

**GOVERNMENT OF ANDHRA  
PRADESH ABSTRACT**

School Education - The Andhra Pradesh Teachers (Regulation of Transfers) Guidelines, 2020 - Issued.

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SCHOOL EDN (SERVICES.II) DEPARTMENT

G.O.MS.No. 54

Dated: 12-10-2020.

Read the following:-

1. A.P. Education Act 1982 (Act 1 of 1982).
2. From CSE letter Lrs.Rc.No.36/Estt.III/2019, Dt: 08.06.2020.
- 3.Go.Ms.No.53, School Education (Ser.II) Department, Dt:12.10.2020.

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**ORDER :-**

Government is committed to provide free and compulsory Elementary Education to every child in the age group of 6 to 14 years in the vicinity of his / her neighbourhood under the Right to Education (RTE) Act, 2009. During the year 2019 - 2020, the enrollment of students in Government managed schools has increased many fold. There is a need to re-apportion the staff among schools and posts in Primary, Upper Primary and High Schools as there are some schools with higher enrollment of students vis-à-vis the sanctioned teaching posts and on the other hand there are some schools with less enrollment of students but with more than justified number of teacher posts. Government desires to ensure appropriate school / class level pupil-teacher ratio. Hence, Govt. have issued orders for re-apportionment of teachers based on the students strength vide 3<sup>rd</sup> read above. Government further felt that there is a need to regulate the staffing pattern by way of transfer of teachers in the above schools.

2 Government have decided to frame guidelines relating to the transfers in exercise of the powers conferred by Section 78 and 99 of A.P. Education Act 1982 (Act 1 of 1982) and under Article 309 of the Constitution of India, in super-session of all the earlier guidelines on the transfer of teachers in order to facilitate and to regulate the transfers of Headmasters Grade-II and teachers working in Government / Z.P.P / M.P.P Schools in A.P School Education Service and A.P School Education Subordinate Services.

3 Accordingly the D.S.E., has furnished the proposals to permit him to take up the transfers of teachers for the academic year, 2020 - 2021 and furnished the draft guidelines vide Lr.2nd read above.

4 The D.S.E., shall take action to call for the applications for transfer of teachers through Online system and conduct Web counseling duly obtaining the options. Accordingly the DSE shall announce the time schedule which will layout all the details including time frame for submission of applications, verification of points

and related documents, exercising of options, counseling, redressal of grievances, issue of orders, relief and joining of Head Masters / Teachers at their respective places. The Headmasters / Teachers shall submit their applications through Online system at the I.P address allotted for this purpose. For the purpose of transfers of teachers, assessment of teacher posts required in any school will be based on the UDISE / Child Info with cut off date as fixed by the Director of School Education.

5. The D.S.E., A.P., shall be the competent authority to sort out the difficulties / issue of clarifications if any required, in this regard, for proper implementation of the above orders. Government is the competent authority to modify / amend the above guidelines, if required. The Department of School Education in Government shall be the competent authority to effect the transfer of the teachers, if required, on administrative grounds, irrespective of the above guidelines / framework and time schedule, during an academic calendar year. The work adjustment orders to shuffle the teachers shall be carried out by the Director of School Education, during an academic calendar year to ensure proper and optimum utilization of services of the Head Masters / Teachers working in the schools, wherever their services are required for the purpose of achieving the better academic performance of the schools.

6. After careful consideration of the matter, the Government hereby makes the following Guidelines, regulating the transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and S.G.T.s and their equivalent categories in the A.P. School Education Service and A.P. School Education Subordinate Service working in the Government Schools and Z.P.P. and MPP Schools in the State.

7. The Director of School Education shall also take up transfers in DIETs.

8. The Municipal Administration / Tribal Welfare Department may also issue necessary guidelines in this regard.

9. The State Project Director, Samagra Shiksha, A.P., shall take necessary steps in effecting transfers in Samagra Shiksha.

10. This order issues with the concurrence of Finance (HR-I) Department vide their U.O. No: HROPDPP(TRPO)/2/2020 (C.No.1068673), dated 15.07.2020.

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

**B Rajsekhar I A S**  
**Principal Secretary to Government**

**To**

The Director, Printing, Stationery and Stores Purchases, A.P., Vijayawada, for publication in the A.P extra-ordinary Gazzettee, and for supply of 1500 copies)

The Director of School Education, AP, Amaravathi.

