

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

**Memo.No.13029/11/2020-EST 3****Dated:12/11/2020.**

**Sub: SE Dept., - Estt III** – Re-apportionment 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.6077/A1/A3/B1/B2/2020 dt. 06.11.2020 of the DEO, Ananthapuramu.
  5. Lr.Rc.No.2247/A3/2020 dt. 11.11.2020 of the DEO, Prakasam.
  6. Lr.Rc.No.4455/A4/2020 dt. 11.11.2020 of the DEO, SPS Nellore.
  7. Lr.Rc.No.307169/B1/2020, Dt. 09.11.2020 of the DEO, Chittoor.
  8. Lr.Rc.No.5391/A1/2020, Dt.11.11.2020 of the DEO, Visakhapatnam.

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The attention of the District Educational Officers, Ananthapuramu, Prakasam, SPSR Nellore, Chittoor and Visakhapatnam are invited to the references cited and they are informed that the following clarifications are issued:

Name of the DEO	Description	Clarification
Ananthapuramu	In case of upgraded school, the service of the individual in both MPUPS, B.Yaleru(V), Atmakur and ZPHS B.Yaleru (OR the service only in ZPHS, B.Yaleru is consider	To consider cadre seniority as per point No.2 (ii)(vii) in G.O.Ms.No.54 dt. 12.10.2020
Prakasam	While enclosing the list of 13 schools where the enrolment is not updated as on 03.11.2020 and requested to clarify whether consider the enrolment after 03.11.2020 for re-apportionment or not	Time is extended for one more day i.e upto 03-11-2020 at 11:59 pm due to increase of server capacity for updation of Child Info. The data will be provided for re-apportionment by 7:00am on 04-11-

		2020 and revised schedule is communicated. As such, consider the enrolment as on 03.11.2020 for reapportionment without any deviation.
SPS Nellore	The service in the school point in respect of School Assistants those who are promoted from LPs/PETs and post in the same school to be considered whether from the date of joining in the present cadre (OR) from the initial joining in the school	To consider cadre seniority in the school as per point No.2 (ii) (vii) in G.O.Ms.No.54 dt. 12.10.2020.
Chittoor	Smt. A.V.M.Farhat Begum, School Assistant (Hindi), ZPHS, Madanapalli was deputed as special officer to K.G.B.V , Peddathippasamudram on FSTC and repatriated to parent department and posted at ZPHS, Madanapalli on 29.06.2011 and joined in ZPHS, Madanapalli on 02.07.2011. Further on the same day she was again deputed to K.G.B.V., PTM till substitute is posted. After one year 10 months i.e on 03.05.2013 she was relieved from KGBV P.T.M and Joined at her original place i.e., ZPHS Madanapalli as School Assistant(Hindi) on 4.05.2013. The salary was drawn and paid at ZPHS Madanapalli for deputation period. Now, she has completed Eight years of service at ZPHS Madanapalli including her deputation period of one year 10 months and shown as vacant or not	The individual has been deputed to KGBV other than FST Conditions and drawn salary from her original place. Hence, she may be comes under compulsory transfer.
Visakhapatnam	The posts of language pundits who are being continued and drawing salaries in post of SA(Telugu) at their own scale of	To take action as per Point No.7 of TABLE-II-B in G.O.Ms.No.53, SE, dated

	pay be shown as clear vacancies or not during the present transfer counselling.	12.10.2020.
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**Chinaveerabhadru Vadrevu Ias,  
DIRECTOR, SCHOOL EDUCATION**

**To**

All the District Educational Officer, Ananthapuramu, Prakasam, SPSR Nellore, Chittoor and Visakhapatnam.

Copy to all the District Educational Officers in the State.

Copy to all the Regional Joint Directors of School Education in the State.  
SC.

PRTU

**GOVERNMENT OF ANDHRA PRADESH**  
**SCHOOL EDUCATION DEPARTMENT**

**Memo.No.13029/11/2020-EST 3****Dt:03/11/2020.**

**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.5391/A1/2020 dt. 2.10.2020 of the DEO, Visakhapatnam  
5.Lr.Rc.No.1435-A4/2020 dated 26.10.2020 of the DEO, East Godavari.  
6.Lr.Rc.No.6077/B1/B2/A3/A5/020 dt. 27.10.2020 of the DEO, Anantapuramu.

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The attention of the District Educational Officers, Visakhapatnam, East Godavari and Anantapuram is invited to the references cited and they are informed that the following clarifications are issued :

District	Description	Clarification of DSE
Visakhapatnam  www.teacherinfo.in	As per Memo.No.13029/11/2020-EST3-CSE, dated 14.10.2020, under Rule 25, "No teacher should be kept under DEO Pool". Accordingly clarifications issued by the authorities to vide Memo.No.13029/11/2020-EST3-CSE, dated 14.10.2020 to apply certain DEO Pool teaches from the drawing and paid salaries. Clarification requested whether to consider the appeals of the DEO Pool teachers in respect of 12 Government School Assistants and to absorb the said teachers of DEO pool in the existing vacancies prior to conducting Transfer Counselling. www.teacherinfo.in	Allot the 12 DEO Pool Govt. School Assts after transfer counselling in the available vacancies.
	The date from the Medical Reports be considered for candidates applying under Preferential Categories in Transfer Applications	6 months before the date of issuance of the G.O.
East Godavari	As per reappportionment of teachers exercise more number of School Assistants identified as surplus	No Only Within the management may

