KARIKAL VALAVEN  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

✓ The Director of Municipal Administration, Andhra Pradesh, Guntur.

All the Regional Director of Municipal Administrations concerned through the Director of Municipal Administration, A.P., Guntur.

All the Municipal Commissioners through the Director of Municipal Administration, A.P., Guntur.

The Director of Treasuries and Accounts, A.P, Ibrahimpatnam, Vijayawada.

The Director of State Audit, A.P., Vijayawada.

**Copy to:-**

O.S.D. to the Minister for MA&UD.

The P.S. to Principal Secretary (MA&UD) Department.

Sc/sf.

**//FORWARDED BY ORDER//**

  
**SECTION OFFICER**

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

PUBLIC SERVICES – MA&UD Dept. – Education – Transfers and Postings of Municipal Teachers working in all the Urban Local Bodies in the state – Guidelines / Instructions on Municipal Teachers' Transfers-2018 (Phase-II) – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.RT.No. 507

Dated: 16-05-2018

Read the following:-

1. From the Director of Municipal Administration, A.P., Guntur, Lr.Roc.No.3396/2017/J3, Dated:22/05/2017.
2. G.O.Ms.No.54, Finance (HR.I-Plg & Policy) Department, Dated 02/05/2018.
3. From the Director of Municipal Administration, A.P., Guntur, Lr.Roc.No.3396/2017/J3-2, Dated:08/05/2018.

\*\*\*\*\*

ORDER:-

In pursuance of the orders issued, lifting of ban on transfers vide reference 2<sup>nd</sup> read above, the Director of Municipal Administration, A.P., Guntur has submitted the proposal on transfer and posting guidelines / instructions vide letter in the reference 3<sup>rd</sup> read above based on the representation of various Teachers and Teacher Unions to effect the Municipal Teacher Transfers 2018 to the various categories of Teachers working in the Municipal Management under Spouse, Mutual, Inter Management/District and request general transfers.

2. After careful consideration of the matter, Government hereby issue the following guidelines / instructions for transfers and postings to various categories of Teachers working in the Municipal Management for effecting General Transfers - 2018 within the District (Phase II):-

**Phase-II** : **Municipal Teacher's General Transfers-2018.**

**A. Applicability** : Transfers shall be applicable to all categories of Teachers working in Municipalities / Corporations as per Service Rules, 2016 i.e. Gr.II Head Masters, School Assistants, Specialist Teachers, PSHMs, Secondary Grade Teachers and other equivalent categories working in all Municipal / Corporation Primary / Upper Primary/ High Schools in the State.

<b>Transfer Counselling:</b>	All the Transfers shall be processed by applications filled by Teachers and submitted the same along with prescribed Format to the RDMA's concerned through the Municipal Commissioners concerned.
<b>Competent authority for postings and Transfers</b>	RDMA's of concerned regions and Corporation/Standing Committee in respect of GVMC and VMC in the State, as the case may be.
<b>Unit of Transfers:</b>	Revenue District : - Municipalities / Corporations separately - In case of VMC & GVMC – unit is respective corporation.

**B. Criteria for Transfer :**

- 1) Those teachers who have completed 8 years of continuous service in a particular school and the Head Masters Gr-II who have completed 5 years of continuous service in a particular school, as on 30.04.2018 shall be compulsorily transferred.
  - Provided those who are going to retire within 2 years from 30.04.2018 shall not be shifted until and unless the incumbent requests for such transfer.
  - The Male Head-Master Grade-II/ Teacher aged below 50 years of age as on 30.04.2018 working in Girls High School shall be transferred.
- 2) If no women HMs/ Teachers are available to work in Girls High Schools, then male HMs/ Teachers who are over above 50 years of age (as on 30.04.2018) may be considered for posting to such Schools.
- 3) Grade-II Head-Masters/ Teachers who have completed a minimum period of three years of service in a particular School as on 30.04.2018 shall be eligible to apply for transfer.
- 4) The Teachers who have completed 8 years of service in the present School and working as NCC Officer should be posted in the vacancy in a school where there is NCC unit. If there is no vacancy they may be posted in a school where there is no NCC unit, so that NCC Teacher may open new NCC unit in that School.
- 5) Preference shall be given to Head-Master Grade-II who have studied Urdu/ Oriya/ Tamil Language as 1<sup>st</sup> Language in the respective minor medium Schools.
- 6) While considering the request transfers based on above conditions, preference shall be given to the employee based on the following entitlement points;