All Regional Joint Directors of School Education.

All the District Collectors.

All the District Educational Officers.

**Copy to:-**

The General Administration (Ser) Department / Finance Department / MA & UD Department / PR & RD Department / Social Welfare Department, Velagapudi, Amaravati.

The Commissioner, Panchayat Raj / Commissioner & Director, Municipal Administration / Commissioner, Social Welfare / Tribal Welfare, A.P., Amaravati .

The Director of Treasuries and Accounts, A.P., Anjaneya Towers, Ibrahimpatnam.

All Sections in School Education Department.

All Recognized Teachers Associations in the State, through the Director of School Education, A.P., Amaravati.

The Addl Chief Secretary to Hon'ble Chief Minister.

The PS to Law Dept.

The OSD to Minister for Education

The PS to Principal Secretary (SE).

SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

**Guidelines for transfer of teachers working in Government, Zilla Parishad and Mandal Parishad Schools during academic year 2020-21**

- 1 (i) These guidelines shall be applicable to Headmaster Gr.-II Gazetted in Andhra Pradesh School Education Service and School Assistants / Secondary Grade Teachers and other equivalent categories in Andhra Pradesh School Education Subordinate Service, herein after referred to as Teacher in these Guidelines.
- (ii) These guidelines shall come into force with immediate effect.

**2. Criteria for Transfers**

- (i) The following categories of Headmaster Gr.II Gazetted / Teachers in the Government / ZPP /MPP shall be transferred.
- (a) Those Teachers who have completed 8 Academic years of service and those Headmasters Gr-II who have completed 5 Academic years of service as on date of closures of schools in a particular school in the Academic year 2019-20 shall be transferred compulsorily (more than half the Academic year would be considered as a complete full year for this purpose and less than half would not be considered i.e. who joined before 18.11.2012 in the case of teachers and 18.11.2015 in the case of Headmasters Gr-II)).
- (b) Provided those who are going to retire within two (2) years from 01<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.
- (ii) (a) The male Headmaster Gr.II/ Teacher aged below 50 years as on 01<sup>st</sup>October of the year (in which transfers are to be taken up) and working in Girls High School.
- (b) If no women Headmasters Gr.II / Teachers are available to work in Girls High Schools, then the male Teachers who crossed 50 years of age as on 01<sup>st</sup> October of the year in which transfers are to be taken up, may be considered for posting to such schools.

- (iii)** 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.
- (iv)** Criteria for identification of teachers being shifted on re-apportion is as follows:
- a. 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.
  - b. If any teacher who has not completed 8 academic years but happens to be a senior teacher in the school and if he is willing to work at the new school he/she may be shifted.
  - c. In case of non availability of (a) & (b) junior most teachers as per the service rendered in the cadre shall be shifted.
- (v)** The Headmasters Gr.II Gazetted and Teachers who have completed 5 academic years of service and 8 academic years of service respectively as NCC/Scouts officer should be posted in a vacancy in a school where there is NCC/Scouts unit. If no vacancy is available in other School having NCC/Scouts Unit they shall be continued in the same school on their request.
- (vi)** Preference shall be given to Head Master Gr-II, who have studied the language concerned (Urdu / Tamil / Kannada / Oriya) Language as 1<sup>st</sup> Language as main subject to the respective Medium Schools.
- (vii)** The number of academic years of service completed in a particular school, in a particular cadre should be taken into consideration.
- (viii)** Visually challenged teachers are exempted from transfers. However, if such teachers desire to apply for transfer, they may apply for transfer counselling.
- (ix)**
1. Transfers shall be effected from within the present management in which the teacher is working.
  2. 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. In such instances, their seniority shall be taken into account in the parent management.
  3. 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).
  4. 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.

5. 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.

### 3. Schedule for Transfers

The Director of School Education shall draw the transfer schedule and communicate the same to the competent authorities for effecting transfers from time to time.

The Director of School Education shall also facilitate the process through appropriate Information Technology (IT) solution.

### 4. Transfers Counselling

All the transfers shall be processed only by applications filed and options exercised through an online process. Transfer orders will be issued by the Committees constituted for this purpose in each district / zone.

### 5. Competent Authority for Postings & Transfers

The appointing authority concerned shall issue transfer and posting orders based on the final outcome of the web options exercised by the Teachers.