	teachers in Govt. management. Whether they may be adjusted in deficit ZP High Schools or not	be adjusted. Work adjustment may be taken up after transfer counselling.
	More number of deficiencies in School Assistant cadre is identified in ZP High Schools and more number of SGT posts identified as surplus posts in primary schools. Whether surplus SGT posts adjust against SAs in High Schools or not	No. Surplus SGTs are shifted to needy UP schools in place of School Assistants working in UP Schools and School Assistant from UP Schools to High Schools as per G.O.Ms.No. 53 dt. 12.10.2020.
	In one primary school, out of two posts one post is effect under reapportionment. Two teachers are working, one teacher is blind another teacher having only below 2 years of services. Who will be effected under reapportionment.	As per G.O.Ms.No. 53 dt. 12.10.2020, each primary school having 2 SGT posts. Hence, the question does not arise.
	We have submitted remarks for certain teachers for Government Transfer orders duly specifying the vacancies. They did not received any orders from Govt. as on date. Whether the vacancies of such places displayed in the vacancy position of transfers.	Yes. If the Government order not received at the time of display of vacancies , those vacancies should be shown in transfer counselling.
Ananthapuramu	The teacher is working in Ananthapuramu district and his spouse has been working in Vijayawada (Krishna district) as State Govt. employee. Whether he is eligible for special points under spouse category	Yes
	If the teacher was transferred during the Teacher Transfer Counselling -2015 under spouse category and promoted as School assistant in up gradation posts during the year 2017 then the teacher is eligible for	Not eligible. As per 7(ii) of G.O.Ms.No.54 dt. 12.10.2020, benefit of spouse points shall be applicable

	spouse category points or not	to one of the spouses <b>once in 5/8 years only.</b>
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**Chinaveerabhadru Vadrevu Ias,  
DIRECTOR, SCHOOL EDUCATION**

To

The District Educational Officers, Visakhapatnam, East Godavari and Anantapuram Districts.

Copy to all District Educational Officers.

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

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

PRTU

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.

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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.

**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.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

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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

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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 Msc) 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

**VADREVVU 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**

Sl.No.	Activity	Dates	No.of days
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	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. <sup>PRTU</sup>

- 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 Pri. 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 reapportionment 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.

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(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 reapportionment 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-apportionment 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.

**VADREVV 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.

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

School Education - Norms for re-apportionment of teaching staff under various managements viz., Government, Zilla Parishad and Mandal Praja Parishad Schools – Orders - Issued.

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SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.MS.No. 53

Dated: 12-10-2020.

Read the following:-

1. Right to Education Act 2009 read with Rules issued in 2010.
2. G.O.Ms.No.55 Education (Ser.III) Department, dated:23.04.2011.
3. G.O.Ms.No.61 Education (SE-SER-III) Department, dated: 16.05.2011.
4. G.O.Ms.No.29 School Education (SER.II) Department, dt.22.05.2017.
5. G.O.Ms.No.33 School Education (SER.II) Department, dt.04.06.2017.
6. G.O.Ms.No.42 School Education (SER.II) Department, dt.30.06.2017.
7. From the CSE, A.P., Lrs.Rc.No.36/Estt.III/2019, Dt: 08.06.2020.

\*\*\*\*\*

ORDER:-

Government of India have enacted the Right of Children to Free and Compulsory Education Act 2009 and Government of Andhra Pradesh have issued Rules in 2010. As per Section 19 read with the Schedule of the Act, Government have set the norms of number of teachers to be positioned from Class I to Class VIII based on the student strength.

2. Government vide G.Os 2<sup>nd</sup> and 3<sup>rd</sup> read above have issued norms for rationalization of schools, posts and staff under various managements. During the year, 2016, a Committee was constituted to study and revision of rules issued in G.Os at 2<sup>nd</sup> and 3<sup>rd</sup> read above. Based on the report, Government have issued detailed guidelines vide reference 4<sup>th</sup> read above.

3. The D.S.E., A.P., has brought to the notice of Government that the norms issued for positioning of teachers vide G.O. 4<sup>th</sup> read above were found to be in violation of RTE norms. He further informed that in the State, the schools are functioning as Primary ( Class I to V ) , Upper Primary ( Class I to VII) and High schools ( Class VI to X) but not as Elementary ( I to VIII ) and Secondary Schools ( Class IX to XII). The Government have framed certain norms for Primary, Upper Primary and High Schools based on the recommendation made by the Committee and that there is inconsistency between the norms of RTE and the norms framed by Government vide GO 4<sup>th</sup> read above.

4. He further informed that during the year 2019-2020, the enrollment in the Government schools increased due to implementation of Ammavodi program and further because of the thrust given by the Government for improvement of the infrastructure facilities in the Government Schools by implementation of Nadu-Nedu Program, the enrollment is further going to increase in 2020-21.

5. Due to the norms framed vide G.O. 4<sup>th</sup> read above, a number of schools have become single teacher schools, which is against the norms set in by the Right to Education Act 2009. Further a number of schools were closed during the year 2017 on the ground of uneconomic strength. But the Right to Education Act has no where mentioned the minimum economic strength for a school. As per the norms of the RTE, every school that has a strength up to 60 children shall have two teachers.

6. The D.S.E., has therefore, requested the Government to issue orders for setting up of new norms for re-apportionment of teachers in super-session of the orders issued by the Govt. vide G.Os 4<sup>th</sup> to 6<sup>th</sup> read above and recommended two sets of norms to be followed for schools up to Upper Primary level and for High Schools respectively.

7. Government after examining the matter, above and in super-session of the earlier orders issued by the Government vide G.Os 4<sup>th</sup> to 6<sup>th</sup> read above, hereby issues the **guidelines for re-apportionment of teaching staff among various managements** viz., Government, Zilla Parishad and Mandal Praja Parishad Schools as appended to this order. **The re-apportionment of the Posts / Teachers of Government/ Zilla Parishad and Mandal Parishad Schools shall be taken up by the Director School Education duly fixing a suitable cut-off date.**

8. The District Educational Officer, at district level shall prepare two statements showing the Mandal wise, School wise, students strength and the number of teachers required as per the norms appended to this order.

