

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules – General Rules relating to regulation of promotions and transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and SGTs and their equivalent categories in the A.P. School Educational Service Rules and A.P. School Educational Subordinate Service Rules working in the Government Schools and ZPP and MPP Schools in the State – Orders - Issued.

EDUCATION (SE-Ser.II) DEPARTMENT

G.O.Ms. No. 15

Dated: 26th January, 2009
Read the following:

ORDER:

The Government, taking into consideration the need to improve quality and standards in School Education, has taken a number of measures including upgradation of 15,584 SGT posts to School Assistants, sanction of 12,210 new School Assistant posts; introduction of CBSE syllabus with additional sections to provide instruction in English Medium in 6,213 High Schools etc.

To promote qualitative improvements, provide incentives to Teachers who provide dedicated services and thereby facilitate enhanced opportunities for self development for students to secure a better future, Government have decided to introduce performance parameters in the counseling for postings of teachers. The teachers Unions/Associations in the meetings held with them on 17th, 19th and 20th January, 2009, have graciously responded by endorsing the same and made valuable suggestions all of which were carefully examined and the following notification is accordingly issued.

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

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 supercession of all the earlier notifications on transfer guidelines of teachers, the Governor of Andhra Pradesh hereby makes the following general rules, regulating the promotions and transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and SGTs and their equivalent categories in the A.P. School Educational Service Rules and A.P. School Educational Subordinate Service Rules working in the Government Schools and ZPP and MPP Schools in the State.

RULES

1. Short Title These rules may be called the Andhra Pradesh Teachers (General Promotions and regulation of Transfers) Rules.

RULES FOR PROMOTIONS

2. Panels for Promotions:

The appointing authorities shall draw panels of eligible School Assistants for appointment by transfer to the post of Headmaster Gr.II Gazetted and lists of SGTs and equivalent categories for promotion to the posts of School Assistant and equivalent categories every year duly assessing the vacancies of the respective categories from 1st September to 31st August of succeeding year, arising due to retirement, promotions etc. 1st September of the year will be reckoned as qualifying date to determine the eligibility of candidates. The panel list shall be drawn in consultation with the Selection Committees as per Rule 6 of the A.P. State and Subordinate Service Rules, 1996 as amended from time to time and the instructions issued thereon.

3. Posting Criteria

for promotions: For Selection posts, the criteria for selection is merit-cum-ability, for non-selection posts the criteria is seniority-cum-fitness as provided in Rule 5 of the A.P. State and Subordinate Service Rules, 1996.

4. Selection

Committees: D.P.Cs shall be constituted for the Gazetted Category posts (Headmaster Gr.II). For Non-Gazetted posts, the Appointing Authority shall consider the promotions, based on the recommendation of the Selection Committee.

5. Issue of

promotion orders: A list of approved candidates for Gazetted Category posts and a fit list for non-gazetted posts shall be prepared as per Rule-6 of A.P. State and Subordinate Service Rules, 1996. The orders of promotion shall be issued as per the vacancy position to the persons included in the panel and recommended for promotion. If any person do not join duty in the promotion post, his case shall be considered as per rule-11 (b) of A.P. State and Subordinate Service Rules, 1996 as amended in G.O.Ms.No.145, General Administration (Ser.D) Department, dated 15.06.2004.

6. Joining time:

A person on appointment /temporary appointment on adhoc basis under rule 10 of the A.P. State and Subordinate Service Rules, 1996 including appointment by transfer or by promotion otherwise than by direct recruitment, shall be allowed a joining time of fifteen (15) days to join the post from the date of receipt of the order of appointment sent to the candidates by registered post with acknowledgement or by other means. An employee who do not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next year panel subject to availability of vacancy. In case of non-selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy. Thereafter if he/she still fails to join/responds he/she forfeits his right to promotion.

7. Rule of Reservation

in promotions : For promotion to Headmaster Gr. II Gazetted, General Rule 22 (2) (a)(i)of the A.P. State and Subordinate Service Rules, 1996 shall be followed and as per the orders issued by Social Welfare (ROR) Department and General Administration (Ser.) Department from time to time.

8. Conditions:

Government may at its discretion prescribe appropriate conditions in the academic interests of the students while promoting and postings of the teachers.

