

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

Memo.No.13029/11/2020-EST 3

Dated:24/10/2020.

Sub: SE Dept., - Estt III - - Norms for re-apportionment of teaching staff  
 - under various managements viz Government, Zilla Parishad and Mandal Praja Parishad Schools - Clarifications – Issued – Reg.  
 Ref: 1.G.O.Ms.No.53School Education (Ser.II) Dept., dt. 12.10.2020  
 - 2.This office Proc.Rc.No.13029/11/2020-EST3 dated 14.10.2020  
 3.Clarification sought by the D.E.Os.

&&&

All the Regional Joint Directors of School Education and all the District Educational Officers in the state are informed that the following clarification is issued on point 6 under Table –II B Annexed in the G.O. 1<sup>st</sup> cited.

Point No	Description	Clarification
6	Similarly, in case required School Assistants posts are not provided to High Schools as per table III-A due to non availability of surplus sanctioned posts, School assistants posts from UP schools may be shifted to High Schools. While shifting such posts, posts from lower enrollment i.e. (i) below 20 in the case of UP Schools having 6 <sup>th</sup> and 7 <sup>th</sup> classes (ii) below 30 in the case of UP schools having 6 <sup>th</sup> to 8 <sup>th</sup> classes schools may be considered in the first instance.	In case required School Assistants posts are not provided to High Schools as per table III-A due to non availability of surplus sanctioned posts, School assistants posts from UP schools may be shifted to High Schools from schools with lesser enrollment i.e. (i) below 20 in the case of UP Schools having 6 <sup>th</sup> and 7 <sup>th</sup> classes (ii) below 30 in the case of UP schools having 6 <sup>th</sup> to 8 <sup>th</sup> classes schools only.

**VADREVV CHINAVEERABHADRU  
DIRECTOR, SCHOOL EDUCATION**

**To**

All the Regional Joint Directors of School Education in the State  
All the District Educational Officers in the State.  
SC.

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

**Memo.No.13029/11/2020-EST 3****Dated:20/10/2020**

**Sub: SE Dept., - Estt III -** The Andhra Pradesh Teachers (Regulation of - Transfers) Guidelines, 2020 - Clarifications – Issued – Reg.

**Ref:-** 1. G.O.Ms.No.54 School Education (Ser.II) Dept., dt. 12.10.2020  
2. This office Proc.Rc.No.13029/11/2020-EST3 dated 14.10.2020

**&&&**

All the Regional Joint Directors of School Education and all the District Educational Officers in the state are informed that the following clarifications are issued in preferential categories mentioned in the G.O. 1<sup>st</sup> cited.

Point No	Description	Clarification
10 Note 1:	Where the preferential category is claimed on health grounds as per guideline 10 (d), (e), (f), (g), (h) and (i) latest medical reports of the hospital should be submitted to the Joint Collector (Development). However, candidates selected under PH quota and recorded in SR need not furnish any certificate afresh.	In Note 1: 10 (c) also includes and read as Where the preferential category is claimed on health grounds as per guideline 10 (c), (d), (e), (f), (g), (h) and (i) latest medical reports of the hospital should be submitted to the Joint Collector (Development). However, candidates selected under PH quota and recorded in SR need not furnish any certificate afresh
10(j)	Spouse of the Service/Ex-service person in Army /Navy/Air Force/BSF/CRPF/CISF	Spouse of the service person in Army/Navy/Air Force/BSF /CRPF/ CISF and Ex-servicemen in Army/Navy/Air Force/BSF/CRPF/CISF now working as teacher shall be considered in Preferential category at 10(J).

**VADREVVU CHINAVEERABHADRUDU  
DIRECTOR, SCHOOL EDUCATION**

**To**

All the Regional Joint Directors of School Education in the State.  
All the District Educational Officers in the State.

SC.

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

Memo.No. ESE02-13029/11/2020-EST 3-CSE dated:-22/10/2020

**Sub: SE Dept., - Estt III** – Re-apportion and The Andhra Pradesh Teachers (Regulation of - Transfers) Guidelines, 2020- Clarifications – Issued – Reg.

