

OFFICE OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH: : HYDERABAD

Memo.No.Ser.II.A-1/570/2012,

Dated: 16.06.2012

Sub: Intermediate Education – Lifting of ban on transfers from 01.06.2012 to 30.06.2012 - Transfer guidelines – Issued.

Read: 1] G.O.Ms.No.146, Finance(DCM-III) Department,dt.01.06.12.  
2] G.O.Ms.No.153, Finance (DCM.II) Department,dt.13.06.12.  
3] G.O.Rt.No.333, Higher Education(IE.I) Department,dt.15.06.12.

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The Government vide in G.O.Ms.No.146 cited has issued orders lifting ban on transfers. The Government have also issued transfer guidelines vide G.O.Rt.No.333, Higher Education [IE.I] Department, dated.15.06.2012.

The G.O is appended as Annexure – I.

In this regard the detailed schedule of Transfers to be followed is given below.

1.	Preparation of list of Candidates liable for transfer and list of available vacancies by the R.J.D.I.E` s	16.06.12 to 18.06.12 [02 days]
2.	Display of list of candidates liable for transfers as well as clear vacancies on the notice board of O/o R.J.D.I.E` s and O/o D.V.E.O` s	By 5PM on 18.06.12
3.	Submission of application by employees with details of entitlement points [liable for transfers as well as for request transfers] to the D.V.E.O Offices.	By 5 PM on 21.06.12 (3 days)
4.	Verification of the entitlement points and submitting final list to R.J.D offices by D.V.E.O` s.	22.06.12 by 5 PM (1 day)
5.	Display of list of vacancies and list of candidates [liable for transfers as well as for request transfers] in RJD Offices	By 11 AM on 23.06.12
6.	Submission of objections, if any, in the displayed list	24.06.12 by 11AM
7.	Display of Final list of candidates liable and eligible for transfer including vacancies list.	24.06.12 by 5 PM
8.	Conduct of counseling at R.J.D office for Principals and Non-Teaching staff and issue of posting orders for Non-Teaching staff	25.06.12
9.	Conduct of counseling at R.J.D office and issuing of posting orders for Junior Lecturers.	26.06.12 and 27.06.12
10.	Submission of report to Commissioner of Intermediate Education regarding Principal transfers and Administrative transfers through Special messenger to reach O/o C.I.E	By 11.00 AM on 29.06.12

Also find enclosed in Annexure-II, the format for submitting entitlement point information by the candidates. Similarly in Annexure-III, details and format for displaying list of candidates for liable transfer and request transfer as per descending order of their entitlement points.

The candidates liable for transfer shall be first called for counseling and the following vacancies are to be shown to candidates liable for transfers.

- [1] All clear existing vacancies
- [2] The places where redeployed staff of Aided Colleges are working for more than 02 years
- [3] The places where candidates are working for more than 05 years [except for exempted cases as per guidelines].

After counseling for the candidates liable for transfer is completed then the counseling for the candidates who have completed 02 years of service and have put in request for transfer shall be conducted for the remaining left over vacancies as well as vacancies which emerge in case a request transfer candidate opts for transfer as per entitlement points.

Instructions nominating senior officers from Directorate to oversee the counseling will be issued separately.

All concerned are requested to follow the instructions scrupulously.

Any clarification, if required, may be obtained from Directorate on the issue.

J.S.V.PRASAD  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

All the Regional Joint Director of Intermediate Education in the State  
All the District Vocational Education Officers in the State  
Copy to all the Principals of Govt. Junior Colleges in the State  
Copy submitted to the Principal Secretary to Government, Secondary Education,  
Government of Andhra Pradesh, Hyderabad  
Spare-1

// True Copy Attested //

For COMMISSIONER OF INTERMEDIATE EDUCATION

ANNEXURE – II

**DETAILED FORM FOR SUBMITTING INFORMATION BY CANDIDATES**

<b>BASIC DATA:</b>				
1.	Name of the Employee	::		
2.	Designation	::		
3.	Native Place	::		
4.	Native District			
5.	Present Address	::		
6.	Mobile Number	::		
7.	Land line	::		
8.	Date of Birth	::		
9.	Age	::		
<b>SERVICE PERIOD DETAILS:</b>				
10.	Name of the College presently working	::		
11.	Location of the College	::		
12.	HRA applicable in the present College	::		
13.	Date of joining in the present College	::		
14.	The period of EOL/ EL/ HPL/ absence for more than one year	::		
15.	Total service in the present station in years and months	::		
16.	Whether the applicant is office bearer and if so, his term	::		
17.	Whether liable for transfer or request transfer	::	LIABLE FOR TRANSFER  <input type="checkbox"/>	REQUEST TRANSFER  <input type="checkbox"/>
18.	<b>ENTITLEMENT POINTS CALCULATION:</b>	::	PROPOSED BY CANDIDATE	AS VERIFIED BY THE DVEO
[A] Marks for years of service  <u>NOTE:</u> To be calculated as per 8 [a] in transfer guidelines				
[B] Marks for 2 <sup>nd</sup> year results as per IPE marks [applicable to Principals and Teaching staff only]  <u>NOTE:</u> To be calculated as per 8 [b] in transfer guidelines				
[C] In case of unmarried female/ widow employee.	<input type="checkbox"/> Unmarried <input type="checkbox"/> Widow			
[D] In case spouse is	<input type="checkbox"/> Yes			

employed				
[E] Physical Disability		<input type="checkbox"/> Yes		
[F] Suffering with disease as indicated in 8 [c] [iv] of transfer guidelines				
		<input type="checkbox"/> Cancer		
		<input type="checkbox"/> Open Heart Surgery		
		<input type="checkbox"/> Neuro Surgery		
		<input type="checkbox"/> Bone T.B.		
		<input type="checkbox"/> Kidney Transplantation		
[G] For the diseases mentioned at Rule 8(C)(v) of guidelines		<input type="checkbox"/> Physical & Mental retardness of children		
		<input type="checkbox"/> Other heart Ailments i.e. Angioplasty, Bypass Surgery		
		<input type="checkbox"/> Persons who suffered with serious accidents within the last one year and are partially disabled / incapacitated		
<u>NOTE:</u> These marks are to be calculated as per guidelines in 8 [c] of transfer guidelines				
19.	Total entitlement points accrued by the applicant	::		
20.	Any other information which the incumbent desires to furnish	::		

**DECLARATION BY CANDIDATE**

I declare that the above said information furnished by me is true/ correct to the best of my knowledge and the information furnished if found wrong in future, I will be held responsible for the same.

SIGNATURE OF THE CANDIDATE

**CERTIFICATION BY PRINCIPAL**

I declare that the above said information furnished by the applicant is verified as per the records of the College and found correct.

SIGNATURE OF THE PRINCIPAL

**VERIFICATION BY THE D.V.E.O.**

I declare that the total entitlement points as filled by the applicant are \_\_\_\_\_ and as verified by me with the records is \_\_\_\_\_.

SIGNATURE OF THE D.V.E.O.