

//Most Urgent//

**GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT**

From
Sri Pravin Kumar, I.A.S.,
Commissioner & Director of
Municipal Administration,
AP, Vaddeswaram,
Rajamahendravaram,

To
1.All Regional Director cum
Appellate Commissioner of
Municipal Administration,
Visakhapatnam,
Guntur and Ananthapuram.

2.The Commissioners of
GVMC and Vijayawada
Municipal Corporation.

Lr. Roc No.21022/1/2022/E1, dated08/06/2022

Sir,

Sub Municipal Administration Department - Establishment - Municipal
: Teachers - Guidelines for Re-apportionment & Transfer of all
categories of Teachers working in the Urban local Bodies under
Municipal Management - Orders issued on lifting ban on transfer of
employees - Schedule communicated - Reg.

Ref: 1. G.O.Ms.No.53, dated 12.10.2020 of School Education Dept.
2. G.O.Ms.No.54, dated 12.10.2020 of School Education Dept.
3. This office Lr.Roc.No.3996360/2020/E, dated 12.11.2020.
4. G.O.Ms.No.125, date 08.10.2021 of MA & UD Dept.
5. G.O.Ms.No.116 Of Finance (HR.I-PLG. & POLICY) Dept.,
dated 07.06.2022 .

The attention of the RDMAs and Commissioners of GVMC & Vijayawada Municipal Corporation is drawn to the references cited and informed that, considering the orders issued in the references 1st & 2nd cited, the Government had issued guidelines for Re-apportionment & Transfers of all the categories of Teachers working in the Urban Local Bodies under Municipal Management in the State and requested the C&DMA to take further necessary action in the matter, subject to condition that these transfers shall be effected after ban is lifted by the Government of A.P and also informed to instruct concerned to follow the above guidelines during the transfers counseling, vide reference 4th cited.

2. In the reference 5th cited, the Government have issued orders relaxing the existing ban on transfer of employees from 8th June to 17th June, 2022 to ensure right placement of employees to secure optimum productivity and commitment to furtherance of Government's development objectives.

3. In view of the above, the Guidelines issued vide reference 4th cited is herewith communicated to you for taking up further necessary action in the matter, duly following the below schedule, without fail.

| Activity | Duration | Time Line |
|---|----------|--|
| I. Re-Appportionment of posts & finalization of vacancies. | 2 days | from 09.06.2022 to 10.06.2022 |
| II. Transfers. | | |
| 1. Publication of Vacancies and Seniority Lists. | 2 days | from 11.06.2022 to 12.06.2022 |
| 2. (a) Submission of transfer applications by the teachers through on-line & submission of hard copies to the Commissioners concerned. (b) Submission of transfer applications received from the teachers to the RDMA by the Commissioners concerned with their remarks. | 2 days | from 13.06.2022 to 14.06.2022 |
| 3. Scrutiny of the transfer applications by the RDMA | 1 day | 15.06.2022 |
| 4. Counseling and issuing of Transfer & Posting orders | 2 days | from 16.06.2022 to 17.06.2022 |

4. Further, you are requested to go through the guidelines issued in the reference 4th cited and take immediate action for effecting Re-apportionment & Transfers to all the categories of Teachers working in the ULBs in the transparent manner. You are also requested to ensure that, after counseling, the Transferred Teachers shall be relieved from old

station and to join in the new station, immediately.

5. It is also informed that, you are responsible for implementation of the Government orders issued in the reference 4th cited in the most transparent manner possible without giving any scope for complaints/allegations. Further, you are also requested to avoid sought for unnecessary clarifications in this regard.

6. Treat this as "Top Priority" and complete the Transfers process as per the above schedule, without any deviation in the matter. Any violation of the above guidelines/instructions will be viewed seriously.

Yours faithfully,

Commissioner & Director

Copy to all the Commissioners of ULBs concerned for taking necessary action in the matter (through the RDMA's concerned).

Copy submitted to the Special Chief Secretary to Govt., MA&UD Dept., AP Secretariat
Velagapudi for favour of information.