**Ref:-**

1. G.O.Ms.No.53 School Education (Ser.II) Dept., dt. 12.10.2020
2. G.O.Ms.No.54 School Education (Ser.II) Dept., dt. 12.10.2020
3. This office Proc.Rc.No.13029/11/2020-EST3 dated 14.10.2020
4. Lr.Rc.No.No.E-124718/B1/2020 dt. 20.10.2020 of the DEO, Srikakulam
- 5.Lr.RcNo.999/A5/B2/2020 dt. 20.10.2020 of the DEO, Vizianagaram
6. Lr.Rc.No.DE0/787/2020-SA(B5)DEOVSP dt. 21.10.2020

**&&&**

The attention of the District Educational Officers, Srikakulam, Vizianagaram and Visakhapatnam are invited to the references cited and they are informed that the following clarifications are issued :

S.No.	Name of the DEO	Clarification sought	DSE remarks
1	Srikakulam	There are 10 LP(T) vacant surplus posts of Government management, which were at DEO Pool are pending for shown in the cadre strength at schools, since there are no Government management UP schools in the district to re allocate.	There are no LP posts as per G.O.Ms.No.91 SE(Ser.II) Dept. Dt. 17.12.2018.
		The above vacant surplus LP(T) posts at DEO pool may be allotted to the High Schools, where there is need of SA(Tel) (may be upgraded latter on in those existing schools)	Adjust DEO pool teachers as per the instructions in G.O.Ms.No.53 SE Dept. Dt. 12.10.2020
		As per the instructions at point 7 of (B) Upper Primary Schools annexure to G.O.Ms.No.53 dt. 12.10.2020, if the Language Pandits in DEO pool due to upgradation be adjusted against vacant SGT post in needy UP Schools(upto VIII) in descending order of enrolment, the right of SGT candidates seeking transfer to that post is in question. Hence whether the same SGT post (preserved for LP) may be marked while in process of Transfers.	As per need, place LP in the SGT vacancy as per point 7 of Annexure in G.O.Ms.No.53 SE Dept. Dt. 12.10.2020

		(a) Regarding allotment of surplus LFL vacant post : whether, now identified surplus vacant LFL post may be allotted to other primary school where there is need of SGT posts in descending order of enrolment?  (b) As per the instructions at point 4 of (a) Primary Schools annexure to G.O.Ms.No.53 dt. 12.10.2020, if the LFL HMs working surplus in the school and covered under compulsory transfer, whether such LFL HM post may shifted to needy school	Yes, except where roll is above 150  Yes, except where roll is above 150
2	Vizinagaram	The candidates who are having  a. BA(history, Economic Msic) and Spl.Telugu as additional subject & B.Ed (Social& Telugu) b. Telugu Literature certificate issued by Dr.B.R.Ambedkar Open University and B.Ed(Social & Tel)  are eligible for promotion to the post of SA(Telugu)	Yes. (Degree is compulsory). Follow guidelines issued in G.O.Ms.No.56 dt. 16.10.2020 and as per instructions issued in Proc. Rc. No.2237/Estt.IV/2017 dated: 21.06.2019.
3	Visakhapatnam	Teachers who acquired Spl. Telugu in Graduation as an optional and additional subject are eligible for promotion to the post of SA (Telugu)	Yes. Follow guidelines issued in G.O.Ms.No.56 dt. 16.10.2020 and as per instructions issued in Proc. Rc. No.2237/Estt.IV/2017 dated: 21.06.2019

**VADREVV CHINAVEERABHADRUDU**  
**DIRECTOR, SCHOOL EDUCATION**

To  
The District Educational Officers, Srikakulam, Vizianagaram and Visakhapatnam

**TENTATIVE SCHEDULE FOR PROMOTIONS, RE-APPORTIONMENT & TRANSFER COUNSELLING OF TEACHERS & HEAD MASTERS**

<b>Sl.No.</b>	<b>Activity</b>	<b>Dates</b>	<b>No.of days</b>
1	Adhoc Promotion Counselling	19th - 20th Oct. 2020	2
2	Re-apportion exercise	21st -26th Oct,2020	6
3	Display of List of vacancies Management wise, Category wise, subject wise, Medium wise in website in respect of Primary, Upper Primary and High Schools	27th -28th, Oct, 2020	2
4	Applying for transfer by HM/Teacher online with self attested details *	29th Oct. to 2nd Nov. 2020	5
5	Verification of applications through online	3rd -4th Nov. 2020	2
6	Display of provisional Seniority lists based and entitlement points on website  PRTU	5th - 9th Nov. 2020	5
7	Submission of uploaded objection in the website and the proof if any to the District Educational Officer	10th - 12th Nov.2020	3
8	Redressal of objections/replies posted on website by District Educational Officer with the approval of Joint Collector (Development)	13th -15th Nov.2020	3
9	Display of final seniority list with performance points and entitlement points in website	16th -18th Nov.2020	3
10	Submission of online web option by the	19th -21st	3

	Headmaster/teacher	Nov.2020	
11	Displaying of final allotment places list	22nd - 27th Nov.2020	6
12	Reviewed final allocation if any technical issues arose	28th -29th Nov.2020	2
13	Display of transfer orders on the web and downloading	30th Nov.2020	1
<b>TOTAL</b>			<b>43</b>

- Any information given by the individual found false/wrong later in the details furnished by the individual, disciplinary action will be initiated against the individual besides filing a criminal case against such individual.

