

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION,  
ANDHRA PRADESH, HYDERBAD**

Rc.No. 1900/Estt.IV/2015

Dated:10-12-2015

**Sub:-** School Education Department – Inter District Transfers of teachers working in Government / Zilla Parishad/ Mandal Praja Parishad on spouse/ mutual grounds – Guidelines - Schedule – Issued - Regarding.

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All the Regional Joint Directors of School Education and all the District Educational Officers in the State are informed that, there are representations from the teachers to issue a time schedule for application and consideration of Inter District Transfers duly framing rules / guidelines in the matter instead of calling for information on individual cases without any time limit and requested to issue necessary orders in the matter.

To consider the requests for inter-district transfers as per a fixed time schedule through an online process strictly in accordance with the provisions contained in Rule 5(2)(c) and 5(2)(d) of Andhra Pradesh Public Employment (organization of Local cadres and regulation of Direct Recruitment) Order 1975. The following guidelines for inter-district transfers.

GUIDELINES

1) Eligibility

- i. Teachers / Headmasters working in State Government/ Zilla Parishad/ Mandal Parishad Schools are eligible to apply for Inter District Transfers under the same management.
- ii. Minimum service of the applicant teacher shall be 2 years as on 01.12.2015 in the present District and in the present category of post.
- iii. Teachers whose spouse is working in State Government / Central Government / State Public Sector / Central Public Sector / University and Local Body are eligible to apply.
- iv. Mutual transfers of the same category and of the same management would be permitted.
- v. In case of Mutual transfers, both the teachers should give consent for such transfer and such consent shall be countersigned by the Mandal Educational Officer/Deputy Educational Officer concerned.
- vi. One teacher can give consent to only one teacher working in the other district on Mutual basis
- vii. Teachers who are unauthorisedly absent, facing charges under CCA rules, under suspension are not eligible to apply.
- viii. The applications of in-eligible teachers and in-complete applications will not be considered.
- ix. The teachers concerned shall be responsible for the correctness of the information furnished by them.

2) Process to be followed:

- i. The teachers shall apply online for Inter District Transfers in the IP address prescribed for the purpose i.e. **cse.ap.gov.in**
- ii. Only online application received through the specified website authorised by Commissioner of School Education will be considered at State level.
- iii. In addition, the candidates shall also download application form, fill up and sign give to the concerned Mandal Educational Officers. (This is only for verification – Hard copies are not processed for transfer).
- iv. The Mandal Educational Officer concerned should verify all the details / particulars with original records and certificates and after satisfying their correctness they shall submit to the District Educational Officer.
- v. Once the teacher enters application form online, that is final. No teacher shall apply twice in online.
- vi. A declaration shall be given by the applicant that he/she would forego his/her seniority in the old unit and accept to take last rank in the new unit (district).

- vii. The District Educational Officer concerned shall forward the applications of the teachers in the prescribed proforma issued in Government Circular Memo.No.7232/MC-I/GAD/2011, dated : 04.08.2011.
- 3) (a) The schedule for submission of on-line applications and further processing there-on at various levels shall be as indicated in Annexure-I
- (b) On-line applications shall be made in the formats prescribed in Annexure-II
- (c) Such of the requests of teachers / Headmasters who have already submitted their requests for inter-district transfers, whose requests are pending at various levels shall be deemed to have been closed at all levels and they shall apply afresh in the on-line format as per the guidelines now issued under this G.O.
- 4) No application for inter-district transfer other-wise than in accordance with the orders issued will be considered.

SCHEDULE FOR INTER DISTRICT TRANSFERS.