### 6 Entitlement Points – Common Points

Entitlement points shall be awarded to the Headmaster Gr.II / Teachers service rendered in the POINTS present school, category as on **01<sup>st</sup> October of the year** in which transfers are to be taken up in the following manner:

<b>(i) (a)</b>	For every year of service in category IV areas	5
<b>(b)</b>	For every year of service in Category III areas	3
<b>(c)</b>	For every year of service in Category II areas	2
<b>(d)</b>	For every year of service in Category I areas	1

**Note** For maximum 8 years of service @ 5 Points per year total comes to 40

- (ii)** The Habitations / Towns shall be classified under following categories, viz,
- |               |   |
|---------------|---|
| Category – I  | All Habitations/Towns where 20% and above HRA is admissible |
| Category – II | All Habitations/Towns where 14.5% HRA is admissible         |
| Category –III | All Habitations / Towns where 12% HRA is admissible         |

Category-IV

All Habitations where 12% HRA is admissible, and which do not have connectivity through an all-weather road as per the norms of Panchayat Raj (Engineering) Department

In case of Villages / Towns which were in one category earlier and later changed to the other category (as per HRA / Road condition) in such cases the entitlement points may be calculated proportionately.

- (iii) a) The District level committee shall follow the list of habitations declared as category IV for effecting transfers in the previous years till now for the purpose of calculating the points.
- b) However, the committee shall declare the list of category IV habitations afresh now for the purpose of calculating points for future transfers. The decision of the committee shall be final.
- (iv) For the service rendered: **0.5 points** for every year of completed service in the total service in all categories as on 01<sup>st</sup> October of the year in which transfers are to be taken up. **(Maximum-15 points)**

**Total Entitlement Points should not be exceed 55**

<b>7. Special Points (Extra Points):</b>	<b>POINTS</b>
<b>(i)</b> Un-married female Teacher/Head Master	<b>5</b>
<b>(ii)</b> Teacher whose spouse belongs to State Government or Central Government or Public Sector undertaking or Local Body, AP Residential Educational Institutions Societies, Aided Institution or <b>A.P. Model Schools and working in the same district/zonal cadre and adjacent district.</b> Headmasters/Teachers may opt for transfer to a place within the District or to Adjacent Mandal / Division to the neighbouring District towards the nearer place of working of his/her spouse. The benefit of spouse points shall be applicable to one of the <b>spouses once in 5/8 years only.</b> An entry to this effect shall be recorded in the SR of the Headmaster/teacher concerned under proper attestation.	<b>5</b>

If both the spouses are under compulsory transfer / reapportion, he / she may be permitted to opt any place in the district. If one of the spouses is under compulsory transfer / reapportion, the spouse who is in the first spell counselling may be allowed to opt any

place in the district, if his / her spouse is under compulsory transfer / re-apportion.

If the spouse is working in the neighbouring district / adjacent district, the teacher availing spouse points should opt to nearest place in the district to the working place of her / his spouse in the adjacent district.

A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category

- |  |    |
|--|----|
| <b>(iii) (a)</b> Physically handicapped i.e. those with not less than 40% to 55% Visually challenged /orthopedically handicapped/hearing impaired. | 5  |
| <b>(b)</b> Physically handicapped i.e. those with not less than 56% to 69% Visually challenged /orthopedically handicapped/hearing impaired.       | 10 |
| <b>(iv)</b> The President and General Secretary of the recognised Teachers Unions at the State and District Levels                                 | 5  |

**Total Special points 25**

**8. Re-apportion Points**

The Gr.II Headmasters / teachers who are affected by re-apportion are eligible for extra points over and above already secured points. The Headmasters/ teachers who have completed 5 academic years of service and 8 academic years of service respectively as on date of closure of schools are not eligible for Re-apportion points.

5

**Total Points 85**

Note: If option is not given, he / she will be allotted to Category IV / III leftover vacancies only.

**9. In case of a Tie in Points Secured.**

In case the entitlement points of two or more applicants are equal,

- (a)** The seniority in the cadre shall be taken into account.
- (b)** Priority to the candidate basing on the date of birth (Senior) besides guideline (a) above.
- (c)** Women.



## 10. Preferential Categories.

The following categories shall be taken precedence in the seniority list, in the order given below, irrespective of their entitlement points.