**VADREVVU CHINAVEERABHADRUDU**  
**DIRECTOR, SCHOOL EDUCATION**



**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH :: IBRAHIMPATNAM :: AMARAVATHI  
Present Sri V.Chinaveerabhadru, I.A.S**

**Rc.No.13029/11/2020 EST 3.**

**Dated.14/10/2020**

Sub:- School Education – Permission to take up the promotions upto the cadre of Headmasters and School assistants on Adhoc basis – Orders – Issued.

Read: 1. Procs.Rc.No.13021/7/2019-EST 3-CSE dated 23-03-2020 of this office.  
- 2. G.O.Ms.No.53 School Education (Ser.II) Department dated.12-10-2020.  
3. G.O.Ms.No.54 School Education (Ser.II) Department dated.12-10-2020.

**ORDER**

All the Regional Joint Directors of School Education and District Educational Officers in the State are informed that Government have accorded permission for re-apportionment of teaching staff and Teachers Transfers counselling vide references 2<sup>nd</sup> and 3<sup>rd</sup> cited. If promotions are taken up immediately after general transfers, some of the schools may effect due to promotion of SGTs working in the said schools, which may cause single teacher/zero teacher schools.

In this connection, it is decided to take up promotions in parent management up to the cadre of Headmasters and School Assistants on purely Adhoc before commencement of re-apportion of teaching staff and Teachers Transfers counselling.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are requested to conduct promotion counselling as per the promotion / re-apportion / transfer schedule with the following conditions. PRTU

- To take up promotions in parent management up to the cadre of Headmasters and School Assistants on purely adhoc basis under Rule 10(a)(i) of the of the AP State and Subordinate Service Rules, 1996 as per the interim orders of the APAT in OA No.2470/2018, dt.21.12.2018 and also subject to outcome of OA No.2670 and 2671 and 2470 of 2018 pending in the APAT.
- Promotions will be given to the eligible candidates on adhoc basis as per seniority without allotting places.
- The promoted candidates should opt the places in left over vacancies in the promoted post after General transfers through web counselling.
- The date of joining in the promoted post shall be taken into consideration for the seniority in the promoted post.

**VADREVU CHINAVEERABHADRU  
DIRECTOR, SCHOOL EDUCATION**

To

All the District Educational Officers in the State  
All the Regional Joint Director of School Education in the State.

Copy submitted to the Prl. Secretary to Government, School Education  
Department, AP, Amaravathi.

Copy to Additional PS to Hon'ble Minister for Education, AP, Amaravathi.

Copy to Peshi to DSE.

SC.

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH :: IBRAHIMPATNAM :: AMARAVATHI  
Present: Sri Vadrevu Chinaveerabhadru, I.A.S**

**Rc.No.13029/11/2020-EST 3**

**Dated:#ApprovedDate#.**

14-10-2020

14-10-2020

Sub:- School Education – Norms for reappportionment of teachers– The Andhra Pradesh Teachers (Regulation of Transfers) Guidelines as per Government orders-Schedule with instructions -Communicated– Regarding.

Read: 1. G.O.Ms.No.53 School Education (Ser.II) Department dated.12-10-2020.  
- 2. G.O.Ms.No.54 School Education (Ser.II) Department dated.12-10-2020.

&&&

PRTU

(Copies) Communicated.

The attention of all the Regional Joint Directors of School Education and the District Educational Officers in the state is invited to the references 1<sup>st</sup> and 2<sup>nd</sup> read above wherein Government have issued guidelines regarding reappportionment of teachers and transfers of the categories of Headmasters of Gr.II Gazetted, School Assistants and Secondary Grade Teachers and their equivalent categories in the A.P.School Education Subordinate Services working in the Govt. Schools and Z.P.P and M.P.P.Schools in the state.

The **Time Schedule** for completion of Transfers exercise is enclosed herewith. The transfer schedule should be followed scrupulously without any deviation.

The following important guidelines are issued regarding Re-appportionment of teachers and conduct of Transfers of Teacher through Web counseling in the State.

- 1 The re-apportionment of posts/Teachers of Government/Zilla Parishad and Mandal Parishad Schools shall be taken based on the Child info which was thoroughly scrutinized and was put to social audit for implementing **Ammavodi 2019-20** of the academic year 2019-20 with cut off date of **29<sup>th</sup> February, 2020.** If there is any significant increase in roll in the school, appraise the same to the District Level Committee(DLC) duly obtaining declaration from the concerned Head Master case by case. **Further for such cases childinfo of 2020-2021 as on 14.10.2020 shall be taken as reference. After approval of DLC / Joint Collector (Development), consider the roll for re-apportionment in the said schools.**
- 2 Those Teachers who have completed 8 Academic calendar years of service and those Head Masters Gr.II who have completed 5 years of service as on date of closure of schools in a particular school in the

Academic year(2019-20) shall be transferred compulsorily. For this purpose, the Teachers who joined before 18.11.2012 in the present school and in case of HMs Gr.II before 18.11.2015 are come under compulsory transfer.

