

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

Rc.No. 1485/D3-1/2013

Date:04-05-2013

Sub:- School Education – Transfers / Rationalisation – Headmasters
Gr.II (Gazetted) and Teachers – Transfer counseling of
Headmasters Gr.II (gazetted) and Teachers - Guidelines -
Communicated - Reg.

Read:- 1. G.O.Ms.No. 33 Edn., dated 02-05-2013.
2. C & DSE Procs. Rc.No. 1485/D3-1/2013, dt. 02-05-2013.
3. G.O.Ms.No. 34 Edn SE (Ser.III) Dept., dated. 03 -05-2013.
4. C & DSE Procs. Rc.No. 1485/D3-1/2013, dt. 03-05-2013.

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In continuation of this office proceedings 2nd and 4th read above, the
guidelines for rationalization / transfer counseling of Headmasters Gr.II
(gazetted) and Teachers are communicated to all the District Educational
Officers and Regional Joint Directors of School Education and they are
instructed to take necessary action accordingly.

This has the approval of Commissioner & Director of School
Education, A.P., Hyderabad.

Encl : Guidelines.

Sd/- P.V. SRIHARI,
for Commissioner & Director of School Education

To

All the District Educational Officers in the State.

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

Copy to all District Collectors in the State.

Copy to all Chief Executive Officers of Zilla Parishad in the State.

//T.C. ATTESTED//

for Commissioner & Director of School Education

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

1. The Regional Joint Director of School Education, District Educational Officers and other officers of the department connected with the counseling should carefully go through the rules issued in (a) G.O.Ms.No. 33 Edn(SE-Ser.III) Dept, dt. 02.05.2013 (b) G.O.Ms.No. 34 Edn(SE-Ser.III) Dept, dt. 03.05.2013 (c) G.O.Ms.No.55 Edn., dt. 23-04-2011 and (d) G.O.Ms.No. 60 Edn., dated 16-05-2011 they shall be responsible for any deviation or non-compliance with the provisions of the said rules.
2. The District Educational Officers / Regional Joint Directors of School Education are thus expected personally to go through the rules and familiarize themselves with the rule provisions.
3. The following important provisions are mentioned below for their guidance.
 - (A) The reference date for all purposes under the rules is 01.07.2013.
 - (i) Compulsorily Transferable Categories – (See Rule 5 (1))
 - (ii) Those who have completed 8 years of service in particular school.
 - (iii) Male H.M. / Concerned teacher below 50 years working in Girls High Schools.
 - (iv) H.M. and subject Teacher in Schools where pass percentage in the S.S.C. Public Examinations March, 2013 is less than 10 %. They shall be transferred to schools in Category – IV habitations. Since results are not yet declared this is not applicable.
 - (v) The teachers shifted under Rationalization i.e Primary Schools and Upper Primary Schools and SGTs in High Schools (provided if required number of teacher posts are sanctioned in High School) shall also participate in the Transfers Counseling (see G.O. 34).
 - (vi) Headmaster/ Teacher who are NCC officer and who have completed 8 years of service shall be posted in the schools, where there is NCC Unit. If there is no vacancy, they may be posted in a school, where there is no NCC unit so that they can open NCC unit (See rule 5(5)).
 - B (i) The District Collector shall publish the list of habitations in the district which do not have connectivity through an all weather road as per the norms of Panchyat Raj (Engineering) Department in consultation with the Superintendent Engineer, P.R of the district for this purpose, and the same shall be final (See Rule 6 Note -2)

- (C) (i) The competent authorities shall notify the vacancies with the approval of District Collector (District cadres) or C&DSE (Zonal Cadre), as the case may be – see rule 9
- (ii) Notification of vacancies: After duly effecting rationalization as per Teacher Pupil Ratio as per G.O.55, dt. 23-04-2011 and G.O.Ms.No.60 Edn., dt. 16-05-2011.
- (D) Headmaster Grade-II Gazetted / Teacher shall not be posted in the schools located in the same Grampanchayat if they completed 8 years of service (see Rule – 14 (3)).
- (E) In all the orders of the transfer the condition is to be included that the order shall be out come of SLP in Supreme Court of India and other pending cases – {See Rule -14(5)}.
- (F) All transfers shall be effected from within the present Management / Agency area to Agency area, Plain area to Plain area {See Rule – 5 (6)}.
- (G) 0.5 point for every year of completed service in the total service in all categories as on 1st July of the year (See Rule 6 Note -2(b)).
- (H) Benefit of spouse points shall be applicable to one of the spouses once in 8 years.
- (I) For the purpose of preferential categories, a certificate should be submitted in respect of a, d, e, f and g categories from the competent authority (Rule – 8)
- (J) For the teachers who are affected by rationalization process they are eligible for 10 points extra over and above already secured. The teachers who have completed 8 years service are not eligible 10 points extra over and above already secured (See Rule 6 (III)).
- (K) The teachers who have got National or State award issued by the Central/State Government will get 15 and 10 points respectively any one of the above awards (See Rule 7 (a)).
- (L) The teachers who have enrolled 100% children in the school and who have taken steps to reduce the dropout rate/out of school children, and also who are regular to school, sincere in discharging duties are eligible for ten(10) points .Provided they should enclose a certificate issued by the State Project Director, RVM(SSA), Director, RMSA, Hyderabad (See rule 7 (b)).