- (a) i. Physically handicapped i.e., those with not less than 70% / Visually challenged /orthopedically- handicapped /Hearing Impaired.
- (b) Widows/ Legally separated female
- (c) Teacher who is suffering with the following diseases, in which he/she is undergoing treatment:
  - i. Cancer
  - ii. Open Heart Surgery/ correction of ASD/Organ Transplantation
  - iii. Neuro Surgery
  - iv. Bone TB
  - v. Kidney Transplantation /Dialysis
  - vi. Spinal–Surgery
- (d) Applicants with dependents i.e., Mother, Father, children, Spouse who are mentally retarded and are undergoing treatment.
- (e) Children suffering with holes in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers.
- (f) Applicants with dependent children suffering from Juvenile Diabetes..
- (g) Applicants with dependent children suffering from Thalassemia Disease.
- (h) Applicants with dependent children suffering from Hemophilia Disease
- (i) Applicants with dependent children suffering from Muscular Dystrophy.
- (j) Spouse of the Service/Ex-service Person in Army / Navy /Air, Force/BSF/CRPF/CISF.

**Note 1:** Where the preferential category is claimed on health grounds as per guideline 10 (d), (e), (f), (g), (h) and (i) latest medical reports of the hospital should be submitted to the Joint Collector (Development). However, candidates selected under PH quota and recorded in SR need not furnish any certificate afresh.

**Note 2 :** The Headmaster Grade-II Gazetted should avail either the preferential category (Guideline 10) or the special points {Guideline 7 (i to iv)} once in 5 years and an entry is to be made in his/her SR.

The Teachers should avail either the preferential category (Guideline 10) or the special points {Guideline 7 (i to iv)} once in 8 years and an entry be made in SR.

**Note 3 :** The H.Ms Grade-II Gazetted / teachers who have availed the preferential category or spouse category in the earlier transfer counselling and now shifted under Re-apportion without completion of 5 academic years of service/ 8 academic calendar years of service respectively shall be given the respective benefits / entitlement points along with the Re-apportion points.

## 11. Notification of vacancies:

- (i) The following vacancies shall be notified for the purpose of counselling:
  - (a) All clear vacancies.
  - (b) All the vacancies arising due to compulsory transfers as per guideline 2.

- (c) Resultant vacancies arising during counselling.
- (d) Vacancies existing due to authorised / unauthorized absence of teachers for more than 1 year.
- (e) Leave period vacancies likely to arise due to Maternity leave, medical leave should not to be notified. They can be filled up by work adjustment, if the period is beyond 4 weeks.
- (f) The committee shall arrive the number of vacancies i.e. the difference between sanctioned and working in each cadre.

Then the committee shall have to block the same number of vacancies proportionately in category I, II and III taking mandal as unit.

Example: In a district, sanctioned SGT posts: 5,000 and working: 4500, then to be blocked vacancies are  $5000-4500=500$ . If 40 mandals in the district, proportionately block that 500 vacancies in category-I, II and III.

- (ii) The Headmaster/Teacher vacancies shall be computed based on the UDISE data with cut-off date as on 01.10.2020 and by taking into consideration the teacher pupil ratio and as per the re-apportion norms as notified by Government from time to time. This shall be reconfirmed by the competent authorities after field level verification with the approval of District Collector (District Cadres) or Director of School Education (Zonal Cadre), as the case may be.
- (iii) Vacancies of School Assistant (PS) and School Assistant (Maths) in U.P. Schools shall be specified.

## **12 Publication of vacancies and seniority list:**

- (i) The following lists shall be published on the website specified for the purpose and also displayed at the O/o Regional Joint Director of School Education and District Educational Officer concerned.
  - (a) The lists of category wise schools (category I, II, III and IV),
  - (b) The School wise vacancy position of Headmaster Gr.II Gazetted/School Assistant/Secondary Grade Teacher and equivalent categories for counselling.
  - (c) Subject to the procedure prescribed in clause (2) below, the list of names of the Headmaster Gr.II Gazetted / Teacher who applied for transfer with entitlement points.
  - (ii) After the last date for applying for transfers as per schedule, the seniority list shall be prepared, using software for generating the entitlement points management wise, category wise, subject wise, medium wise and the seniority list with entitlement points shall be published in the website specified for the purpose and also on the notice board of District Educational Officer/Regional Joint Director of School Education.

