

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH :: IBRAHIMPATNAM :: AMARAVATHI  
Present: Sri Vadrevu Chinaveerabhadru, I.A.S**

**Rc.No.13029/11/2020-EST 3**

**Dated:#ApprovedDate#.**

Sub:- School Education – Norms for reapportionment of teachers– The Andhra Pradesh Teachers (Regulation of Transfers) Guidelines as per Government orders-Schedule with instructions -Communicated– Regarding.

Read: 1. G.O.Ms.No.53 School Education (Ser.II) Department dated.12-10-2020.  
2. G.O.Ms.No.54 School Education (Ser.II) Department dated.12-10-2020.

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(Copies) Communicated.

The 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 wherein Government have issued guidelines regarding reapportionment of teachers and 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 Re-apportionment of teachers and conduct of Transfers of Teacher through Web counseling in the State.

- 1 The re-apportionment of posts/Teachers of Government/Zilla Parishad and Mandal Parishad Schools shall be taken based on the Child info which was thoroughly scrutinized and was put to social audit for implementing **Ammavodi 2019-20** of the academic year 2019-20 with cut off date of **29<sup>th</sup> February, 2020**. If there is any significant increase in roll in the school, appraise the same to the District Level Committee(DLC) duly obtaining declaration from the concerned Head Master case by case. Further for such cases childinfo of 2020-2021 as on 14.10.2020 shall be taken as reference. After approval of DLC / Joint Collector (Development), consider the roll for re-apportionment in the said schools.
- 2 Those Teachers who have completed 8 Academic calendar years of service and those Head Masters Gr.II who have completed 5 years of service as on date of closure of schools in a particular school in the

Academic year(2019-20) shall be transferred compulsorily. For this purpose, the Teachers who joined before 18.11.2012 in the present school and in case of HMs Gr.II before 18.11.2015 are come under compulsory transfer.

- 3 Headmaster Gr.II/ Teachers who completed a minimum period of two years-service in a School as on 01<sup>st</sup> October of the year in which transfers are to be taken up shall be eligible to apply for request transfer.
- 4 Those who are going to retire within 2 years from 1<sup>st</sup> October of the year in which transfers are to be taken up shall not be transferred until and unless the incumbent requests for such transfer.
- 5 If zero enrolment in PS/UPS/High Schools shift the posts to needy schools.
- 6 If there is any PS HM post in U.P.School, such post may be shifted to needy Primary School basing on enrolment in descending order.
- 7 Male teachers who crossed 50 years of age as on 1<sup>st</sup> October of the year in which transfers are to be taken up may be considered for posting in Girls High Schools only when female teachers/ HMs.Gr.II are not available to post in Girls High Schools.
- 8 The Headmasters Gr.II Gazetted and Teachers who have completed 5 academic years of service and 8 academic years of service respectively as NCC/Scout officer should be posted in a vacancy in a school where there is NCC /Scout unit. If no vacancy is available in other School having NCC/Scout Unit they shall be continued in the same school on their request.
- 9 Visually challenged teachers are exempted from transfers. However, if such teachers desire to apply for transfer, they may apply for transfer counselling.
- 10 Transfers shall be effected within the present management in which the teacher is working.
- 11 If the teacher/ Head Master Gr.II desires to go to his/ her parent management such teacher/ headmaster Gr.II may opt for transfer to only those vacancies available in their parent management.
- 12 Transfer shall be affected from agency area to plain area and plain area to agency area (except Local Scheduled Tribe teachers working in agency area).
- 13 Non Tribal Headmasters/teachers currently working in Schools in

agency area/s may also apply for transfers to plain areas. However they will be relieved only after their replacement by substitutes.

- 14 If the vacancy of teacher post could not be filled in Tribal areas, junior most surplus teacher/s in plain area shall be deputed temporarily after transfer counselling.
- 15 All the teachers in DEO's pool should be shown at the actual schools from where they are drawing and paid salaries.
- 16 In respect of Vocational Instructors/Art/Craft/Drawing/WI/MTI/Music etc. manual counselling should be taken up within the trades.
- 17 Manual counselling should be adopted to the left over LP Gr.II due to up-gradation.
- 18 PETs who are ineligible for promotion in upgraded posts shall be continued in the same place
- 19 With reference to G.O.Ms.No.54 guideline No.11, after arriving the total vacancies in the respective management in the District, the District Educational Officers shall ensure shall have to block the same number of vacancies proportionately in category I, II and III taking mandal as unit. Only balance number of vacancies should be opened for the Transfer Counselling
- 20 Criteria for identification of teachers being shifted on re-apportion is as follows:-
  - a. If there is a vacant post in the school found surplus, the same may be shifted.
  - b. When a post is found surplus and proposed for shifting to a teacher deficit place, those teachers who have completed 8 academic years of service at that particular school shall be shifted.
  - c. If any teacher who has not completed 8 academic years but happens to be a senior teacher in the cadre in the school and if he is willing to work at the new school he/she may be shifted duly obtaining declaration from the teacher.
  - d. In case of non availability of (a) & (b) junior most teachers as per the service rendered in the cadre shall be shifted.
- 21 The number of years of service completed in a particular school, in each cadre should be taken into consideration.
- 22 In the case of teachers worked in the Schools which are merged in other schools, the date of merging the school(new school) shall be taken as the station seniority.

23 In Table II (A), up to 100 enrolment any of the School Assistant (Maths/PS/BS) to be considered.

24 If the enrolment is less or equal to 50 in particular medium or if less than 50 in each medium in parallel medium High Schools then the total enrolment to be taken and pattern to be followed as per Table III A.

25 No teacher should be kept in DEO pool.

26 The I.T Cell of this office will facilitate the process of Teachers /Headmasters Gr.II transfers counselling through online process till allotment of places.

Encl: G.Os and Time Schedule.

**VADREVU CHINAVEERABHADRUDU**  
**DIRECTOR, SCHOOL EDUCATION**

To

All the District Educational Officers in the State

All the Regional Joint Director of School Education in the State

Copy submitted to the Prl. Secretary to Government, School Education Department, AP, Amaravathi.

Copy submitted to Secretary to Hon'ble Chief Minister, AP, Amaravathi.

Copy to Additional PS to Hon'ble Minister for Education, AP, Amaravathi.

Copy to Peshi to DSE.

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