9. After preparation of the statements he shall place before the District Level Committee chaired by the District Collector consisting of the members as mentioned below:

1. Collector & District Magistrate	-	<b>Chairman</b>
2. Joint Collector (V,WS&D)	-	<b>Vice Chairman</b>
3. Chief Executive Officer, Zilla Parishad	-	<b>Member</b>
4. APC Samagra Siksha	-	<b>Member</b>
5. Project Officer, ITDA (scheduled areas)	-	<b>Member (for</b>
6. District Educational Officer	-	<b>Convenor</b>

10. The Committee shall undertake the exercise of the re-apportionment of teachers. The Committee is competent to re-apportion the teacher posts / teachers in the Schools under Government / Zilla Parishad / Mandal Parishad as per the norms and guidelines issued as part of this Order.

11. The criteria for identification of re-apportionment of teachers shall be as follows:

- a. **When a post is found surplus and proposed for shifting to a teacher deficit place, those teachers who have completed 8 years of service at that particular school shall be shifted;**
- b. **If any teacher who has not completed 8 years but happens to be a senior teacher in the school and if he/she is willing to work at the new school he/she may be shifted;**
- c. **In case of non availability of (a) & (b) junior most teacher as per the service rendered in the cadre shall be shifted.**

12. The Director of School Education, A.P., shall issue further instructions with time frame to implement the above orders and shall complete the entire exercise of re-apportionment, within the time frame allowed. The Director of School Education, A.P., is the competent authority to issue such orders of clarifications / modifications, if any required, in this regard, in order to achieve proper implementation of the above orders.

13. The Municipal Administration/Tribal Welfare Department may also issue necessary guidelines in this regard.

14. This order issues with the concurrence of Finance Department vide their U.O.No:HROPDPP(TRPO)/2/2020 (C.No.1068673), dated 15.07.2020.

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

**B Rajsekhar I A S  
Principal Secretary To Government**

**To**

The Director, Printing, Stationery and Stores Purchases, AP, Hyderabad for publication in the AP extra-ordinary Gazette, and for supply of 1500 copies)

The Director of School Education, A.P., Vijayawada.

All the District Collectors in the State.

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State

All the Chief Executive Officers in the State

All the Project Officers of Sarva Siksha Abhiyan in the State

The Pay and Accounts Officer, A.P., Ibrahimpatnam, Vijayawada.

The Director, State Council of Educational Research and Training, Ibrahimpatnam.

The State Project Director, Sarva Siksha Abhiyan, Andhra Pradesh, Ibrahimpatnam.

Copy to:-

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

The Accountant -General, AP & Telangana.

The Finance [HR-I] Department, A.P.Secretariat, Velagapudi.

The P.S to Prl.Secretary to Hon'ble Chief Minister

The O.S.D to to Hon'ble Minister for School Education.

The PS to Law

The PS to Prl Secretary to Govt, School Education.

SF / SCs.

//FORWARDED :: BY ORDER//

SECTION OFFICER

**ANNEXURE TO G.O.MS.NO.53, SCHOOL EDUCATION DEPT, DATED:-12-10-2020**

**(A) PRIMARY SCHOOLS - TABLE – I**  
**Primary School (I to V Classes) – Staff Pattern**

Enrolment range (I to V Classes)	Head Master	No. of SGTs	Total
151 - 200	1	5	6
121 - 150	1	5	5
91 - 120	1	4	4
61 - 90	1	3	3
Up to 60	1	2	2

1. Apportionment of Teachers to Primary Schools shall be on the basis of RTE norms indicated in Table-1.
2. After **200 student enrolment**, for **every 40 additional students**, one additional SGT will be provided.
3. On completion of the entire Re-apportionment exercise, if any working SGTs are found surplus (rendered without work due to above norms given) in the district, such teacher shall be allotted to needy schools on work adjustment as per norms given above. In previous reapportionment, if any posts kept under DEO Pool, the same should be included in the cadre strength as per the reapportionment guidelines.
4. The LFL HM posts shall be provided to the Primary Schools having student enrolment of 151 and above. Where LFL. H.Ms are working in the schools having 150 and below the strength and not covered under compulsory transfer, such LFL HM post may be adjusted against the justified SGT post in that school. Such LFL H.M. may be considered on par with SGT in that school.
5. After arriving reapportionment as per the guidelines, if any sanctioned vacant posts are available, they may be treated as unfilled vacancies in the cadre strength of the school. The unfilled vacancies shall be allotted on the basis of enrolment in descending order.

**(B) UPPER PRIMARY SCHOOLS**

**TABLE – II-A**  
**Upper Primary Schools - Staff pattern**  
**(For classes VI & VII)**

Sl.No.	Range	SA	SA	SA	SA	LP/SA	LP/SA	Total Posts
	VI to VII Classes	M/PS	BS	Eng	SS	I Lang	II Lang	
1	386-420	5	1	2	2	2	2	14
2	351-385	4	1	2	2	2	2	13
3	316-350	4	1	2	2	2	1	12
4	281-315	4	1	1	2	2	1	11
5	246-280	4	1	1	1	2	1	10
6	211-245	4	1	1	1	1	1	9



7	176-210	3	1	1	1	1	1	8
8	141-175	2	1	1	1	1	1	7
9	101-140	1	1	1	1	1	1	6
10	Up to 100	1	0	0	1	1	1	4

**TABLE II-B**  
**Upper Primary Schools - Staff pattern**  
(For class VI to VIII)

Sl.No.	Range VI to VIII classes	SA M/PS	SA BS	SA Eng	SA SS	LP/SA I Lang	LP/SA II Lang	Total Posts
1	386-420	5	2	2	2	2	2	15
2	351-385	4	2	2	2	2	2	14
3	316-350	4	2	2	2	2	1	13
4	281-315	4	1	2	2	2	1	12
5	246-280	4	1	1	1	2	1	10
6	211-245	4	1	1	1	1	1	9
7	176-210	3	1	1	1	1	1	8
8	141-175	2	1	1	1	1	1	7
9	Up to 140	1	1	1	1	1	1	6