Sl. No.	Activity	Dates
1	Applying for transfer in Online and submission of application form printouts to the concerned Mandal Educational Officer	28.12.2015 to 08.01.2016
2	Receiving application form print out and verification by the Mandal Educational officer	06.01.2016 to 13.01.2016
3	Verification by the District Educational Officer	18.01.2016 to 23.01.2016
4	Submission to the Commissioner of School Education	25.01.2016 to 26.01.2016
5	Verification and finalization in the office of the Commissioner and Director of School Education	26.01.2016 to 28.01.2016
6	Submission to Government	31.01.2016
7	Issue G.O. by Government (after circulation to GAD and Finance Departments)	-
8	Relief and joining of transferred teachers	-

K. SANDHYA RANI  
Commissioner of School Education.

To  
All the Regional Joint Directors of School Education in the State  
All the District Educational Officers in the State  
Copy submitted to the Secretary to Government, School Education Department, Government of Andhra Pradesh, Hyderabad.  
Copy to OSD to Hon'ble Minister for Human Resource Development, Govt. of AP, Hyderabad.

//t.c.f.b.o//  
  
Assistant Director (Ser. H)

ANNEXURE-II to Proc. Rc.No.1900/Estt.IV/2015, dated 10-12-2015  
 FORMAT OF APPLICATION FOR INTER-DISTRICT TRANSFER

Form to be filled in regard to transfer from one cadre (District) to another cadre (District) sought under Rule 5 (2) (c) / 5 (2) (d) of Presidential Order (spouse/mutual)

1.	Name of the individual seeking transfer	
2.	Employee Treasury ID No.	
3.	Post held a) Category of the Post b) Management ( M.P / Z.P / Government) c) Medium d) Subject e) Date of joining in the District. f) Year of DSC g) Day of joining in present cadre h) Scale of Pay i) Basic Pay j) Present working address k) Date working in the present school l) District	
4.	Local cadre (District) to which he/she belongs	
5.	Local cadre (District) to which transfer is sought	
6.	Is the transfer sought on account of spouse being brought to one place	Yes/No
7.	Status of Local / Non-local candidature in the district to which transfer is sought	
8.	Spouse cases: If the transfer sought is on account of spouse being brought to one place, nature and place of employment etc., of the spouse. Please give details about your SPOUSE as per following :- i) Name of the Spouse ii) Whether the spouse is a) State Government employee b) Central Government employee c) State Public Sector employee d) Central Public Sector employee e) University employee f) Local bodies iii) Department/Institution presently working iv) Is spouse working in non-transferable post (Certificate to be obtained from the employer that whether he/she is under non-transferable post) v) Year of Marriage vi) Date of appointment in present organization/ institution vii) Designation viii) Place of working with full address ix) District x) Scale of pay xi) Basic pay xii) Nativity of the spouse	Yes/No
9.	Whether a certificate is obtained from the employer of the spouse regarding the employment of the spouse Date on which the certificate is obtained (The certificate obtained prior to 10.12.2015 will not be considered)	Yes/No

10.	<p>If the transfer sought on reciprocal (mutual) basis ? If so, provide the details of the CANDIDATE, who has given consent :-</p> <p>a) Name of the candidate  b) Date of Birth  c) Category of the Post  d) Medium  e) Subject  f) Management  g) Day, month and year from which the post held  h) Date from which working at present place  i) Scale of pay  j) Basic pay  k) Place of working with full address  l) District</p>	Yes/No
11.	Whether the consent of the candidate obtained Date on which the candidate has given the consent (The certificate obtained prior to 10.12.2015 will not be considered)	Yes/No

(Filling up of all the Fields are mandatory)

**NOTE:**

- 1) All the above certificates shall be submitted to the Mandal Educational Officer concerned along with application form with acknowledgement. (Original certificate of spouse or mutual with all details, which ever is applicable)
- 2) If the information furnished is incorrect, suitable disciplinary action will be initiated as per rules.

**DECLARATION**

- > I hereby declare that the above information furnished by me is correct.
- > I will forego my seniority in old unit of appointment and accept to take last rank in the new unit of appointment.

Signature of the Candidate

[www.andhrateachers.in](http://www.andhrateachers.in)