RULES FOR TRANSFERS

- 9. Transfer counseling:** (a) All Transfers shall be made by way of counseling through Transfer Committees constituted from time to time by the competent authority.
- (b) The Headmasters Gr.II Gazetted / Teachers facing disciplinary cases shall be transferred to the schools located in category IV.
- (c) The Headmasters Gr.II Gazetted / Teachers who worked in the category IV and proceeded on long leave shall be posted to the same place or other places in category IV.
- 10. Schedule of transfers:** The Director of School Education shall draw schedule and communicate the same to the competent authorities for effecting transfers from time to time.
- 11. Competent authority for issue of posting orders:** The appointing authorities concerned shall issue transfer orders based on the recommendation of the committees constituted for the purpose.
- 12. Issue of transfer orders:** Based on the recommendations of the respective committees, the appointing 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.
- 13. Criteria for transfers:** The following categories of HMs Gr.II Gazetted / Teachers in the Government / ZPP / MPP posts shall be transferred :
- a) Those who have completed 8 years service in a particular school / Panchayat/ Municipality or Municipal Corporation in all schools as on 1st July of every year shall be compulsorily transferred. The completion of 8 years service shall be counted for the service rendered in a school prior and after upgradation in respect of upgraded and bifurcated schools.
 - b) Those who are going to retire within two years as on the date of transfer counseling shall not be shifted until and unless the incumbent requests for such transfer.
 - c) If no women HMs / Teachers are available to work in Girls Schools including High Schools, then male HMs / Teachers who are over and above 50 years age will be considered for posting to such schools.
 - d) If any Headmaster/ Teachers fail to apply and attend counseling, such persons will be allocated to the left over vacancies in the counseling and no further correspondence will be entertained.

- e) Once transfer orders are issued by the competent authority, review of orders shall not be considered. The person should join in the place of posting. Avoiding of posting orders and applying for treatment of waiting period as compulsory wait will not be entertained.

14. Eligibility to apply for transfer:

Headmasters Gr.II Gazetted / Teachers who have put in more than two years of service in a place / School and above as on 1st July are only eligible to apply for transfer.

15. Place of postings:

Headmasters Gr.II Gazetted / Teachers shall not be posted in the Schools located in the same Gram Panchayat/ Municipality/ Municipal Corporation. In respect of Hyderabad District, this condition is not applicable.

16. Posting Orders:

The postings of HM Gr.II Gazetted / Teachers will be made based on their original appointment in the institutions, subject to such conditions as may be prescribed by the Government.

17. Entitlement of points

The points as follows shall be awarded to the Headmasters Gr.II Gazetted / Teachers who apply for transfers:

(1) Service in the Present School or Office or Institution located in the following areas as on 1st July of the year: -

(i) For service in category IV areas: Five (5) points per every year of service.

(ii) For service in Category III areas: Three (3) points per every year of service.

(iii) For service in the Category II areas: Two (2) points per every year of service.

(iv) For service in the Category I areas: One (1) point per every year of service.

(2) For entire Service:

One point for every Five (5) years of service in the total service in all categories as on 1st July of the year.

(3) The President and General Secretary of the recognized teachers' Unions at the State and District Levels are eligible for 10 points.

Note: - *The Habitations / Towns shall be classified into the following categories namely: -*

(a) Category – I: All Habitations / Towns where 20% and above HRA is admissible.

(b) Category –II: All Habitations / Towns where 12.5% HRA is admissible.

(c) Category –III: All Habitations / Towns where 10 % HRA is admissible but having transport facilities.

(d) Category-IV: All Habitations/ Towns where 10% HRA is admissible, but not having Transport facilities within a radius of 3 Kms from the school point to the bus stop / Railway station.

Note: The District Collector shall constitute mandal teams with M.P.D.O.,M.E.O. Tahsildar and Depot Manager of A.P.S.R.T.C. who shall finalize the category IV habitations for all mandals strictly based on field reality for claiming the above points.

- 18.Special categories:**
- (i) Ten (10) points for the Headmasters Gr.II Gazetted / Teachers, who are retiring with in 2 years as on the date of counseling.
 - (ii) Ten (10) points for un-married Headmistress Gr II / Teachers.
 - (iii) Ten (10) points for Headmasters Gr.II Gazetted / Teachers, whose spouses are working in State Government or Central Government or Public Sector under takings or Local Body or Aided Institutions in the same District and opted for transfer nearer to their spouses, only once in 8 years (this is applicable only in respect of one of the spouses).

Note: A copy of certificate issued by the competent authority shall be enclosed to the check list to consider their cases under special category (iii).

19.Preferential Categories

- (a) Physically handicapped i.e., those with not less than 70% handicap.
- (b)Widows.
- (c)Legally separated women.
- (d)The Headmasters Gr.II Gazetted / Teachers who are now suffering with the following diseases certified by Specialized Institutions for the concerned diseases as specified by the Director of School Education in consultation with the Director of Medical Education:
 - (a) Cancer.
 - (b) Heart Operation.
 - (c) Neuro-Surgery.
 - (d) Bone T.B.
 - (e) Kidney Transplantation.
- (e) Applicants with dependant children who are mentally retarded and are under treatment.
- (f) Applicants with dependant children suffering Juvenile Diabetes and children suffering with Holes in the Heart by birth and are under medical treatment available only at specified places to which they are seeking transfers.