## **13. Online Application and Process for Web Assisted Counselling.**

- (i) The Headmasters/teachers shall apply for transfer in the prescribed online services for web based for allotment at <https://cse.ap.gov.in>

- (ii) Only online applications received through the website shall be considered for transfer and processed further.
- (iii) After completion of the online submission, the applicants shall thereafter obtain the printout of the application from the specified website and submit the same duly signed to their respective authorities, viz., Mandal Educational Officer/Headmaster High School/Deputy Educational Officer, as the case may be.

Note - Submission of Hard copies is only for verification purpose and shall not be processed for transfer.

- (iv) The Headmaster Gr.II Gazetted / Teacher who is eligible as per the criteria prescribed in guideline 2 may apply online through website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.
- (v) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with application the latest certificate from the competent authority in this regard.
- (vi) After receipt of applications, the authorities concerned shall display the provisional seniority lists and call for objections if any. After redressing the objections / grievances, the authority shall display the final seniority along with the entitlement points in the website / notice board.
- (vii) Once the Headmaster / teacher submits an application through online it shall be final. No teacher is allowed to apply twice on online.

**(viii)**

1. The Head Master Gr.II Gazetted / Teacher who is compulsorily transferrable under guideline 2 should select all options.
2. If any Headmaster Gr.II Gazetted / Teacher who is compulsorily transferable under guideline 2 does not apply online and exercise his/her options shall be transferred to the available left over needy vacancies in category III & IV schools, apart from taking disciplinary action deemed fit.

- (ix) Any HM / Teacher who is under compulsory transfer and does not apply / submit his / her transfer application serious view will be taken against the Teacher / H.M. and M.E.O. and appropriate disciplinary action initiated.

**14. Receipt and disposal of objections / Grievances:**

- (i) Objections if any in respect of the seniority list and entitlement points published as per guideline 6 may be filed online by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.
- (ii) The District Educational Officer / Regional Joint Director of School Education, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the District Educational Officer/ Regional Joint Director of School Education shall cause the necessary corrections in the seniority list and publish the same on the website.

**15. Counselling.**

- (i) Transfers and postings of Headmasters/Teachers shall be done on the basis of entitlement points as specified in these guidelines.
- (ii) After finalization of seniority lists and notification of vacancies, Options shall have to be exercised by the teachers through web counselling.
- (iii) Transfer orders shall be issued by the respective Committees on the basis of the final lists drawn online duly following the above procedure.

**16. Committee for Transfers and Counselling.**

The following competent authorities are constituted for the purpose of issue of transfer orders and counselling if required.

**(i) For Transfer of Head Master Gr. II Gazetted in Government High Schools**

- (a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.
- (b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary.
- (c) The District Educational Officer concerned as a Member.

**Note:**

- (i) The senior most officers shall be the Chairman of the Committee.
- (ii) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the Government High Schools in the respective Zone. Counselling shall be done by this committee with the support of web counselling system.
- (iii) The Regional Joint Director of School Education concerned shall be the competent authority to issue posting and transfer orders of the Headmasters Gr.II Gazetted working in Government High Schools, after the approval by the above Committee.

**(ii) For Transfer of Head Master Gr. II Gazetted in Zilla Parishad High Schools:**

- (a) Chairman, Zilla Parishad /Special Officer– Chairman.
- (b) Collector or nominee (Not below the rank of Special Deputy Collector) – Member.
- (c) RJDSE or his nominee -- Member Secretary.
- (d) Chief Executive Officer- Z.P. – Member.

**Note:**

- (i) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the ZP High Schools in the District
- (ii) The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer orders of the Headmasters Gr.II Gazetted working in ZP High Schools, after the approval by the Committee. Counselling shall be done by this committee with the support of web counselling system.
- (iii) For Transfer of Teachers in Government High Schools.**
  - (a) Collector / Joint Collector(Development)-- Chairman.
  - (b) Chief Executive Officer Z. P. --- Member.
  - (c) District Educational Officer – Member Secretary.
- (iv) For Transfer of Teachers in Zilla Parishad / MPP Schools.**
  - (a) Chairman, ZP /Special Officer – Chairman.
  - (b) Collector / Joint Collector(Development) -- Member.

(c) Chief Executive Officer Z. P. - - Member.

(d) District Educational Officer – Member Secretary.

**Note:** The District Educational Officer concerned shall be competent authority to issue transfer orders to all the teachers working in the Government Schools and ZPP / MPP Schools after the approval by the Committee.

