

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH :: AMARAVATI :: IBRAHIMPATNAM
PRESENT: Sri.V.Chinaveerabhadru, I.A.S.,**

Rc.No.13029/71/2020-EST 3

Dt.24/06/2021

Sub: School Education Dept., - Inter-District Transfer of teaching staff of School Education Dept. - Certain Instructions and Guidelines - Issued.

Read: Govt., Memo.No:1225245/Services.II/A.2/2020, Dated:11.12.2020.

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ORDER:

All the Regional Joint Directors of School Education and all the District Educational Officers in the State are informed that, in the reference read above, Government have requested to furnish the proposals for Inter - District Transfer of teachers/Headmasters.

Therefore, the RJDSEs and the District Educational Officers in the state are informed that the requests for inter-district transfers will be processed as per a fixed time schedule. Eligible and interested teachers may submit their applications for Inter District transfers on www.cseap.gov.in The Inter District Transfer applications will be processed in accordance with the 5(2)(c) of Presidential order on spouse grounds and 5(2)(d) on Mutual grounds requests. The following are the 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 **30.06.2021** 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 / HODs/Secretariats / Local Body are eligible to apply, **if there is a clear vacancy of the said category of post** (in the same management) is available in the requested district.
- iv. Teachers whose spouse is working in HODs/Secretariats can apply for Krishna and Guntur Districts only.

- v. Mutual transfers of the same category and of the same management would be permitted.
- vi. 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.
- vii. One teacher can give consent to only one teacher working in the other district on Mutual basis.
- viii. Teachers who are unauthorisedly absent, facing charges under CCA rules, under suspension are not eligible to apply.
- ix. The applications of in-eligible teachers and in-complete applications will not be considered.
- x. 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 through 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 authorized by Director of School Education will be considered at State level.
- iii. In addition, the candidates shall also download application form and filled in applications along with sign shall give to the concerned Mandal Educational Officers. (This is only for verification - Hard copies are not processed for transfer).
- iv. The M.E.O/HM/Dy.E.O 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 agree to take last rank next to the last regular candidate 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 than in accordance with the orders issued will be considered.

SCHEDULE FOR INTER DISTRICT TRANSFERS.(Annexure-I)

Sl. No.	Activity	Dates	No. of days
1	Applying for transfer in Online and submission of application form printouts to the concerned Mandal Educational Officer	30.06.2021 to 06.07.2021	07
2	Receiving application form print out and verification by the Mandal Educational officer and to hand over at DEO's office.	07.07.2021 to 11.07.2021	05
3	Verification by the District Educational Officer	12.07.2021 to 17.07.2021	06
4	Submission to the Commissioner of School Education	19.07.2021	01
5	Verification and finalization in the office of the Commissioner and Director of School Education	20.07.2021 to 26.07.2021	07
6	Submission to Government	29.07.2021	01
7	Issue G.O. by Government (after circulation to GAD and Finance Departments)	-	
8	Relief and joining of transferred teachers	-	

Further, all the Regional Joint Directors of School Education and all the District Educational Officers in the State are informed that ***the inter-District transfers of teachers will be issued after approval of the Government.***

Chinaveerabhadru Vadrevu
DIRECTOR, 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, Velagapudi.
SC.