Note 1: For this purpose, a copy of the certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the check list for consideration of preferential categories.

Note 2: The benefit of preference shall be given once in 8 years to the above categories.

- (g) The Headmasters Gr.II Gazetted / Teachers who are working as NCC officers should be continued in the same school on their request if no vacancy is available in other schools having NCC unit.

20. Performance parameters

To provide incentives, improve performance, promote team work among Headmasters Gr.II Gazetted / Teachers for securing a better future for the students, the Government have decided to introduce performance parameters to be considered from academic year 2009-10 onwards and weightages accordingly to be introduced in the counseling from the year 2010 onwards as follows:

1. For High Schools:

1) for promoting co-curricular/extra curricular activities:

A. Participation:-

- Participated and sponsored not less than Five (5) children for District Level Competitions – 2 points.
- Participated and sponsored not less than Three (3) children for State Level Competitions – 2 points.
- Participated and sponsored not less than Two (2) children for National Level Competitions – 2 points.

B. Achievement:-

- Atleast Two (2) students receive awards at District level – 3 points.
- Atleast One (1) student receive award at State level – 3 points.
- Atleast One (1) student receive award at National level – 3 points.

2) For Achievement in SSC Public Exams:

- 50-60 % of students secure 1st class – 4 points.
- 61-70 % of students secure 1st class – 6 points.
- 71-90 % of students secure 1st class – 8 points.
- 91-100 % of students secure 1st class – 10 points.

3) For overall school maintenance:

- For ensuring functional and clean premises, playground and toilets at all times (wherever available) – 5 points.

II. For Primary and Upper Primary Schools:

1. for achievement under CLAP:

- A-grade Schools Assessed under CLAP by RVM or SSA - 25 points.
- B-grade Schools Assessed under CLAP by RVM or SSA - 15 points.
- C-grade Schools Assessed under CLAP by RVM or SSA - 10 points.
- D-grade Schools Assessed under CLAP by RVM or SSA - 5 points.

2. for overall school maintenance:

- For ensuring functional and clean premises, playground and toilets at all times (wherever available) – 5 points.

Note 1:

points will be awarded to HM and all the teachers concerned in the school under Para (20) provided:

- a) The teacher (present for atleast 80% of academic year) should have covered the syllabus as per prescribed schedule.
- b) each of the teacher achieves more than the district average in 10th class exam for their respective subject.
- c) Any Teacher who has been awarded/confirmed a punishment/warning for irregular attendance, non-coverage of syllabus and other grave irregularities will not get any entitlement points for 4 years.

- d) The competent authority shall record all such facts in the SRs of the concerned HMs/Teachers.
- e) The teacher who furnishes false information and HM who attests it shall be liable for disciplinary action and for falsification of records apart from being transferred to category IV vacancies.

Note 2: The conditions as at Rule (20); Note 1, shall apply to applicants seeking special dispensation under Rule 18 & 19 with effect from academic year 2009-10 i.e., general counseling from 2010 onward.

Note 3: The Deputy Educational Officers in respect of High Schools and the Mandal Educational Officers in respect of Primary and Upper Primary Schools shall attest the performance of the teachers of Government and ZPP/ MPP Schools respectively which shall be submitted with Attestation of Headmaster concerned.

Note 4: The Commissioner & Director of School Education shall well in advance revise and finalize the application, checklist proforma and software accordingly.

21.Applications on line

(i) The Headmasters Gr.II Gazetted / Teachers who have completed two (2) years of stay in a particular School/ place as on 1st July of the year and who are interested for transfer shall apply through Online www.dseap.gov.in.

(ii) Headmasters Gr.II Gazetted / Teachers covered in Rule 5 shall also apply through www.dseap.gov.in

Note 1: If any Headmasters Gr.II Gazetted / Teachers who is considered under rule 13 but has not submitted application through on line or not attended the counseling or who are on leave but completed eight (8) years of stay in a particular place have not submitted the application, they will be transferred to the available left over vacancies.

Note 2: All the Headmasters Gr.II Gazetted / Teachers who come under rule 5 above shall also indicate their preference of the district within the zone to consider for posting in the district chosen by them in the order of merit.

22.Check list to be Submitted:

Headmasters Gr.II Gazetted / Teachers who apply for transfer shall obtain a print out from the www.dseap.gov.in and the check list shall be submitted to the respective authorities as announced by the DSE, A.P., Hyderabad and copy of the print out shall be kept with them.

23.Date of relief & joining:

The Headmasters Gr.II Gazetted / Teachers who are on transfer should be relieved from the present place of working on receipt of the transfer orders and join in the new school where they are posted within the joining time, subject to such conditions as may be prescribed by the Government. Under no circumstances shall compulsory wait caused due to delayed joining, be sanctioned by Government.