**17. Issue of Transfer Orders:**

- (i) The competent authorities concerned shall issue posting orders to all the HMs / Teachers of one category in one proceedings only, duly enclosing the names of the teachers transferred and places of postings on transfer in one annexure. No individual transfer orders shall be issued.
- (ii) The teacher / HM who are to be compulsorily transferred and who do not apply for counselling, shall be given posting orders in absentia to the left over needy vacancies at Category III & IV at the end of the web counselling of that particular category of teachers.
- (iii) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be considered, either by the committee or by the competent authority.
- (iv) In all the orders of the transfer, the condition is to be included that the orders shall be subject to outcome of SLP in Supreme Court of India and other pending cases.
- (v) The transfers effected shall be displayed on website and also at the office of Regional Joint Director of School Education, District Educational Officer and ZP after completion of counselling.

**18. Date of Relief and Joining:**

| The Headmaster Gr.II Gazetted / Teacher who are on transfer **shall be relieved within 7 days from the present place of working** on receipt of the transfer orders and he / she shall join in the new school where they are posted on the next day of issue / receipt of orders. Provided the Teachers (including subject teachers) who are transferred under Transfer Counselling shall be relieved subject to the condition that there shall be 50% of regular teachers (fraction shall be treated as One) working in the school and also only the senior most Teachers (including subject teachers) shall be relieved.

Examples:

- a. If only one Teacher (including subject teachers) is working in the School and got transfer he / she shall not be relieved without substitute.
- b. If two Teachers (including subject teachers) are working in the School and got transfer, the junior in the school shall not be relieved without substitute.
- c. If three Teachers (including subject teachers) are working in the School and got transfer, the two juniors in the school shall not be relieved without substitute.
- d. If four Teachers (including subject teachers) are working in the school and got transfer, the two juniors in the school shall not be relieved without substitute.
- e. Likewise, if eleven Teachers (including subject teachers) are working in the school and got transfer, the six juniors in the school shall not be relieved without substitute.
- f. Work Adjustment shall be completed within 15 days after completion of

Transfers exercise.

- | A Headmaster Gr.II Gazetted / Teacher who does not so join cannot claim compulsory wait, under any circumstances, for any reason.

**19. Appeal.**

- (i) An appeal against the orders of the District Educational Officer shall lie with the Regional Joint Director of School Education concerned, and an appeal against the orders of the Regional Joint Director of School Education shall lie with the Commissioner of School Education such appeal should be submitted within 10 days.
- (ii) All such appeals shall be disposed off by the Appellate authorities concerned within 15 days from the date of receipt of the appeal.
- (iii) The teachers who have any grievance on the transfer counselling should avail all levels of appeal provisions before going for other legal remedies.

**20. Revision.**

- (i) The Director of School Education may either suo-moto or on an application received from any person aggrieved by the orders of the Transfer Committee may call for and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised, modified, annulled or reversed or remitted for reconsideration, he may pass order accordingly or remand the case with any direction so as to rectify any violation of guidelines or discrepancy. Such orders shall be implemented by the authority concerned.
- (ii) The Director of School Education may stay the implementation of any such proceedings, pending exercise of its powers under Guideline 20 (i) above.
- (iii) Revision exercise and issue of orders shall be completed within 4 weeks from the date of issue of the transfer orders. No extension shall be permissible.

**21. Service / Disciplinary Action for furnishing false Information & violation of Guidelines.**

- (i) (a) Any HM / Teacher, who has submitted false information and certificates shall be liable for disciplinary action in addition to prosecution, as per guidelines, apart from cancellation of transfer benefit and shall be re-posted to Category-IV & III area / left over vacancy.  
(b) The HM/MEO/DyIOS/DyEO/Principal of APMS who have countersigned such false information shall be liable for disciplinary action in addition to prosecution as per guidelines.
- (ii) The Member-Secretary who issued orders in violation of these guidelines or instructions issued by Commissioner of School Education from time to time in the matter shall be liable for disciplinary action as per guidelines.
- (iii) The transfer orders, once issued and the appeals are once disposed off and revision orders issued, shall be final, and the HM/Teachers shall join the place of posting without any further delay. For any unauthorized absence “no work-no pay’ provision shall apply besides disciplinary action, as per guidelines.

**B Rajsekhar I A S**  
**Principal Secretary to Government**