

**ABSTRACT**

HIGHER AND TECHNICAL EDUCATION DEPARTMENT — Guidelines for transfers of employees in Higher and Technical Education Department for the year 2012-13 – Orders – Issued.

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**HIGHER EDUCATION (TE.I) DEPARTMENT**

**G.O.Rt.No. 350.**

**Dated: 18-06-2012.**

**Read the following:-**

1.G.O.Ms.No.146, Finance (DCM-III) Deptt., Dt.01-06-2012.

2.From the CTE, Hyd., Lr.No.C2/9330/2012, Dt.07-06-2012.

3.From the CCE, Hyd., Lr.No.573/Ser.II/2012, Dt.11-06-2012.

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**ORDER:**

Government after careful examination of the matter and as per para 2(ii) of the G.O first read above, hereby issue the guidelines for transfers of employees in Higher and Technical Education Department for the year 2012-13 as appended to this order as annexure.

2. The Commissioner of Technical Education and the Commissioner of Collegiate Education, A.P., Hyderabad shall take necessary action accordingly.

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

**M.G.GOPAL**

**PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner of Technical Education, A.P., Hyderabad.

The Commissioner of Collegiate Education, A.P., Hyderabad.

The Accountant General, A.P., Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Director of Treasuries & Accounts, Hyderabad.

Copy to:

The Finance (W&M) Department.

The District Treasury Officer concerned.

The PS to M(TE)

The P.S to Prl. Secretary to Govt., H.E Deptt.

SF/Sc

//Forwarded: :By order//

**SECTION OFFICER**

**ANNEXURE**

**GUIDELINES FOR TRANSFERS OF EMPLOYEES IN HIGHER AND TECHNICAL  
EDUCATION DEPARTMENT FOR THE YEAR 2012-13.**

1. Those who have put in more than 2 years of service in a particular station as on 01-06-2012 shall be eligible to apply for transfer. Service rendered in all cadres at a station will be counted while calculating period of the stay in their particular station.
2. The Commissioners of Collegiate Education and Technical Education will draw schedule for affecting transfers and complete the entire process on or before 30-06-2012.
3. Those who are retiring on or before 01-07-2013 shall not be transferred.
4. The Lecturers/ Senior Lecturers in Government Polytechnics working against the posts of Senior Lecturer/ Head of Section irrespective of the period of stay shall be transferred to the regular posts if there is a request for the said post.
5. Those who have completed 5 years or above service in a particular station as on 01-06-2012 shall be transferred if there is any request for the said post.
6. Not more than 20% of the employees in any cadre will be transferred.
7. Transfer will be affected based on the entitlement of total points scored by individual applicants on the criteria as mentioned below. The highest scorer in the respective subject and zone will be given the first choice and so on.

**Criteria for entitlement of points:**

**a) Stay in the present station located in the following areas as on 01-06-2012**

**For stay in Area of :-**

**(In respect of those drawing AICTE/UGC revised Pay Scales, 2006)**

- |                            |   |                                  |
|----------------------------|---|----------------------------------|
| (i) Category III (10% HRA) | : | 5 points per every year of stay  |
| (ii) Category II (20% HRA) | : | 3 points per every year of stay. |
| (iii) Category I (30% HRA) | : | 1 point per every year of stay.  |

**(In respect of others.)**

- |                               |   |                                 |
|-------------------------------|---|---------------------------------|
| (i) Category IV (12.5% HRA)   | : | 5 points per every year of stay |
| (ii) Category III (14.5% HRA) | : | 3 points per every year of stay |
| (iii) Category II (20% HRA)   | : | 2 points per every year of stay |
| (iv) Category I (30% HRA)     | : | 1 point per every year of stay  |

**b) Special Categories:**

- |                                   |   |           |
|-----------------------------------|---|-----------|
| i) <b>Single Women</b>            | : | 10 Points |
| ii) <b>Physically handicapped</b> | : |           |
| a) 40% - 60%                      | : | 5 points  |
| b) More than 60%                  | : | 8 points  |

**Contd..2/p**

iii) The Employees who are now suffering from the following diseases.: **5 points**

- (a) Cancer
- (b) Heart Operation
- (c) Neuro-Surgery
- (d) Bone T.B.
- (e) Kidney Transplantation

iv) (a) Applicants with dependant children who are mentally retarded and are under treatment : **5 points**

(b) Applicants with dependant children suffering Juvenile Diabetes and children suffering from Holes in the Heart by birth and are under medical Treatment available only at specified places to which they are seeking transfers : **5 points**

Note : For this purpose, a copy of the certificate issued by the competent authority i.e., District Medical Board/ State Medical Board may be enclosed for consideration.