1. Minimum staff to be provided for Upper Primary sections up to 100 enrolment in classes VI – VII shall be 4 subject teachers.
2. Minimum staff to be provided for Upper Primary sections up to 140 enrolment in classes VI – VIII shall be 6 subject teachers.
3. In Upper Primary Schools with enrolment slabs crossing over and above 386-420 student enrolment, one additional school assistant post for every 35 additional enrolment of Students may provided in the order of SA(Maths), SA(English), SA(First Language), SA(SS), SA(BS) and SA(PS).
4. Recommended Staff Pattern for Upper Primary Schools shall be on the basis of norms indicated in Table II-A & B.
5. In case required SA posts are not provided to U.P. Schools as per Table II A & B due to non availability of surplus sanctioned posts, **surplus SGT post may be allotted** to ensure comprehensive instructions in the school. Against those deployed SGT posts, SGTs having academic and training qualification in Science, Mathematics and English shall be preferred.
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 enrolment i.e. (i) below 20 in the case of UP schools having 6th and 7th classes(ii) below 30 in the case of UP schools having 6<sup>th</sup> to 8th classes schools may be considered in the first instance.**



**Note:- C/D/M : Craft, Drawing, Music Teacher:-**

1. The staffing pattern for High School shall be as indicated in Table III-A above, including Success Schools.
2. Minimum staff to be provided to High Schools up to 200 enrolment will be 9 subject teachers.
3. A High School with enrolment slab crossing over and above 1201 student enrolment 1 additional School Assistant post for every 40 additional enrolment of Students may be provided in the order of SA( Maths), SA(English), SA(First Language), SA(SS), SA(BS), SA(PS) and SA (Hindi).
4. If the enrolment in English Medium in Success Schools is >50 to 200, 4 Teachers (i.e. 1 S.A. (Maths), 1 S.A (P.S), 1 S.A (B.S) and 1 S.A. (SS)) shall be provided, in addition to the staffing pattern defined in Table IIIA.
5. If the enrolment in English Medium is >=201 the staff will be additionally provided as a separate Unit as per the Table – IIIA, except Head Master Post, School Assistant (PE) / Physical Education Teacher Post and School Assistant Languages.
6. Total enrolment should be taken as criteria in the case of SA Languages if more than one medium in the School.

**TABLE III-B**

**Minor medium, enrolment of a Parallel Medium HS - Staff pattern**  
(Urdu/Hindi/Kannada/Marathi/Oriya/Tamil etc.)

SI.No.	Range VI to X Minor Medium	SA M	SA PS	SA BS	SA SS	Total Posts
1	361-400	2	2	2	2	8
2	321-360	2	1	2	2	7
3	281-320	2	1	1	2	6
4	241-280	2	1	1	1	5
5	Up to 240	1	1	1	1	4

1. There shall be minimum of one School Assistant for 1<sup>st</sup> Language in Minor Medium.
2. The recommended staff pattern for additional provision of subject teachers in Minor Medium/Parallel Medium High Schools is as per Table III-B in addition to Table III-A.
3. For major medium enrolment for calculation of requirement of Teacher posts Table III-A and for Minor Medium enrolment Schools Table III-B are to be followed in the Minor medium / Parallel Medium High Schools.

**B RAJSEKHAR I A S**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**GOVERNMENT OF ANDHRA  
PRADESH ABSTRACT**

School Education - The Andhra Pradesh Teachers (Regulation of Transfers) Guidelines, 2020 - Issued.

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SCHOOL EDN (SERVICES.II) DEPARTMENT

G.O.MS.No. 54

Dated: 12-10-2020.

Read the following:-

1. A.P. Education Act 1982 (Act 1 of 1982).
2. From CSE letter Lrs.Rc.No.36/Estt.III/2019, Dt: 08.06.2020.
- 3.Go.Ms.No.53, School Education (Ser.II) Department, Dt:12.10.2020.

@@@

**ORDER :-**

Government is committed to provide free and compulsory Elementary Education to every child in the age group of 6 to 14 years in the vicinity of his / her neighbourhood under the Right to Education (RTE) Act, 2009. During the year 2019 - 2020, the enrollment of students in Government managed schools has increased many fold. There is a need to re-apportion the staff among schools and posts in Primary, Upper Primary and High Schools as there are some schools with higher enrollment of students vis-à-vis the sanctioned teaching posts and on the other hand there are some schools with less enrollment of students but with more than justified number of teacher posts. Government desires to ensure appropriate school / class level pupil-teacher ratio. Hence, Govt. have issued orders for re-apportionment of teachers based on the students strength vide 3<sup>rd</sup> read above. Government further felt that there is a need to regulate the staffing pattern by way of transfer of teachers in the above schools.

2 Government have decided to frame guidelines relating to the transfers in exercise of the powers conferred by Section 78 and 99 of A.P. Education Act 1982 (Act 1 of 1982) and under Article 309 of the Constitution of India, in super-session of all the earlier guidelines on the transfer of teachers in order to facilitate and to regulate the transfers of Headmasters Grade-II and teachers working in Government / Z.P.P / M.P.P Schools in A.P School Education Service and A.P School Education Subordinate Services.

3 Accordingly the D.S.E., has furnished the proposals to permit him to take up the transfers of teachers for the academic year, 2020 - 2021 and furnished the draft guidelines vide Lr.2nd read above.

