

MUNICIPAL ADMINISTRATION DEPARTMENT

O/o. Commissioner & Director of
Municipal Administration.,
A.P., Hyderabad

Roc. No. 10045/2008/J3,

Dt.16-05-2011

M E M O

Sub: Estt – Teachers – MA & UD Dept – Transfer of teachers working in Government Schools/Z.P. Schools/MPP Schools to Nagar Panchayats/Municipalities/Municipal Corporations and vice-versa – Reviewing of the guidelines – Remarks called for – Reg.

Ref: 1. G.O. Rt. No. 68 MA & UD Dept., Dt. 19.01.2010
2. Govt Memo. No. 8736/G2/2009 MA, Dt. 20.04.2011

The attention of Service Associations of Teachers noted in the address entry are invited to references cited. In the reference 2nd cited (Copy enclosed), Government have issued instructions to review the guidelines issued in G.O. Rt. No. 68 MA & UD (G2) Dept., Dt. 19.01.2010 as per the Presidential Order taking into consideration each Urban Local Body as single and individual unit of appointment instead of taking “District” as Unit of Appointment for purpose of transfers between local bodies.

2. Therefore, the following draft revised guidelines are hereby prepared and requested to furnish the remarks in the matter:-

Sl. No.	Guidelines indicated in G.O.Rt.No.68 MA&UD Dept, Dt:19.01.2010 (taking district as unit of appointment) [existing guidelines]	Draft proposed Revised guidelines (taking local body as a single and individual unit of appointment)
i	The absorption by transfer of teachers should be considered only within ambit of G.O. Ms. No. 610 GA (SPF. A) Department, dated. 30.12.1985 and the Presidential Order on Six Point Formula. However, the Inter District transfer shall not be taken up until further orders	The absorption by transfer of teachers should be considered only within ambit of G.O. Ms. No. 610 GA (SPF. A) Department, dated. 30.12.1985 and the Presidential Order on Six Point Formula. (Since each local body is taking as single and individual unit of appointment, the concept of taking criteria of District and Inter District may not be followed)
ii	Absorption by transfer of teachers from one Nagar Panchayat, Municipality, Municipal Corporation / Z.P. Schools/ MPP Schools/Government Schools to	Absorption by transfer of teachers from one Nagar Panchayat, Municipality, Municipal Corporation / Z.P. Schools/ MPP Schools/Government Schools to another Nagar Panchayat/Municipality/

	<p>another Nagar Panchayat/Municipality/ Municipal Corporation and vice-versa within the District, the District should be treated as a Unit. The District Level Committees are hereby constituted, and each District level committee is headed by the District Collector/Joint Collector as Chairperson and the District Educational Officers is Member Convener and the Municipal Commissioner concerned as Member for processing cases of absorption by transfer of Teachers from Government Schools/Z.P. Schools/M.P.P. Schools to Municipal Schools</p>	<p>Municipal Corporation and vice-versa are to be treated as Inter Local Cadre transfer.</p> <p>(The concept of the local cadre is related to the concept of the unit of appointment under the service rules; the part of the State for which local cadre is organised in respect of any category will serve as a unit of appointment etc., for that category) [As far as teachers working in Municipalities are concerned, it is a council post and the appointing authority is the Municipal Chairperson as per Section 74 of APM Act, 1965. Regarding, teachers working in Municipal Corporations are concerned, the Commissioner, of Municipal Corporation is appointing authority as per section 137, 139 & 140 of HMC Act, 1955 read with Section 14 of A.P. Municipal Corporation Act, 1994] {The draft service rules of Municipal Teachers are prepared and furnished to Government, which are under active consideration at Government level}</p>
iii	<p>This order will be applicable only in respect of spouse cases. The period of minimum service required shall be three years and only one of the spouses shall be shifted duly following the prescribed procedure, where either of the spouse is employed in State Government /Central Government/Universities/Local Bodies/Public Sector undertakings.</p>	<p>This order will be applicable only in respect of spouse cases and transfers requested on reciprocal basis. The period of minimum service required shall be three years.</p> <p>Only one of the spouses shall be shifted duly following the prescribed procedure, where either of the spouse is employed in State Government/Central Government / University / Local Bodies/ Public Sector Undertakings.</p> <p>The transfer of a person from one local cadre to another local cadre on a reciprocal basis subject to the condition that the persons so transferred shall be assigned seniority in the later cadre with reference to the date of his transfer to that cadre</p>
IV	<p>Criteria for absorption by transfer of Teachers:</p>	
a	<p>The absorption by transfer of Teachers shall be made against an existing/clear</p>	<p>The absorption by transfer of teachers shall be made against an existing/clear</p>