Minus points:-

If the State Project Director, RVM(SSA), Director, RMSA, Hyderabad are noticed the performance of the teacher i.e irregular attendance /Un-authorized absence, not completing syllabus 10 points shall be deducted out of total allotted marks.

- (M) The Member – Secretary who has issued orders in violation of these rules or instructions issued by Director of School Education from time to time in the matter shall be liable for disciplinary action as per rules – see rule 18 (2).
2. The existing vacancies as on 01-05-2013 shall be displayed.
3. (i) Unauthorized absentee teachers vacancy, if it is more than one year shall be displayed.

- (ii) The teacher who are transferred under inter district transfer on spouse / mutual grounds during April, 2013 and who have been relieved and waiting for postings in other district for want of vacancy and other reasons, such posts in the district need not be shown as vacancy till a decision is taken by the Government.
 - (iii) The teachers who are transferred on spouse grounds in last year need not be shifted on rationalization, but next senior preferably to be shifted.
 - (iv) The teachers who are under G.O.No. 610 and who were appointed prior to 01-06-2001 may also apply for transfer and can be transferred if they have completed 8 years of service, subject to review.
4. Application form shall be filled and submitted ONLINE by the applicant Teacher / Head Master Gr.II duly filling all the particulars / columns.
 5. After applying for transfer "Online".
 - a. Teachers working in primary and UP Schools shall submit a print-out duly signed to the respective Mandal Educational Officer.
 - b. Teachers working in High Schools shall submit a print-out duly signed to the respective Head Master of the High School.
 - c. Head Masters of High Schools shall submit a print-out duly signed to the respective Deputy Educational Officer.
 6. The Mandal Educational Officer/ Head Master / Deputy Educational Officer shall verify the particulars with original records and certificates and after satisfying about their correctness, the Mandal Educational Officer / Head master shall issue a reference number.
 7. The Mandal Educational Officer/ Head Master / Deputy Educational Officer shall maintain a register with the particulars of applicants and reference number allotted to each applicant teacher / Headmaster.
 8. Once a teacher / Headmaster enters an application form online, that is final. No teacher is allowed to apply twice in online.
 9. After verification, if the Headmaster / Mandal Educational Officer / Deputy Educational Officer finds any discrepancy in the information furnished by the Headmaster Gr.II / Teacher, such corrections shall be made in printout copy of application form and furnish to District Educational Officer/ Regional Joint Director of School Education .
 10. The list of vacancies notified by the competent authority under Rule 9 of the rules shall not be modified. The Member Secretary shall be held responsible for any vacancy added / deleted after the list is displayed.

11. Conduct of counseling:

- a) Only during the day time, counseling shall be conducted i.e. between 10.00 A.M. and 5.00 P.M under any circumstances counseling shall not be conducted after 5.00 P.m. if the scheduled work of that day is not completed till 5.00 p.m that spill over work shall be continued on the next day.
 - b) Only the Headmasters / teachers who are in the particular batch and who are called for the counseling on that particular day and time, shall be allowed into the counseling Hall.
 - c) If any applicant teacher / HM is absent for counseling on the scheduled day, his/ her request for transfer shall not be considered in later period under any circumstances.
 - d) Each batch shall contain 50 members. At the end of the each session, before calling the next batch of candidates for counseling the consequential vacancy position shall be displayed on the screen, arranged for this purpose and also in Notice Board.
 - e) 30 Minutes gap shall be given between two successive counseling batches to enable the candidates to know about the latest vacancy position before entering the hall for counseling.
- 12) On account of transfers, no school shall remain without teachers. In such cases, the teachers shall be relieved only after joining of substitutes (See Rule 15).
 - 13) The provisions / conditions stipulated in the G.O.Ms. 33 Edn, dt. 02.05.2013 and G.O.Ms.No. 34 Edn., dated 03-05-2013 shall be strictly followed. Any deviation will be viewed seriously.
 - 14) A team of Officers are nominated as Monitoring Offices to monitor the transfer counseling process and communicated in C & DSE Procs. Rc.No. 142/C1-2/2013, dated 03-05-2013 to all District Educational Officers / Regional Joint Directors of School Education. The District Educational Officers and the Regional Joint Directors of School Education should report the progress of counseling every day, every one hour to the above Monitoring Officers. The names and phone number of officers may be displayed in the O/o District Educational Officers / Regional Joint Directors of School Education.
 - 15) The Grievance Cell O/o Commissioner & Director of School Education, A.P., Hyderabad will also monitor the progress and receive the grievance of teachers. The Phone Number of Grievance Cell is **040-23231194**. Similarly the District Educational Officer shall also constitute a grievance cell in O/o District Educational Officer and this should be prominently displayed in O/o District Educational Officer concerned.

Sd/- V. USHA RANI,
Commissioner and Director of School Education

//T.C. ATTESTED//

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for Commissioner & Director of School Education