

GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT

Memo.No.ESE02-14/211/2025-E-VI-Part(1), Dated:20-08-2025

Sub: School Education - Inter-District Transfers of Teachers and Headmasters in the School Education Department on **Spouse** and **Mutual** grounds – Certain instructions – Issued.

Ref: Govt Memo.No.1225245/Ser.II/A.2/2020-1, Dt.20.08.2025

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, the Government have requested to furnish the proposals for Inter – District Transfer of teachers/Headmasters.

2. Therefore, all 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 **LEAP APP**. 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/ Municipal Schools and Municipal Corporation schools are eligible to apply for Inter District Transfers under the same management.
- ii. Minimum service of the applicant teacher/ Head Master shall be 2 years as on 31.07.2025 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 Bodies (MP/ZP/ Municipalities/ Municipal Corporations) 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 only 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 unauthorized absent, facing charges under APCCA 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 LEAP APP prescribed for the purpose.
- ii. Only online application received through the specified **LEAP APP** 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 Headmaster/ Mandal Educational Officers/ Deputy Educational Officer along with all related documents/ certificates.
- 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 in LEAP APP, 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 accept to take last rank 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 and its amendments.

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 LEAP APP and formats prescribed in **Annexure-II (Annexed)**

(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.

4) No application for inter-district transfers other than in accordance with the orders issued will be considered.

ANNEXURE - I

SCHEDULE FOR INTER DISTRICT TRANSFERS

Sl. No.	Activity	Dates
1	Applying for transfer in Online and submission of application form printouts to the concerned Mandal Educational Officer	21.08.2025 to 24.08.2025
2	Receiving application form print out and verification by the Mandal Educational officer	22.08.2025 to 25.08.2025
3	Verification by the District Educational Officer	23.08.2025 to 26.08.2025
4	Submission to the Director of School Education	27.08.2025
5	Verification and finalization in the office of the Director of School Education	28.08.2025 & 29.08.2025
6	Submission to Government	30.08.2025

3. 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.***

VIJAY RAMA RAJU V IAS
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, Govt. of A.P., Velagapudi, Amaravati for kind information.

SC.