- 3 Headmaster Gr.II/ Teachers who completed a minimum period of two years-service in a School as on 01<sup>st</sup> October of the year in which transfers are to be taken up shall be eligible to apply for request transfer.
  - 4 Those who are going to retire within 2 years from 1<sup>st</sup> October of the year in which transfers are to be taken up shall not be transferred until and unless the incumbent requests for such transfer.
  - 5 If zero enrolment in PS/UPS/High Schools shift the posts to needy schools.
  - 6 If there is any PS HM post in U.P.School, such post may be shifted to needy Primary School basing on enrolment in descending order.
  - 7 Male teachers who crossed 50 years of age as on 1<sup>st</sup> October of the year in which transfers are to be taken up may be considered for posting in Girls High Schools only when female teachers/ HMs.Gr.II are not available to post in Girls High Schools.
  - 8 The Headmasters Gr.II Gazetted and Teachers who have completed 5 academic years of service and 8 academic years of service respectively as NCC/Scout officer should be posted in a vacancy in a school where there is NCC /Scout unit. If no vacancy is available in other School having NCC/Scout Unit they shall be continued in the same school on their request.
  - 9 Visually challenged teachers are exempted from transfers. However, if such teachers desire to apply for transfer, they may apply for transfer counselling.
- PRTU
- 10 Transfers shall be effected within the present management in which the teacher is working.
  - 11 If the teacher/ Head Master Gr.II desires to go to his/ her parent management such teacher/ headmaster Gr.II may opt for transfer to only those vacancies available in their parent management.
  - 12 Transfer shall be affected from agency area to plain area and plain area to agency area (except Local Scheduled Tribe teachers working in agency area).
  - 13 Non Tribal Headmasters/teachers currently working in Schools in

agency area/s may also apply for transfers to plain areas. However they will be relieved only after their replacement by substitutes.

- 14 If the vacancy of teacher post could not be filled in Tribal areas, junior most surplus teacher/s in plain area shall be deputed temporarily after transfer counselling.
- 15 All the teachers in DEO's pool should be shown at the actual schools from where they are drawing and paid salaries.
- 16 In respect of Vocational Instructors/Art/Craft/Drawing/WI/MTI/Music etc. manual counselling should be taken up within the trades.
- 17 Manual counselling should be adopted to the left over LP Gr.II due to up-gradation.
- 18 PETs who are ineligible for promotion in upgraded posts shall be continued in the same place
- 19 With reference to G.O.Ms.No.54 guideline No.11, after arriving the total vacancies in the respective management in the District, the District Educational Officers shall ensure shall have to block the same number of vacancies proportionately in category I, II and III taking mandal as unit. Only balance number of vacancies should be opened for the Transfer Counselling
- 20 Criteria for identification of teachers being shifted on re-apportion is as follows:-
  - a. If there is a vacant post in the school found surplus, the same may be shifted.
  - b. When a post is found surplus and proposed for shifting to a teacher deficit place, those teachers who have completed 8 academic years of service at that particular school shall be shifted.
  - c. If any teacher who has not completed 8 academic years but happens to be a senior teacher in the cadre in the school and if he is willing to work at the new school he/she may be shifted duly obtaining declaration from the teacher.
  - d. In case of non availability of (a) & (b) junior most teachers as per the service rendered in the cadre shall be shifted.
- 21 The number of years of service completed in a particular school, in each cadre should be taken into consideration.
- 22 In the case of teachers worked in the Schools which are merged in other schools, the date of merging the school(new school) shall be taken as the station seniority.

23 In Table II (A), up to 100 enrolment any of the School Assistant (Maths/PS/BS) to be considered.

24 If the enrolment is less or equal to 50 in particular medium or if less than 50 in each medium in parallel medium High Schools then the total enrolment to be taken and pattern to be followed as per Table III A.

25 No teacher should be kept in DEO pool.

26 The I.T Cell of this office will facilitate the process of Teachers /Headmasters Gr.II transfers counselling through online process till allotment of places.

Encl: G.Os and Time Schedule.

**VADREVVU CHINAVEERABHADRUDU**  
**DIRECTOR, SCHOOL EDUCATION**

To

All the District Educational Officers in the State

All the Regional Joint Director of School Education in the State

Copy submitted to the Prl. Secretary to Government, School Education Department, AP, Amaravathi.

Copy submitted to Secretary to Hon'ble Chief Minister, AP, Amaravathi.

Copy to Additional PS to Hon'ble Minister for Education, AP, Amaravathi.

Copy to Peshi to DSE.

SC.