4 The D.S.E., shall take action to call for the applications for transfer of teachers through Online system and conduct Web counseling duly obtaining the options. Accordingly the DSE shall announce the time schedule which will layout all the details including time frame for submission of applications, verification of points

and related documents, exercising of options, counseling, redressal of grievances, issue of orders, relief and joining of Head Masters / Teachers at their respective places. The Headmasters / Teachers shall submit their applications through Online system at the I.P address allotted for this purpose. For the purpose of transfers of teachers, assessment of teacher posts required in any school will be based on the UDISE / Child Info with cut off date as fixed by the Director of School Education.

5. The D.S.E., A.P., shall be the competent authority to sort out the difficulties / issue of clarifications if any required, in this regard, for proper implementation of the above orders. Government is the competent authority to modify / amend the above guidelines, if required. The Department of School Education in Government shall be the competent authority to effect the transfer of the teachers, if required, on administrative grounds, irrespective of the above guidelines / framework and time schedule, during an academic calendar year. The work adjustment orders to shuffle the teachers shall be carried out by the Director of School Education, during an academic calendar year to ensure proper and optimum utilization of services of the Head Masters / Teachers working in the schools, wherever their services are required for the purpose of achieving the better academic performance of the schools.

6. After careful consideration of the matter, the Government hereby makes the following Guidelines, regulating the transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and S.G.T.s and their equivalent categories in the A.P. School Education Service and A.P. School Education Subordinate Service working in the Government Schools and Z.P.P. and MPP Schools in the State.

7. The Director of School Education shall also take up transfers in DIETs.

8. The Municipal Administration / Tribal Welfare Department may also issue necessary guidelines in this regard.

9. The State Project Director, Samagra Shiksha, A.P., shall take necessary steps in effecting transfers in Samagra Shiksha.

10. This order issues with the concurrence of Finance (HR-I) Department vide their U.O. No:HRDPDP(TRPO)/2/2020 (C.No.1068673), dated 15.07.2020.

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

**B Rajsekhar I A S**  
**Principal Secretary to Government**

**To**

The Director, Printing, Stationery and Stores Purchases, A.P., Vijayawada, for publication in the A.P extra-ordinary Gazzettee, and for supply of 1500 copies)

The Director of School Education, AP, Amaravathi.

All Regional Joint Directors of School Education.

All the District Collectors.

All the District Educational Officers.

**Copy to:-**

The General Administration (Ser) Department / Finance Department / MA & UD Department / PR & RD Department / Social Welfare Department, Velagapudi, Amaravati.

The Commissioner, Panchayat Raj / Commissioner & Director, Municipal Administration / Commissioner, Social Welfare / Tribal Welfare, A.P., Amaravati .

The Director of Treasuries and Accounts, A.P., Anjaneya Towers, Ibrahimpatnam.

All Sections in School Education Department.

All Recognized Teachers Associations in the State, through the Director of School Education, A.P., Amaravati.

The Addl Chief Secretary to Hon'ble Chief Minister.

The PS to Law Dept.

The OSD to Minister for Education

The PS to Principal Secretary (SE).

SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

**Guidelines for transfer of teachers working in Government, Zilla Parishad and Mandal Parishad Schools during academic year 2020-21**

- 1 (i) These guidelines shall be applicable to Headmaster Gr.-II Gazetted in Andhra Pradesh School Education Service and School Assistants / Secondary Grade Teachers and other equivalent categories in Andhra Pradesh School Education Subordinate Service, herein after referred to as Teacher in these Guidelines.
- (ii) These guidelines shall come into force with immediate effect.

**2. Criteria for Transfers**

- (i) The following categories of Headmaster Gr.II Gazetted / Teachers in the Government / ZPP /MPP shall be transferred.
- (a) Those Teachers who have completed 8 Academic years of service and those Headmasters Gr-II who have completed 5 Academic years of service as on date of closures of schools in a particular school in the Academic year 2019-20 shall be transferred compulsorily (more than half the Academic year would be considered as a complete full year for this purpose and less than half would not be considered i.e. who joined before 18.11.2012 in the case of teachers and 18.11.2015 in the case of Headmasters Gr-II)).
- (b) Provided those who are going to retire within two (2) years from 01<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.
- (ii) (a) The male Headmaster Gr.II/ Teacher aged below 50 years as on 01<sup>st</sup>October of the year (in which transfers are to be taken up) and working in Girls High School.
- (b) If no women Headmasters Gr.II / Teachers are available to work in Girls High Schools, then the male Teachers who crossed 50 years of age as on 01<sup>st</sup> October of the year in which transfers are to be taken up, may be considered for posting to such schools.

- (iii) 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.
- (iv) Criteria for identification of teachers being shifted on re-apportion is as follows:
- a. 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.
  - b. If any teacher who has not completed 8 academic years but happens to be a senior teacher in the school and if he is willing to work at the new school he/she may be shifted.
  - c. In case of non availability of (a) & (b) junior most teachers as per the service rendered in the cadre shall be shifted.
- (v) The Headmasters Gr.II Gazetted and Teachers who have completed 5 academic years of service and 8 academic years of service respectively as NCC/Scouts officer should be posted in a vacancy in a school where there is NCC/Scouts unit. If no vacancy is available in other School having NCC/Scouts Unit they shall be continued in the same school on their request.
- (vi) Preference shall be given to Head Master Gr-II, who have studied the language concerned (Urdu / Tamil / Kannada / Oriya) Language as 1<sup>st</sup> Language as main subject to the respective Medium Schools.
- (vii) The number of academic years of service completed in a particular school, in a particular cadre should be taken into consideration.
- (viii) Visually challenged teachers are exempted from transfers. However, if such teachers desire to apply for transfer, they may apply for transfer counselling.
- (ix)
1. Transfers shall be effected from within the present management in which the teacher is working.
  2. 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. In such instances, their seniority shall be taken into account in the parent management.
  3. 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).
  4. 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.



