

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH., MANGALAGIRI.
Present: Smt.Thameem Ansariya A. IAS.,

Rc.No.ESE02-13/90/2021-EST3-CSE-Part(5) Date:23-06-2026

Sub: School Education – Academic Year 2026-27 – Work Adjustment of Teachers (SAs)/SGTs in needy schools under all managements i.e.,Govt/ ZPP/MPP/ Municipal, as per the requirement - Issued.

Read: 1) G.O.Ms.No.20, School Education (P.E.PROG.I) Dept, Dt:03.03.2011 and amendments thereon.

2) G.O.Ms.No.21, School Education (Ser.II) Dept, dt:13.05.2025.

3) G.O.Ms.No.33, School Education (Ser.II) Dept, dt:31.07.2025.

4) Govt.Memo.No.3294088/Services.Ser.II/A3/2026, dt: 17.06.2026.

ORDER:

The attention of all Regional Joint Directors of School Education and District Educational Officers in the State is invited to the reference 4th read above, the Government, accorded permission to undertake adjustment of surplus teachers to needy schools under Section 14 of the Andhra Pradesh State Teachers Transfers Regulation Act, 2025, further in the references 2nd & 3rd read above, wherein the Government has issued norms for re-apportionment of teaching staff in Government/MPP/ZPP and Municipal management schools and to maintain pupil-teacher ratio (PTR) as per RTE Act, 2009.

2. For the Academic Year 2026–27, a special campaign titled “Badi Pilustondi” was conducted in all Government, Zilla Parishad and Municipal Schools to complete the admission process and enhance student enrolment, with the objective of achieving at least a 10% increase in enrolment in Government schools.

3. As per Section 16 (Transfer Calendar) of the Andhra Pradesh State Teachers Transfers Regulation Act, 2025, general transfers shall be undertaken only once in a year in accordance with the schedule prescribed under Section 7 of the Act or as may be notified by the Government from time to time. However, in view of the implementation of the Presidential Order, 2025, regular transfers and promotions are not being taken up at present.

4. In view of the variations in student enrolment across Government, Zilla Parishad and Municipal Schools, wherein enrolment in certain schools has

increased while in others it has declined, disparities have arisen in the distribution of teachers and the availability of teaching staff. As teacher rationalization and general transfers have not been undertaken during the current academic year, it has become necessary to maintain the Pupil-Teacher Ratio (PTR) prescribed under the Right of Children to Free and Compulsory Education Act, 2009 and other rules in force. Therefore, in order to ensure equitable distribution of teachers, optimum utilization of available human resources, effective academic support to students, and uninterrupted academic instruction in all schools, it is proposed to undertake adjustment of surplus teachers to needy schools in accordance with the provisions of Section 14 of the Andhra Pradesh State Teachers Transfers Regulation Act, 2025, duly adhering to the prescribed norms and guidelines.

(i) Primary Schools and Primary Sections in Upper Primary Schools

- Based on the enrolment data available in UDISE as on 20.06.2026, the requirement and surplus of teachers shall be worked out for each school in accordance with the following norms:

S.No	School category	Projected Enrolment 2025-26 as on (9.4.2025)	No.of posts allotted as per GO.Ms.No.21 & GO.Ms.No.33	Enrolment 2026-27 as on 20.06.26	School category may be treated as	No.of post to be allotted as per GO.Ms.No.21 & GO.Ms.No.33	Surplus / deficit
1	FS	25	2	61 (only I and II classes)	FS	3	-1
2	BPS	40	2	65	MPS	5	-3
3	MPS	60 and above	1+4	40 to 59	MPS	1+3	+1
4	MPS	60 and above	1+4	Below 40	MPS	1+2	+2
5	MPS	40 to 59	1+3	Below 40	MPS	1+2	+1

(ii) High Schools with Primary Schools (1st to 5th classes):

S.No	School category	Projected Enrolment 2025-26 as on (9.4.25)	No.of posts allotted as per GO.Ms.No.21 & GO.Ms.No.33	Enrolment 2026-27 as on 20.06.26	School category may be treated as	No.of post to be allotted	Surplus / deficit
1	BPS	Up to 10	2	Up to 10	BPS	1	+1
2	BPS	11 to 30	3	11 to 30	BPS	3	0
3	MPS	31 to 59	1+3	31 to 59	MPS	1+3	0
4	MPS	60 and above	1+4	Below 40	MPS	1+2	+2

(iii) Upper Primary Schools (6th, 7th and 8th classes):

- i. 1 to 10 : 1 School Assistant / SGT
- ii. 11 to 30 : 2 School Assistant / SGT
- iii. 31 to 140 : 4 School Assistant / SGT
- iv. 141 to 175 : 5 School Assistant / SGT

Note: Order of preference of School Assistant: Hindi/ English/ Maths/ BS/SS/PS/Telugu

Note: After exhausting the all needy vacancies in High Schools then only the School Assistants shall be allocated to Upper Primary Sections in Upper Primary Schools.