(v) Spouse employment : **10 points.**

Note: Employees whose spouse is working in State or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same place opted for transfer or a nearby place. The applicants seeking transfer under this category shall produce a certificate issued by the Head of the Office where the spouse is working in proof of the claim.

**(C) Performance Parameters (applicable only for teaching staff):**

i) ) Technical Paper Presented/Accepted or Published at International/ National Level from 01-07-2011 to 01-06-2012.

- A. Per each Technical Paper at International Level : 10 Points
- B. Per each Technical Paper at National Level : 5 Points

ii) Additional Responsibilities held:

- A. Deputy Warden for Hostel : 5 Points
- B. Placement Officer : 2 Points
- C. Students Advisor : 2 Points
- D. NCC Officer : 5 Points
- E. NSS Programme Officer : 5 Points

iii) Best Teacher Award received on 5<sup>th</sup> September, 2011 : 5 Points

**(d)** In case of Teaching Staff in Collegiate and Technical Education, following criteria will be followed for allotment of points for the pass percentage of the students:-

- (i) 0% to 40% : 1 point
- (ii) 41% to 60% : 3 points
- (iii) 61% to 80% : 5 points
- (iv) 81% and above : 10 points

In case of Principals, the college activity report as assessed by the Commissioner of Collegiate Education/ Commissioner of Technical Education will be taken into consideration.

8. In case of Office Bearers of recognized service Associations the standing instructions on the transfers of Office Bearers of recognized employees unions as issued in Government Circular Memo.No.26135/Ser.Welfare/2002-1 of G.A (Services) Department, dated: 19-06-2012 shall be followed. In case of Collegiate Education, the recognized service associations are as follows:-

- (i) Government College Gazetted Teachers Association (GCGTA)
- (ii) Government College Teachers Association (GCTA)

The Office Bearers of these two Associations will be exempted from transfers. Similarly NAAC coordinators who have submitted SSR / RAR are exempted. Lecturers engaged in Major/ Minor Research Projects can be transferred to college where such facilities exist, subject to satisfaction of other conditions and eligibility criteria and entitlement points.

9. Wherever a Woman employee working in other than Women Degree Colleges/ Women Polytechnic opts for a post in Women Degree Colleges/ Women Polytechnic, she shall be posted by shifting a male person working against such post against the norms.

10. The transfer application form may be downloaded from the website: [www.apcce.gov.in](http://www.apcce.gov.in) and [www.dte.nic.in](http://www.dte.nic.in) in case of Collegiate Education and Technical Education respectively.

11. The following lists shall be notified in the website of the Department concerned.
- (i) The list of names of the persons who applied for transfer with total of the entitlement points in descending order.
  - (ii) Subject, college and zone-wise clear vacancy position and the list of posts where persons have been working for 5 years or more.

12. All the employees seeking transfer shall indicate three (3) places in the order of preference. When more than one employee opts for a particular place, preference shall be given to a person who has put in longest service in a particular station, subject to the employee not having charges pending against him/ her.

**Note:** Candidates have to keep in mind the focal and non-focal places while exercising the places of option.

10. Counseling will be held on specified dates and the persons attending the counseling will not be entitled to any TA/DA. However, it will be treated as "ON DUTY".

11. Lists of applicants will be arranged subject-wise and zone-wise in the descending order of total points scored. Such lists shall be displayed on the notice board at the counseling camp and the websites. The applicants called in the order of merit shall choose any of the vacant posts available at the point of time and exercise his/her option in writing. In case two or more applicants secure equal score, preference shall be given to the employee who has put in longer service in the present station.

12. Video counseling may be held wherever deemed necessary by competent authority.

13. Transfers will be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only, in no case, transfers will be from one focal post to another focal post.

<b>Area Category</b>	<b>Area</b>	<b>Category</b>
I	30% HRA (under state pay scales Area)	Focal
II	20% HRA Area	Focal
III	14.5% HRA Area	Non-Focal
IV	12.5% HRA Area	Non-Focal

14. The transfers effected shall be displayed on the Website after completion of counseling.

15. Those who are transferred shall be relieved from the present place of working immediately on receipt of the transfer orders. Under any circumstances the person will be deemed to have been relieved at the end of 7 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.

16. Those who are transferred shall not be entitled to any TA/ DA and joining time since the transfers are at their request.

17. Anybody who has submitted false information and/ or certificates and also the officers, who have countersigned such false information, are liable for disciplinary action, as well as criminal action.

**M.G.GOPAL**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**//Forwarded: :By order//**

**SECTION OFFICER**