5. 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.

### 3. Schedule for Transfers

The Director of School Education shall draw the transfer schedule and communicate the same to the competent authorities for effecting transfers from time to time.

The Director of School Education shall also facilitate the process through appropriate **Information Technology (IT) solution.**

### 4. Transfers Counselling

All the transfers shall be processed only by applications filed and options exercised through an online process. Transfer orders will be issued by the Committees constituted for this purpose in each district / zone.

### 5. Competent Authority for Postings & Transfers

The appointing authority concerned shall issue transfer and posting orders based on the final outcome of the web options exercised by the Teachers.

### 6 Entitlement Points – Common Points

Entitlement points shall be awarded to the Headmaster Gr.II / Teachers service rendered in the POINTS present school, category as on **01<sup>st</sup> October of the year** in which transfers are to be taken up in the following manner:

(i) (a)	For every year of service in category IV areas	5
(b)	For every year of service in Category III areas	3
(c)	For every year of service in Category II areas	2
(d)	For every year of service in Category I areas	1

**Note** For maximum **8 years of service @ 5 Points** per year total comes to **40**

- (ii) The Habitations / Towns shall be classified under following categories, viz,
- |               |   |
|---------------|---|
| Category – I  | All Habitations/Towns where 20% and above HRA is admissible |
| Category – II | All Habitations/Towns where 14.5% HRA is admissible         |
| Category –III | All Habitations / Towns where 12% HRA is admissible         |

Category-IV

All Habitations where 12% HRA is admissible, and which do not have connectivity through an **all-weather road as per the norms of Panchayat Raj (Engineering) Department**

In case of Villages / Towns which were in **one category earlier and later changed to the other category (as per HRA / Road condition) in such cases the entitlement points may be calculated proportionately.**

- (iii) a) The District level committee shall follow the list of habitations declared as category IV for effecting transfers in the previous years till now for the purpose of calculating the points.
- b) However, the committee shall declare the list of category IV habitations afresh now for the purpose of calculating points for future transfers. The decision of the committee shall be final.
- (iv) **For the service rendered: 0.5 points for every year of completed service in the total service in all categories as on 01<sup>st</sup> October of the year in which transfers are to be taken up. (Maximum-15 points)**

**Total Entitlement Points should not be exceed 55**

<b>7. Special Points (Extra Points):</b>	<b>POINTS</b>
<b>(i) Un-married female Teacher/Head Master</b>	<b>5</b>
<b>(ii) Teacher whose spouse belongs to State Government or Central Government or Public Sector undertaking or Local Body, AP Residential Educational Institutions Societies, Aided Institution or A.P. Model Schools and working in the same district/zonal cadre and adjacent district. Headmasters/Teachers may opt for transfer to a place within the District or to Adjacent Mandal / Division to the neighbouring District towards the nearer place of working of his/her spouse. The benefit of spouse points shall be applicable to one of the spouses once in 5/8 years only. An entry to this effect shall be recorded in the SR of the Headmaster/teacher concerned under proper attestation.</b>	<b>5</b>

If both the spouses are under compulsory transfer / reapportion, he / she may be permitted to opt any place in the district. **If one of the spouses is under compulsory transfer / reapportion, the spouse who is in the first spell counselling may be allowed to opt any**

place in the district, if his / her spouse is under compulsory transfer / re-apportion.

If the spouse is working in the neighbouring district / adjacent district, the teacher availing spouse points should opt to nearest place in the district to the working place of her / his spouse in the adjacent district.

A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category

- |           |   |    |
|-----------|---|----|
| (iii) (a) | Physically handicapped i.e. those with not less than 40% to 55% Visually challenged /orthopedically handicapped/hearing impaired. | 5  |
| (b)       | Physically handicapped i.e. those with not less than 56% to 69% Visually challenged /orthopedically handicapped/hearing impaired. | 10 |
| (iv)      | The President and General Secretary of the recognised Teachers Unions at the State and District Levels                            | 5  |

**Total Special points 25**

#### **8. Re-apportion Points**

The Gr.II Headmasters / teachers who are affected by re-apportion are eligible for extra points over and above already secured points. The Headmasters/ teachers who have completed 5 academic years of service and 8 academic years of service respectively as on date of closure of schools are not eligible for Re-apportion points.

5

**Total Points 85**

Note: If option is not given, he / she will be allotted to Category IV / III leftover vacancies only.

#### **9. In case of a Tie in Points Secured.**

In case the entitlement points of two or more applicants are equal,

- (a) The seniority in the cadre shall be taken into account.
- (b) Priority to the candidate basing on the date of birth (Senior) besides guideline (a) above.
- (c) Women.

## 10. Preferential Categories.

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

- (a) i. Physically handicapped i.e., those with not less than 70% / Visually challenged /orthopedically- handicapped /Hearing Impaired.
- (b) Widows/ Legally separated female
- (c) Teacher who is suffering with the following diseases, in which he/she is undergoing treatment:
  - i. Cancer
  - ii. Open Heart Surgery/ correction of ASD/Organ Transplantation
  - iii. Neuro Surgery
  - iv. Bone TB
  - v. Kidney Transplantation /Dialysis
  - vi. Spinal–Surgery
- (d) Applicants with dependents i.e., Mother, Father, children, Spouse who are mentally retarded and are undergoing treatment.
- (e) Children suffering with holes in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers.
- (f) Applicants with dependent children suffering from Juvenile Diabetes..
- (g) Applicants with dependent children suffering from Thalassemia Disease.
- (h) Applicants with dependent children suffering from Hemophilia Disease
- (i) Applicants with dependent children suffering from Muscular Dystrophy.
- (j) Spouse of the Service/Ex-service Person in Army / Navy /Air, Force/BSF/CRPF/CISF.