- Surplus Secondary Grade Teachers (SGTs), if any, such teachers shall be adjusted within the Mandal, In cases where no suitable vacancy is available within the Mandal, such teachers shall be adjusted within the Division, ensuring that no school is left with inadequate teacher strength and that the prescribed staffing norms are duly maintained.
- The above exercise shall also be applicable to Primary Sections functioning in Upper Primary Schools and High Schools.

(iv) High Schools

- Based on the enrolment data available in UDISE as on 20.06.2026, the requirement and surplus of teachers shall be worked out for each High School in accordance with the prescribed norms.
- In High School Plus institutions, where there is no enrolment in a particular group(s), the teachers sanctioned exclusively for such group(s) may be treated as surplus.
- Surplus School Assistants (SAs), if any, such teachers shall be adjusted

within the Mandal, In cases where no suitable vacancy is available within the Mandal, such teachers shall be adjusted within the Division, ensuring that no school is left with inadequate teacher strength and that the prescribed staffing norms are duly maintained.

- Where surplus School Assistants in the required subject are not available, surplus School Assistants of other subjects may be adjusted in accordance with their academic qualifications and methodology subjects.
- In cases where suitable School Assistants are not available, qualified surplus SGTs possessing the requisite degree qualification and B.Ed. methodology in the concerned subject may be adjusted against the corresponding subject requirement in High Schools.
- After completion of the work adjustment process in High Schools, the work adjustment process in Upper Primary Schools shall be taken up in accordance with the prescribed norms.

(v) Preference in adjustment:

- Adjust School Assistant (SAs)/SGTs in high schools according to norms.
- Adjust the School Assistant (SAs)/SGTs in Upper Primary Schools according to norms
- In Primary Schools, allocate teachers according to norms.
- Adjust the surplus teachers as per requirement only and remaining surplus teachers will be allotted to their original place of work after completion of work adjustment process.

(vi) The said criteria will be taken up in the following phases for High Schools and Upper Primary Sections in Upper Primary Schools (Subject Teachers):

Phase-I: In Mandal level first preference within Management,

- Same subject within Mandal
- Inter subject within Mandal
- Qualified SGTs within Mandal

if still surplus teachers available then inter management.

- Same subject within Mandal
- Inter subject within Mandal
- Qualified SGTs within Mandal

Phase-II: In Division level first preference within Management,

- Same subject with in Division
- Inter subject with in Division
- SGTs qualified within Division

if still surplus teachers available then inter management.

- Same subject with in Division
- Inter subject with in Division
- SGTs qualified within Division

(vii) The said criteria will be taken up in the following phases for Primary Schools and Primary Sections in UP Schools (SGTs):

Phase-I: In Mandal level first preference within Management,
if still surplus teachers available then inter
management.

Phase-II: Division level first preference within Management,
if still surplus teachers available then inter
management.

(viii) Guidelines for identifying the Surplus Teachers:

- The junior-most teacher in terms of cadre seniority shall be identified as surplus.
- If a senior teacher is willing to undergo on work adjustment in place of a surplus teacher, their request will be considered.
- For calculating, the seniority among the same category of teachers with in the same DSC, Merit shall be considered.
- First preference shall be given to the schools wherever there is no availability of subject teacher or secondary grade teacher.
- Ensure the availability of Subject teachers in all High Schools upon completion of the work adjustment process.

Note:

- Avoid deputing surplus teachers from upland/agency areas to plain areas.
- Teachers retiring on or before April 31st, 2027, and those with 70% above OH and Visually Handicapped are excluded from the work adjustment process.
- Teachers retiring in the month of July, 2026, their post will be shown as vacant.
- Those who comes under preferential category (Widow, who undergo

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, applicants with mentally challenged children's, Children suffering from Juvenile Diabetes, Thalassaemia disease, Hemophilia Disease, Muscular Dystrophy and children suffering from holes in the heart by birth and undergo treatment) **shall be exempted from work adjustment at the Divisional Level.** However, if they are willing, they may be considered within the division.

