

**ANNEXURE - I**  
**TIME SCHEDULE FOR RATIONALIZATION OF PRIMARY / UPPER PRIMARY AND HIGH**  
**SCHOOLS AND H.Ms Gr.II AND TEACHERS' TRANSFERS COUNSELLING- 2016-17**

Dated: 10/6/2017

Sl. No.	Activity	Timeline
1	Rationalization of Primary, Upper Primary and High Schools	Before 09-06-2017
2	Display of List of vacancies Management wise, Category Wise, subject Wise, Medium Wise in website in respect of Primary, Upper Primary and High Schools	11-06-2017
4	Applying for transfer by HM / Teacher online and submission of print out application form to the concerned M.E.O. / Dy.E.O.	09-06-2017 to 12-06-2017
5	Receiving print out of the application form by the D.E.O. after verification by M.E.O. / Dy.E.O. and preparation of seniority list.	10-06-2017 to 13-06-2017
6	Display of provisional Seniority lists based on performance points and entitlement points on website	14-06-2017
7	Submission of uploaded objections in the website and the proof, if any, to the District Educational Officer	15-06-2017 to 16-06-2017
8	Redressal of Objections / replies posted on website by District Educational Officer.	17-06-2017
9	Conformation and willingness of application to participate in transfer counseling by H.M. / Teacher	17-06-2017 to 18-06-2017
10	Display of final Seniority list with performance points and entitlement points in website	19-06-2017
11	Submission of online web option by the Headmaster/teacher	20-06-2017 to 22-06-2017
12	Displaying of provisional allotment places list	24-06-2017
13	Grievances if any on provisional allotment list	25-06-2017
14	Redressal of Grievances by District Level Committee	26-06-2017 to 27-06-2017
15	Displaying of final allotment places list	28-06-2017
16	Display of transfer orders the Web and issue of orders (hard copy) by the concerned authorities (Allotment should be generated for all categories of the posts to the applied candidates (District wise, category wise, Medium wise and subject wise basing on the web-options given by the individuals.	29-06-2017 to 30-06-2017
17	Date of Joining in New Schools	01-07-2016

**Sd/- K. SANDHYA RANI**  
 Commissioner of School Education

//TRUE COPY ATTESSED//

11/06/17  
 Joint Director (Ser.)

06/06/17

**TEACHERS TRANSFERS / TIME BOUND**  
**PERSONAL ATTENTION**

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION  
ANDHRA PRADESH :: AMARAVARI**

**Present: - K. SANDHYA RANI, I.Po.S.**

**Rc. No.190/Estt.III/2017**

**Dated:- 06.06.2017**

Sub: - School Education – Issue of Rules – The Andhra Pradesh Teachers (Regulation of Transfers) Rules by the Govt. vide G.O. Ms. No. 31 SE (Ser. II) Dept. Dt:- 31.05.2017 - Communication of the G.O - instructions – Issued.

Read:- 1) G.O. Ms. No. 32 SE (Ser. II) Dept. Dt:- 04.06.2017.  
2) This Office Proc.Rc.No.190/Estt-III/2017, Dated:05.06.2017.

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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. Government have issued Rules regulating the 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 conduct of the Transfers Counseling of Teachers in the state.

1. For the purpose of transfers of Teachers, the assessment of Teacher posts required in any school shall be based on U-DISE of the previous academic year with cut-off date as 31<sup>st</sup> December.
2. Those Teachers who have completed 8 Academic Calendar Years of service and those Headmasters Gr. II who have completed 5 Years of service in a school as on date of closure of a particular academic year in which transfers are to be taken up 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)
3. For this purpose, the Teachers who joined on or before 17-11-2009 in the present school and the HMs Gr. II who completed 5 years of service as on the date of closure of the schools i.e. as on 24.04.2017 in a particular school shall be transferred compulsorily.
4. Those who are going to retire within 2 years from 30<sup>th</sup> June, 2017 shall not be transferred without their request for transfer.
5. Male teachers who crossed 50 years of age as on 30<sup>th</sup> April, 2017 may be considered for posting in Girls High Schools **only when female Teachers / H.M. Gr. II are not available to post in Girls High Schools.**
6. (i) The Headmaster Gr.II Gazetted and Teachers who have completed 5 years of service and 8 academic calendar years of service respectively as NCC Officer should be posted in a vacancy in a school where there is NCC unit.  
(ii) If no vacancy is available in other schools having NCC unit they shall be continued in the same school on their request.
7. All the teachers in DEOs' pool should be shown at the actual schools from where they are drawing and paid salaries. If found deficit / surplus, they shall participate in the transfers' counseling with entitlement points applicable to the schools from which they are drawing salary or schools where they worked on work adjustment whichever is beneficial to them.