Sl.No.	Item	Entitlement Points
i)	For the service in the present school (as on 30.04.2018) Note: for maximum 8 years of service @ 8 points in respect of teachers and HMs of High Schools, as the case may be.	One (1) point per every year of completed service
ii)	Teachers who secured "Best Teacher Award" at National/ State Level issued by respective Governments.	Three (3) points.
iii)	If the children of Municipal Teacher are studying during the last 2 years in Mpl/ Govt./ZP/ Aided Schools - Self declaration and countersigned by MEO/ Dy.EO with Aadhar seeded info. of the child.	Two (2) points
iv)	The President and General Secretary of the Recognised Teacher's Unions at the State and District Levels.	Five (5) Points
v)	Un-married Head-Mistress Grade-II/ Unmarried female Teacher.	Four (4) Points

vi)	Working as NCC officer, if they have completed 8 years of service in the schools	Three (3) points
vii)	<u>Minus points:</u> If any disciplinary proceedings was initiated against the Teacher in the last 8 years period. 1. Major penalty – 5 points 2. Minor penalty – 3 points	Minus points – 5/3
viii)	Teacher whose spouse belongs to State Government or Central Government or Public Sector undertaking by Govt. or Local Body or Persons working in the Institutions against the Aided post category in AP and working in the same District / Outside District may opt for transfer.	Four (4) points
ix)	Performance in SSC-2018 Results (100% pass in concerned subject (applicable to all teachers who taught 10th Class subjects during 2017-18 AY)	Two (2) points

**7) In case of a Tie in Points secured:**

In case the entitlement points for two or more applicants are equal, the seniority shall be determined as below:

1. Applicants having disability (Ortho, Visual, Hearing) shall take priority, only on production of certificates.
2. Subject to the above, the seniority in the cadre shall be taken into account.
3. Priority to the candidate basing on the date of birth (older), besides (1) & (2) above.

**8) Preferential categories:**

The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.

- a) Disabled persons – Orthopedically handicapped/ Visually Challenged/ Hearing impaired not less than 70% as certified by a competent authority – District Medical Board.
- b) Widows (Proof of evidence required)
- c) Legally separated women (Certificate to be produced – Issued by Court)
- d) Head-Master/ Teacher and their dependents suffering with the following diseases and undergoing treatment (Proof of evidence from the listed Hospitals/ Certified by District Medical Board)
  - a. Cancer
  - b. Open Heart Surgery
  - c. Neuro Surgery
  - d. Bone TB
  - e. Kidney transplantation/ Dialysis

:4:

- e) Applicants with dependents – Mother, Father, Spouse, Children who are mentally retarded and are undergoing treatment (certificate issued by District Medical Board)
- f) Children suffering with holes in the Heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers (Certificate of evidence)
- g) Applicants with dependent children suffering from juvenile Diabetes (Certificate issued by District Medical Board)

**9) Notification of Vacancies:**

- a) The following vacancies shall be notified for the purpose of counselling:
  - i) All the existing clear vacancies except the leave / suspension vacancies.
  - ii) Consequential vacancies arising due to compulsory transfers (Completion of 5/8 years).
  - iii) Resultant vacancies arising during counselling in case of teachers who have not completed compulsory period 5/8 years, shall be notified.
- b) The appointing authority (RDMA/VMC/GVMC) shall notify the vacancies.

**10) Publication of Vacancies and Seniority List:**

The following lists shall be published in the official website of the Municipality/ Corporation; and also displayed in the office of the Commissioner/RDMA (Notice Board) and the copies can be provided to all Teacher Unions.

- a) The School-wise vacancy position of Head-Master Grade-II, School Assistants, Secondary Grade Teachers and Equivalent categories of the above posts for counselling.
- b) The list of names of the Head Master Grade-II and Teachers who applied for transfers with their entitlement points.
- c) After the last date for applying transfers as per schedule, the seniority shall be prepared – category wise, subject-wise medium wise and the seniority list with entitlement points shall be published.

**11) Application submission & Counselling :**

- a) The Head-Masters/Teachers shall apply for transfer in the prescribed proforma within time duly countersigned by the Head Master/Commissioner.
- b) The applicants seeking to apply under preferential categories shall also submit along with application, the latest certificate issued by the competent authority in that regard.
- c) After receipt of applications the RDMA/VMC/GVMC shall display the provisional seniority lists and call for objections if any. After redressing the

:5:

objections/ grievances, the authority shall display the final seniority along with the entitlement points in the notice board.