**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.

**Note 2 :** The Headmaster Grade-II Gazetted should avail either the preferential category (Guideline 10) or the special points {Guideline 7 (i to iv)} once in 5 years and an entry is to be made in his/her SR.

The Teachers should avail either the preferential category (Guideline 10) or the special points {Guideline 7 (i to iv)} once in 8 years and an entry be made in SR.

**Note 3 :** The H.Ms Grade-II Gazetted / teachers who have availed the preferential category or spouse category in the earlier transfer counselling and now shifted under Re-apportion without completion of 5 academic years of service/ 8 academic calendar years of service respectively shall be given the respective benefits / entitlement points along with the Re-apportion points.

## 11. Notification of vacancies:

- (i) The following vacancies shall be notified for the purpose of counselling:
  - (a) All clear vacancies.
  - (b) All the vacancies arising due to compulsory transfers as per guideline 2.

- (c) Resultant vacancies arising during counselling.
- (d) Vacancies existing due to authorised / unauthorized absence of teachers for more than 1 year.
- (e) Leave period vacancies likely to arise due to Maternity leave, medical leave should not to be notified. They can be filled up by work adjustment, if the period is beyond 4 weeks.
- (f) The committee shall arrive the number of vacancies i.e. the difference between sanctioned and working in each cadre.

Then the committee shall have to block the same number of vacancies proportionately in category I, II and III taking mandal as unit.

Example: In a district, sanctioned SGT posts: 5,000 and working: 4500, then to be blocked vacancies are  $5000-4500=500$ . If 40 mandals in the district, proportionately block that 500 vacancies in category-I, II and III.

- (ii) The Headmaster/Teacher vacancies shall be computed based on the UDISE data with cut-off date as on 01.10.2020 and by taking into consideration the teacher pupil ratio and as per the re-apportion norms as notified by Government from time to time. This shall be reconfirmed by the competent authorities after field level verification with the approval of District Collector (District Cadres) or Director of School Education (Zonal Cadre), as the case may be.
- (iii) Vacancies of School Assistant (PS) and School Assistant (Maths) in U.P. Schools shall be specified.

## 12 Publication of vacancies and seniority list:

- (i) The following lists shall be published on the website specified for the purpose and also displayed at the O/o Regional Joint Director of School Education and District Educational Officer concerned.
  - (a) The lists of category wise schools (category I, II, III and IV),
  - (b) The School wise vacancy position of Headmaster Gr.II Gazetted/School Assistant/Secondary Grade Teacher and equivalent categories for counselling.
  - (c) Subject to the procedure prescribed in clause (2) below, the list of names of the Headmaster Gr.II Gazetted / Teacher who applied for transfer with entitlement points.
  - (ii) After the last date for applying for transfers as per schedule, the seniority list shall be prepared, using software for generating the entitlement points management wise, category wise, subject wise, medium wise and the seniority list with entitlement points shall be published in the website specified for the purpose and also on the notice board of District Educational Officer/Regional Joint Director of School Education.

## 13. Online Application and Process for Web Assisted Counselling.

- (i) The Headmasters/teachers shall apply for transfer in the prescribed online services for web based for allotment at <https://cse.ap.gov.in>

(ii) Only online applications received through the website shall be considered for transfer and processed further.

(iii) After completion of the online submission, the applicants shall thereafter obtain the printout of the application from the specified website and submit the same duly signed to their respective authorities, viz., Mandal Educational Officer/Headmaster High School/Deputy Educational Officer, as the case may be.

Note - Submission of Hard copies is only for verification purpose and shall not be processed for transfer.

(iv) The Headmaster Gr.II Gazetted / Teacher who is eligible as per the criteria prescribed in guideline 2 may apply online through website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.

(v) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with application the latest certificate from the competent authority in this regard.

(vi) After receipt of applications, the authorities concerned shall display the provisional seniority lists and call for objections if any. After redressing the objections / grievances, the authority shall display the final seniority along with the entitlement points in the website / notice board.

(vii) Once the Headmaster / teacher submits an application through online it shall be final. No teacher is allowed to apply twice on online.

(viii)

1. The Head Master Gr.II Gazetted / Teacher who is compulsorily transferrable under guideline 2 should select all options.

2. If any Headmaster Gr.II Gazetted / Teacher who is compulsorily transferable under guideline 2 does not apply online and exercise his/her options shall be transferred to the available left over needy vacancies in category III & IV schools, apart from taking disciplinary action deemed fit.

(ix) Any HM / Teacher who is under compulsory transfer and does not apply / submit his / her transfer application serious view will be taken against the Teacher / H.M. and M.E.O. and appropriate disciplinary action initiated.

#### 14. Receipt and disposal of objections / Grievances:

(i) Objections if any in respect of the seniority list and entitlement points published as per guideline 6 may be filed online by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.

(ii) The District Educational Officer / Regional Joint Director of School Education, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the District Educational Officer/ Regional Joint Director of School Education shall cause the necessary corrections in the seniority list and publish the same on the website.

**15. Counselling.**

- (i) Transfers and postings of Headmasters/Teachers shall be done on the basis of entitlement points as specified in these guidelines.
- (ii) After finalization of seniority lists and notification of vacancies, Options shall have to be exercised by the teachers through web counselling.
- (iii) Transfer orders shall be issued by the respective Committees on the basis of the final lists drawn online duly following the above procedure.

**16. Committee for Transfers and Counselling.**

The following competent authorities are constituted for the purpose of issue of transfer orders and counselling if required.

**(i) For Transfer of Head Master Gr. II Gazetted in Government High Schools**

- (a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.
- (b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary.
- (c) The District Educational Officer concerned as a Member.