- The schools having Minor Media as Language, language teachers will be provided as per Norms.
- In respect of teachers who are on sanctioned leave up to 31.07.2026, the posts held by them shall be treated as occupied and shall not be considered vacant for the purpose of calculating teacher requirement or surplus.
- In respect of teachers who are on sanctioned leave beyond 31.07.2026, the posts held by them shall be treated as vacant and shall be taken into account for the purpose of calculating teacher requirement and surplus.
- **The entire process to be completed on or before 30.06.2026.**

(ix) Roles and Responsibilities:

IT Cell, O/o DSE, A.P:

Step-1:-

- Based on the enrolment data available in UDISE as on 20.06.2026, the requirement and surplus of teachers shall be worked out for each school in accordance with the prescribed norms.
- In MEO login, Window consists of school wise Enrollment, Sanctioned, Working, Vacant and Requirement as per norms to be displayed.
- If any deviation in the Sanctioned, Working, Vacant and Requirement as per norms, the MEO shall entered the changes required if any, in the remarks column.
- The same data should be populated in the District Educational Officer login for validation.
- After validating the data in District Educational Officer login, the data should be freezed.

Step 2:

- If requirement is equal to working strength, there is no need or deficit in those schools.
- If requirement is not equal to working strength, then, the staff is Surplus or deficit in those schools.

Step 3:

1. Based on the surplus staff, prepare a seniority list, management wise, cadre wise and subject wise with in the Mandal.
2. The seniority lists will be sent to the MEOs login for confirmation, if any changes in those lists, the concerned District Educational Officer will be rectified based on the available TIS Data without any deviation.

Mandal Educational Officer:

The Mandal Educational Officer shall be the Nodal Officer for undertaking the work adjustment of teachers within the Mandal, irrespective of management, for all schools up to the cadre of School Assistants.

Step–1: The Mandal Educational Officer shall download the list of surplus teachers from the online portal and display the same on the notice board of the Mandal Educational Office for information of all concerned.

Step–2: The Mandal Educational Officer shall call the identified surplus teachers to the Mandal Educational Office on the notified date and time. The requirement of schools, as displayed in the online portal, shall be presented before the teachers, and counselling shall be conducted by treating the school as a unit for allotment.

Step–3: Upon selection of a school, the system shall display the eligible surplus teachers based on the seniority criteria prescribed in these guidelines. The Mandal Educational Officer shall allot the teacher by selecting the appropriate option in the portal.

Step–4: Teachers shall be allotted to needy schools strictly in accordance with seniority and availability of vacancies. Wherever more than one vacancy exists, allotment shall be made in a manner that ensures equitable distribution of teachers across schools, subject to availability of surplus teachers and the provisions of the work adjustment policy.

Illustration: If two (02) School Assistant (English) posts are required in two different schools, one teacher may be allotted to each school to ensure uniform

availability of subject teachers. However, where circumstances warrant and sufficient surplus teachers are available, both teachers may be allotted to the same school based on the identified requirement and the prescribed work adjustment norms.

Step–5: After completion of allotment of surplus School Assistants in the same subject within the management, the system shall identify the eligible surplus School Assistants for inter-subject adjustment within the same management.

Step–6: After completion of inter-subject adjustment of School Assistants within the management, the system shall identify the eligible surplus Secondary Grade Teachers (SGTs) within the same management.

Step–7: After completion of adjustment of surplus SGTs within the management, the system shall identify the eligible surplus School Assistants of the same subject category available under inter-management adjustment.

Step–8: After completion of same-subject adjustment under inter-management, the system shall identify the eligible surplus School Assistants for inter-subject adjustment under inter-management for further counselling and allotment.

Step–9: After completion of inter-subject adjustment of School Assistants within the inter management, the system shall identify the eligible surplus Secondary Grade Teachers (SGTs) and adjusted under the inter management.

Note: No Exemptions shall be entertained at Mandal Level counselling.

Upon completion of the counselling process, the Mandal Educational Officer shall submit the final proposals to the District Educational Officer for issuance of work adjustment orders.

Note: After completion of the Mandal-level counselling and adjustment process, the details of surplus teachers, if any, remaining unadjusted shall be transferred through the online system to the login of the concerned Deputy Educational Officer for undertaking further work adjustment at the Divisional level.

Deputy Educational Officer (Dy.EO)

The Deputy Educational Officer shall be the Nodal Officer for undertaking the work adjustment of teachers within the Division, irrespective of management, for all schools up to the cadre of School Assistants.

- After completion of the work adjustment process at the Mandal level, the remaining surplus teachers shall be pooled from the Mandals within the Division and considered for adjustment against the identified requirement.
- All surplus teachers received from the Mandals shall be arranged in accordance with the prescribed cadre / Subject seniority and considered for adjustment within the Division.