24. Notification of vacancies and names of the applicants:

The following lists should be notified in the website www.dseap.gov.in and also should be displayed at the O/o RJDSE and DEO concerned:

1. The lists of category wise schools (category I, II, III and IV),
2. The list of names of the Headmasters Gr.II Gazetted / Teachers who applied for transfer with entitlement points.
3. The School wise vacancy position of Headmasters Gr.II Gazetted / S.As /SGTs and equivalent category vacancy list (for counseling purpose).

Note: The competent authorities shall notify the vacancies with the approval of Director of School Education, A.P., Hyderabad.

25. Display of transfers effected

The transfers effected shall be displayed on Website and at the office of RJDSE and DEO after completion of counseling.

26. Appeal

(i) An appeal against the orders of the competent authorities shall lie with the appellate authority as per provisions of AP Educational Act 1982 and such appeal should be submitted within 10 days.

(ii) All such appeals shall be disposed off by the Appellate authorities concerned within 30 days from the date of receipt of the appeal.

27. Powers of Appellate Authority

(1) 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 the regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be modified, annulled or reversed or remitted for reconsideration, he may pass orders accordingly or remand the case with any direction so as to rectify any violation of rules or discrepancy. Such orders shall be implemented by the authority concerned.

(2) The Director of School Education may stay the implementation of any such proceedings, pending exercise of its powers under sub-rule (1) above.

28. Punishment for furnishing false information:

Anybody who has submitted false information and certificates, and the officers who have countersigned such false information, shall be liable for disciplinary action in addition to prosecution, as per rules.

29. Punishment for violating the rules

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.

This order issues with the concurrence of Finance Department, vide their U.O. No. 6640/1523/A2/W&M/2008, dated 30-12-2008.

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

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT(I/c)

To

The Director, Printing, Stationary & Stores Purchases, A.P. Hyderabad (for Publication in the A.P. Gazettee and for supply of 1500 copies)

The Director of School Education, A.P. Hyderabad

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.

The Commissioner, Panchayat Raj / Commissioner & Director, Municipal Administration / Commissioner, Social Welfare / Tribal Welfare, Hyderabad.

All Sections in School Education Department.

All Recognized Teachers Associations in the State, through the Director of School Education, Hyderabad.

SC/SF.

//FORWARDED::BY ORDER//

SECTION OFFICER

**DEPARTMENT OF SCHOOL EDUCATION TRANSFER APPLICATION FORM
FOR HEADMASTERS GR.II GAZETTED & TEACHERS WORKING IN
GOVERNMENT / ZPP / MPP SCHOOLS**

- 1. Name**
- 2. Designation**
- 3. Subject**
- 4. Medium**
- 5. Date of Birth**
- 6. Gender**
- 7. Marital Status**
- 8. Date of Joining in the present cadre**
- 9. Present place of working in full form**
- 10. Date from which the individual is working in the present school / Institution**
- 11. Date from which the individual is working in the present village Panchayat / Town / City**
- 12. % HRA drawn in the present school / Institution**
- 13. In the case of drawing 10% HRA, the distance Between school and the nearest Bus stage / Railway Station.**
- 14. Whether he/she is president or General Secretary of the District /State of Recognized Association.**
- 15. Whether spouse is employee of State Govt. / Central Govt./Public under takings/ Local Body / aided Institution working in the same district.**
- 16. State whether the teacher is**
 - i. Physically Handicapped (not less than 70%)**
 - ii. Widow**
 - iii. Legally separated single women.**
 - iv. If he / she is suffering with the following diseases viz.**
 - a. Cancer**
 - b. Heart-surgery**
 - c. Neuro-surgery**
 - d. Bone-TB**
 - e. Kidney Transplantation**
 - v. Having Dependant children with mentally retarded disability and under treatment.**
 - vi. Having Dependant children suffering Juvenile Diabetes and suffering with holes in Heart by birth under treatment.**
- 17. Whether he / she is willing to work in Category-IV area.**
- 18. Whether preferential cadre utilized within 8 years.**

DECLARATION

I _____ hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief. If any particular is proved incorrect my candidature may be cancelled.

Note: Certificates against the points 14, 15 and 16(i),(iii),(iv),(v) & (vi) shall be enclosed.

**Attested –
Name of the Headmaster:
Signature:
Date:**

**Signature
Name of the applicant
Designation**

CERTIFICATE

Certified that the particulars furnished by the applicant are verified with reference to certificates, records of the school / institution and the Service Register of the individual and found correct.

**Date:
Station:**

**Signature of the Dy.E.O/Head Master/MEO
Designation with Stamp**

Note: The teachers who have submitted false information or certificates and the officers who have counter signed the information will be liable for disciplinary action as per rules in addition to filing of prosecution against them.