**Note:**

- (i) The senior most officers shall be the Chairman of the Committee.
- (ii) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the Government High Schools in the respective Zone. Counselling shall be done by this committee with the support of web counselling system.
- (iii) The Regional Joint Director of School Education concerned shall be the competent authority to issue posting and transfer orders of the Headmasters Gr.II Gazetted working in Government High Schools, after the approval by the above Committee.

**(ii) For Transfer of Head Master Gr. II Gazetted in Zilla Parishad High Schools:**

- (a) Chairman, Zilla Parishad /Special Officer– Chairman.
- (b) Collector or nominee (Not below the rank of Special Deputy Collector) – Member.
- (c) RJDSE or his nominee -- Member Secretary.
- (d) Chief Executive Officer- Z.P. – Member.

**Note:**

- (i) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the ZP High Schools in the District
- (ii) The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer orders of the Headmasters Gr.II Gazetted working in ZP High Schools, after the approval by the Committee. Counselling shall be done by this committee with the support of web counselling system.

**(iii) For Transfer of Teachers in Government High Schools.**

- (a) Collector / Joint Collector(Development)-- Chairman.
- (b) Chief Executive Officer Z. P. --- Member.
- (c) District Educational Officer – Member Secretary.

**(iv) For Transfer of Teachers in Zilla Parishad / MPP Schools.**

- (a) Chairman, ZP /Special Officer – Chairman.
- (b) Collector / Joint Collector(Development) -- Member.

- (c) Chief Executive Officer Z. P. - - Member.
- (d) District Educational Officer – Member Secretary.

**Note:** The District Educational Officer concerned shall be competent authority to issue transfer orders to all the teachers working in the Government Schools and ZPP / MPP Schools after the approval by the Committee.

**17. Issue of Transfer Orders:**

- (i) The competent authorities concerned shall issue posting orders to all the HMs / Teachers of one category in one proceedings only, duly enclosing the names of the teachers transferred and places of postings on transfer in one annexure. No individual transfer orders shall be issued.
- (ii) The teacher / HM who are to be compulsorily transferred and who do not apply for counselling, shall be given posting orders in absentia to the left over needy vacancies at Category III & IV at the end of the web counselling of that particular category of teachers.
- (iii) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be considered, either by the committee or by the competent authority.
- (iv) 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.
- (v) The transfers effected shall be displayed on website and also at the office of Regional Joint Director of School Education, District Educational Officer and ZP after completion of counselling.

**18. Date of Relief and Joining:**

- | The Headmaster Gr.II Gazetted / Teacher who are on transfer **shall be relieved within 7 days from the present place of working on receipt of the transfer orders and he / she shall join in the new school where they are posted on the next day of issue / receipt of orders.** Provided the Teachers (including subject teachers) who are transferred under Transfer Counselling shall be relieved subject to the condition that there shall be 50% of regular teachers (fraction shall be treated as One) working in the school and also only the senior most Teachers (including subject teachers) shall be relieved.

Examples:

- a. **If only one Teacher (including subject teachers) is working in the School and got transfer he / she shall not be relieved without substitute.**
- b. **If two Teachers (including subject teachers) are working in the School and got transfer, the junior in the school shall not be relieved without substitute.**
- c. **If three Teachers (including subject teachers) are working in the School and got transfer, the two juniors in the school shall not be relieved without substitute.**
- d. **If four Teachers (including subject teachers) are working in the school and got transfer, the two juniors in the school shall not be relieved without substitute.**
- e. **Likewise, if eleven Teachers (including subject teachers) are working in the school and got transfer, the six juniors in the school shall not be relieved without substitute.**
- f. **Work Adjustment shall be completed within 15 days after completion of**



**Transfers exercise.**

A Headmaster Gr.II Gazetted / Teacher who does not so join cannot claim compulsory wait, under any circumstances, for any reason.

**19. Appeal.**

- (i) An appeal against the orders of the District Educational Officer shall lie with the Regional Joint Director of School Education concerned, and an appeal against the orders of the Regional Joint Director of School Education shall lie with the Commissioner of School Education such appeal should be submitted within 10 days.
- (ii) All such appeals shall be disposed off by the Appellate authorities concerned within 15 days from the date of receipt of the appeal.
- (iii) The teachers who have any grievance on the transfer counselling should avail all levels of appeal provisions before going for other legal remedies.

**20. Revision.**

- (i) The Director of School Education may either suo-moto or on an application received from any person aggrieved by the orders of the Transfer Committee may call for and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised, modified, annulled or reversed or remitted for reconsideration, he may pass order accordingly or remand the case with any direction so as to rectify any violation of guidelines or discrepancy. Such orders shall be implemented by the authority concerned.
- (ii) The Director of School Education may stay the implementation of any such proceedings, pending exercise of its powers under Guideline 20 (i) above.
- (iii) Revision exercise and issue of orders shall be completed within 4 weeks from the date of issue of the transfer orders. No extension shall be permissible.

**21. Service / Disciplinary Action for furnishing false Information & violation of Guidelines.**

- (i) (a) Any HM / Teacher, who has submitted false information and certificates shall be liable for disciplinary action in addition to prosecution, as per guidelines, apart from cancellation of transfer benefit and shall be re-posted to Category-IV & III area / left over vacancy.  
(b) The HM/MEO/DyIOS/DyEO/Principal of APMS who have countersigned such false information shall be liable for disciplinary action in addition to prosecution as per guidelines.
- (ii) The Member-Secretary who issued orders in violation of these guidelines or instructions issued by Commissioner of School Education from time to time in the matter shall be liable for disciplinary action as per guidelines.
- (iii) The transfer orders, once issued and the appeals are once disposed off and revision orders issued, shall be final, and the HM/Teachers shall join the place of posting without any further delay. For any unauthorized absence “no work-no pay’ provision shall apply besides disciplinary action, as per guidelines.

**B Rajsekhar I A S**  
**Principal Secretary to Government**