Counselling Procedure at Divisional Level

Step–1: The Deputy Educational Officer shall download the list of surplus teachers from the online portal and display the same on the notice board of the Divisional Office for information of all concerned.

Step–2: The Deputy Educational Officer shall call the identified surplus teachers to the Divisional Office on the notified date and time. The requirement of schools, as displayed in the online portal, shall be presented before the teachers, and counselling shall be conducted by treating the school as a unit for allotment.

Step–3: Upon selection of a school, the system shall display the eligible surplus teachers based on the seniority criteria prescribed in these guidelines. The Deputy Educational Officer shall allot the teacher by selecting the appropriate option in the portal.

Step–4: Teachers shall be allotted to needy schools strictly in accordance with seniority and availability of vacancies. Wherever more than one vacancy exists, allotment shall be made in a manner that ensures equitable distribution of teachers across schools, subject to availability of surplus teachers and the provisions of the work adjustment policy.

Illustration: If two (02) School Assistant (English) posts are required in different schools, one teacher may be allotted to each school to ensure equitable availability of subject teachers. However, where circumstances warrant and sufficient surplus teachers are available, both teachers may be allotted to the same school based on the identified requirement and the prescribed work adjustment norms.

Step–5: After completion of adjustment of surplus School Assistants in the same subject within the management, the system shall identify the eligible surplus School Assistants for inter-subject adjustment within the same management.

Step–6: After completion of inter-subject adjustment of School Assistants within the management, the system shall identify the eligible surplus Secondary Grade

Teachers (SGTs) within the same management.

Step–7: After completion of adjustment of surplus SGTs within the management, the system shall identify the eligible surplus School Assistants of the same subject category available under inter-management adjustment.

Step–8: After completion of same-subject adjustment of School Assistants under inter-management, the system shall identify the eligible surplus School Assistants for inter-subject adjustment under inter-management.

Step–9: After completion of inter-subject adjustment of School Assistants under inter-management, the system shall identify the eligible surplus Secondary Grade Teachers (SGTs) under inter-management for further counselling and allotment.

Upon completion of the counselling process, the Deputy Educational Officer shall submit the final proposals to the District Educational Officer for issuance of work adjustment orders.

District Educational Officer (DEO)

The District Educational Officer shall be the Nodal Officer for undertaking the work adjustment of teachers at the District level, irrespective of management, for all schools up to the cadre of School Assistants.

- Where teacher requirement still persists even after completion of the Divisional-level adjustment process, the balance surplus teachers may be adjusted from neighbouring Divisions within the District, subject to obtaining their willingness wherever required.

5. After completing the above process, the District Educational Officer will issue work adjustment orders to the individuals through **LEAP APP**.

6. Therefore, all Regional Joint Directors of School Education and District Educational Officers in the state are instructed to issue instructions to the Deputy Educational Officers (Dy.EOs) and Mandal Educational Officers (MEOs) act in accordance with the issued guidelines. Further, all RJDSEs shall coordinate with the District Educational Officers concerned and address any grievances of teachers.

7. Further, all Regional Joint Directors of School Education and District Educational Officers in the state are instructed, issue instructions to the Mandal Educational Officers (MEOs) to adjust the surplus teacher, whenever the deficit is

arising in any school in the mandal. This adjustment should be made on a monthly basis, after completion of the work adjustment process, and the information must be submitted to the undersigned through Work Adjustment module without fail.

8. The Additional Director, IT is instructed to provide an online module for work adjustment of teachers as per the above guidelines and user manuals for each officer. He is also instructed to coordinate with all concerned stakeholders and resolve issues that may arise.

9. The Joint Directors (Services-I & II) shall closely monitor the implementation of the work adjustment process in the districts allotted to him/her, coordinate with the IT Cell, ensure timely resolution of any issues or technical difficulties that may arise during the process, and take necessary measures to ensure that the entire work adjustment process is completed strictly in accordance with the prescribed schedule.

10. If any deviations are noticed, the concerned officers will be held responsible, and disciplinary action will be initiated in accordance with the AP CCA Rules, 1991.

11. This item of work should be treated as TOP PRIORITY.

Thameem Ansariya A I.A.S
Director, School Education.

To

The Additional Director(IT) of this office.

All Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State

Copy submitted to the Secretary to Govt., School Education Department, A.P., Velagapudi, Amaravati for information.

Copy to

OSD to Hon'ble Minister for Education, GoAP.

All the Collectors and District Magistrates in the State.

SC.