	vacancy falling under relevant roster point as on the date of orders to be issued.	vacancy falling under relevant roster point as on the date of orders to be issued.
b	All the Municipalities (Municipal Council) in the District shall notify the number of vacancies to be filled up category wise to the District Education Officer concerned.	All the Municipalities (Municipal Council) shall notify the number of vacancies to be filled up category wise to the District Education Officer concerned.
c	The Teacher absorbed by transfer shall take last rank in the category/cadre to which he/she belongs in the new unit where he/she is proposed to be absorbed by transfer and shall forego his/her seniority in the local cadre from which absorption by transfer is sought.	The teacher absorbed by transfer shall take last rank in the category/ cadre to which he/she belongs in the new unit where he/she is proposed to be absorbed by transfer and shall forego his/her seniority in the local cadre from which absorption by transfer is sought.
d	These guidelines are not applicable to Teachers working in Government Aided Schools/Residential Schools and Social Welfare/Tribal Welfare Residential Schools.	These guidelines are not applicable to teachers working in Government Aided Schools/Residential Schools and Social Welfare/Tribal Welfare Residential Schools.
V	Submission & Scrutiny of absorption by transfer proposals;	
a.	The applicants who are seeking Intra District absorptions by transfer of Teachers to Nagar Panchayat/Municipality/Municipal Corporation Schools from Government Schools/Z.P.P. Schools/M.P.P. Schools shall submit the applications to the District Education Officer concerned.	The applicants who are seeking absorptions by transfers of teachers to Nagar Panchayats / Municipality / Municipal Corporation schools from Government Schools / ZPP Schools/ MPP/Nagar Panchayat / Municipality / Municipal Corporation Schools shall submit the applications to the concerned District Education Officer, who in turn will get the concurrence of Municipal Council/C&DSE as per criteria mentioned and send proposals to Commissioner & Director of Municipal Administration.
b.	The District Educational Officer after receipt of notification from the concerned Municipality/Corporation will place the information before the District Collector/Joint Collector and convene a meeting with the Members of the Committee for calling of the applications. The Committee will call for applications from eligible and interested Teachers and fill up the posts through counselling as per seniority/spouse employed in Government etc., (Counselling Rules)	The Commissioner & Director of Municipal Administration shall submit the proposals to Government for issue of necessary orders. Since the transfers falling in the category are against clear vacancy and with resolution from concerned Nagar Panchayat/Municipal Council / Municipal Corporation, the guidelines relating to counselling will not be applicable.

c.	The transfers shall be effected once in a year i.e., during summer vacation or when Government lifts ban on general transfers.
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(This has approval of the Commissioner & Director of Municipal Administration)

Sd/- T. Muralidhar
Additional Director

To
The President,
APTF- 1927,
1-1-261/12/F, 2nd Floor,
Chikadapalli main Road,
Hyderabad- 500 020.

To
The President,
3-2-798, STU., Bhavan, Kachiguda,
Hyderabad-500 027.

To
The President,
A.P. United Teachers' Federation,
Chennupati Bhavan, Gaganmahal, Road No.7,
Domalaguda, Hyderabad – 500 029

To
The President,
APTF- 286,
Chennupati Lakshmaiah Bhavan,
Gunfoundry, Behind Rosery Convent,
Hyderabad – 500 001

To
The President,
APUS,
3-4-852,
Kesava Nilayam,
Bharkatpura, Hyderabad

Copy submitted to the Secretary to Govt.,
MA & UD Dept., AP Secretariat, Hyderabad.

for Commissioner & Director