- d) If any Head-Master Gr.II or Teacher who is compulsorily transferable on completion of 5/8 years of service, as the case may be, does not apply or having applied does not attend the counseling, in such case, he/she will be transferred, to the available left over vacancies in the Municipality or Corporation.
- e) The RDMA's shall attend to the objections raised by teachers if any on the seniority list or entitlement points and cause verification and finalized the list.
- f) Transfers and postings of Head-Master and Teachers shall be done on the basis of entitlement points as specified above. After finalization of seniority lists and notification of vacancies options shall have to be exercised by the teachers during counseling process. Transfer orders shall be issued by the RDMA/VMC/GVMC after counseling.
- g) The Process of counseling is proposed to be conducted by the RDMA/VMC/GVMC at the District Head Quarters or a convenient place in the district. The District Head Quarter Commissioners shall make necessary arrangement for conduct of the counseling.
- h) All the Commissioners of ULBs in the State shall get ready with the following information;
  - i) **Prepare vacancy list category/cadre wise and submit to RDMA concerned.**
  - ii) **Prepare list of Transfer applications of Teachers/HMs and submit to RDMA concerned.**
  - iii) **Prepare lists as per entitlement points and submit to RDMA concerned.**
  - iv) **Prepare seniority lists of all categories of the Teachers and submit to RDMA concerned.**
  - v) **Prepare lists of Teachers with Preferential categories and submit to RDMA concerned.**

## **12) Committee for Conduct of Counseling for Transfers:**

For the purpose of conduct of Transfers counselling, the following committee has been proposed.

- 1) Regional Director of Municipal Administration concerned.
- 2) One Nodal Officer to be identified by RDMA
- 3) One Commissioner/Additional Commissioner in the District.
- 4) One senior most Head-Master of the High School in the District may be identified by the RDMA.

**13) Issue of Transfer orders:**

- a) Based on the options exercised by Head-Masters/Teachers, the RDMA's shall issue posting orders to all the Head-Masters/Teachers.
- b) In absentia orders to be issued to Head-Masters/Teachers who have completed 5/8 years of service and who do not attend counselling.
- c) Once posting orders issued after counselling, there shall not be any modification or review.
- d) The Transfer orders shall be in force with immediate effect.

**14) Other Issues:**

- a) Any appeal against the orders issued by the RDMA's concerned, to this effect, shall lie with the Director of Municipal Administration, A.P., Guntur. The appeals of teachers on the transfer counseling shall be disposed off within 15 days from the date of receipt of the appeal.
- b) Any Teacher who has submitted false information, certificates and the officers who have countersigned such false information shall be liable for disciplinary action as per APCS (CCA) Rules, 1991.
- c) The authorities who have issued orders in violation of the above instructions / guidelines shall also liable for disciplinary action as per CCA Rules, 1991.

**15) Time Schedule :**

Sl.No.	Activity	Duration
1	Submission of Applications to the MCs concerned/online.	3 days (after completion of Phase-I Transfers)
2	The concerned MC shall submit proposals as per above para 11 (h) to the RDMA concerned.	2 days
3	Finalization of lists by the RDMA/VMC/GVMC	5 days
4	Transfer counselling - District wise After finalization of vacancies by the RDMA/VMC/GVMC after completion of Phase-I Transfers.	3 days
5	Issue of proceedings.	2 days

3. The Head of the Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously by the Government.

**:7:**

4. The requests of the teachers having any charges / ACB / Vigilance cases pending against him / her shall be not be considered for transfer. The authority shall indicate this fact clearly against the name of the employee if there is any request for transfer and no TA / DA will be paid to the employees as these transfers are effected at their request.

5. The Director of Municipal Administration, A.P, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counselling very scrupulously within time limit as stipulated vide G.O. in the reference 2<sup>nd</sup> read above.

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

**R.KARIKAL VALAVEN  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

The Director of Municipal Administration, Andhra Pradesh, Guntur.

All the Regional Director of Municipal Administrations concerned through the Director of Municipal Administration, A.P., Guntur.

All the Municipal Commissioners through the Director of Municipal Administration, A.P., Guntur.

The Director of Treasuries and Accounts, A.P, Ibrahimpatnam, Vijayawada.

The Director of State Audit, A.P., Vijayawada.

**Copy to:-**

Finance (HR.I) Department, A.P. Secretariat.

O.S.D. to Minister for MA&UD.

P.S. to Principal Secretary to Government, MA&UD Department.

SF / SC.

**// FORWARDED BY ORDER //**

**SECTION OFFICER.**