

Basis for Proposed Teacher & Headmaster Transfer Guidelines for 2017

The attached DRAFT Transfer guidelines are proposed to be submitted to Government for affecting Transfers of Teachers & Head Masters during May 2017. You are requested to submit your comments/feedback, if any, on the same by 5 pm on 27.3.2017 to mail id cseap.est3@gmail.com

Introduction

As directed by Hon'ble Chief Minister, Andhra Pradesh, during 2015 online Teacher & Head Master Transfers were undertaken. For the first time a 100 Point teacher transfer framework was designed and implemented, covering Common Points, Performance Points, Institution Related Points, Individual Related Points, Special Points, Rationalization Points etc. Based on G.O.Ms.No.63 Education (Ser.II) Department, Dated:31.08.2015, online teacher transfer was conducted smoothly in 2015. In all, 74,509 teachers applied online. Finally 26903 Teachers took transfers as per their options.

Proposals for Transfers 2017

As per the feedback from Hon'ble M.L.Cs, Teachers' Unions and Associations & individual Teachers based on web based counselling for Teacher Transfers in 2015-16, to avoid fake certification and wrong practices, as much as possible, and to utilize objectively verifiable data, certain changes are proposed for the G.O. M.S no.63, dated 31.08.2015.

The revisions/modifications to GO 63, new parameters proposed with regard to the Entitlement Points, Special Points, Rationalization Points, Performance Related Points, Individual Related Performance Points and Minus Points, is attached for perusal and comments.

1. **Performance Points** - During the proposed 2017 Teacher Transfers, it is to inform that the number of points allocated for certain parameter is reduced/changed in order to provide 50% points for performance as directed by Hon'ble Chief Minister of Andhra Pradesh. Hence, in order to raise the overall performance points from 25% to 50%, points allocation to certain parameters had to be adjusted. For example, the number of entitlement points to the teachers working in Category II and I areas, the number of special points given to Recognized Teacher unions, Un-married female teachers, spouse points and to NCC Officers are reduced from the current 0 -10 to 3 - 4.
2. **Agency areas related** - G.O.Ms.3 SW (TW) Dept., Dated:10.10.2000 requires only ST candidates to be recruited / promoted to ST area posts. However, sometimes adequate number of qualified teachers do not get recruited or promoted under the category, resulting in continuing of Teacher vacancies in scheduled areas. Further, there has been a long pending request for return to Plain areas from Teachers & Head Masters who have taken transfer to Scheduled areas from Plain areas on earlier occasions. It is proposed that option may be given to such Teachers and HMs to return to plain areas. It is also further proposed that where there is shortage of ST candidates, then for a short duration of tenure, junior most plain area teachers may be transferred to scheduled area schools, so as to ensure that the children do not suffer due to the vacancy of teachers in schools. In such case a maximum period of 2 or 3 years tenure may be fixed or till the regular ST teacher is recruited to the said post, whichever is earlier. Alternately where there are surplus teachers in a district, they may be deputed on work adjustment basis from the beginning of the academic year in such vacancies.

3. **Objectively verifiable parameters** – During transfers undertaken in 2015 based on G.O.Ms.No.63 Education (Ser.II) Department, Dated:31.08.2015, certain parameters included could not be verified with objectively collected, authentic data, especially with regard to absence / leaves availed by teachers, claiming for points with false information / declaration as to raising of funds to the schools. This resulted in submission of fake certificates by reporting officers vide HM / Mandal Educational Officer, in some instances, resulting in initiating disciplinary action. To avoid such instances, as far as possible parameters are assigned for verifiable data.
4. **Changes in Assessment Pattern** - The Assessment pattern of 2015 is changed during 2016-17 requiring allocation of appropriate points. For instance, during the year 2015, Annual Assessment Survey was taken up for 3, 5 & 8th Classes. However, during 2016-17, as suggested by PEMANDU, 3R Assessment & SLAS is taken up for Primary Classes. And for 6-10th Classes, FA & SA data is collected school wise & student wise. Hence, related parameters and points are modified.
5. **Increase in slabs for performance** - Effort is made to recognize and give credit to the teachers who are making efforts to improve the SSC performance in their respective schools. Hence, instead of allotting points for two (2) slabs of performance in SSC examinations as was done in 2015, during the current year, it is proposed to provide three (3) slabs.
6. **New parameters** - Certain new parameters are added keeping in view the various other activities/responsibilities of teachers. For example, Prathibha Awards, MDM supervision leading to increase in the number of percentage of Mid-Day Meal (MDM) taking students, Mobilizing resources for school improvement under (BADIRUNNAM THEERUCHUKUNDAM), Conduct of PTA meetings, Maintenance of Health Cards, etc.
7. **Removing redundant parameters** - Some of the parameters included in G.O.Ms.No.63, Dated:31.08.2015 are proposed to be removed in view of lack of clarity in implementation and confusion caused during Transfers in 2015. For example, the parameter relating to HM / Teachers enthusiastic and having inclination to teach in English Medium Schools / Parallel Sections in schools. Physical Science Teachers willing to teach Mathematics, are being removed to adjust points for additional performance points and as they are difficult to track/verify/allocate points.
8. **Minus Points:** Certain minus points are proposed to encourage teachers and Headmasters who show better performance and to discourage those showing low performance or poor management. The minus points are mainly relating to those against whom punishment orders are issued or is found to show significantly very low SSC performance etc.

Timeline for receipt of feedback– Hon'ble Teacher MLCs, Teacher Unions, and Associations are requested to submit their views/comments in writing with reference to specific paragraphs by **5 pm on 27.3.2017** to cseap.est3@gmail.com. After examining and considering feasibility of the feedback, necessary recommendations from CSE will be submitted to the Government on 31.3.2017.

SALIENT NORMS FOR THE PROPOSED TRANSFERS OF TEACHERS AND

H.Ms Gr.II

5	Criteria for Transfers	
	The following categories of Teachers in the Government / ZPP /MPP shall be transferred.	
(i)	(a)	Teachers who have completed 5 years' of service in a particular school and the Headmasters Gr-II who have completed 5 years of in particular school as on 30th April, 2017 shall be compulsorily transferred.
	(b)	<ul style="list-style-type: none"> • Provided those who are going to retire within two (2) years from 30th April, 2017 of the year shall not be transferred until and unless the incumbent requests for such transfer
(ii)	(a)	The male Headmaster / Teacher aged below 50 years as on 30th April, 2017 of the year and working in Girls High School.
	(b)	If no women Teachers are available to work in Girls High Schools, then the male Teachers who crossed 50 years of age as on 30th April, 2017 may be considered for posting to such schools.
(iii)	Teachers who have completed a minimum period of two years-service in a School as on 30th April, 2017 of the year shall be eligible to apply for transfer.	
(iv)	The teachers shifted under Rationalization i.e. Primary Schools and Upper Primary Schools and in High Schools shall participate in the Transfers Counseling regardless of the period of service in the station.	
(v)	The Headmasters Gr.II Gazetted / Teacher who have completed 5/---- years service respectively as NCC officer should be posted in a vacancy in a school where there is NCC unit. If there is no vacancy, they may be posted in a school where there is no NCC Unit, so that the NCC teacher may open a new NCC unit in the school.	
(vi)	Preference shall be given to Head Master Gr-II, who have studied the language concerned (Urdu / Tamil / Kannada / Oriya) Language as 1 st Language as main subject to the respective Medium Schools.	
(vii)	The number of 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 or such teacher post / person is found surplus under Rationalization they may apply for transfer counseling.	
(ix)	<p>(a) All transfers shall be effected from within the Present Management in which the Teacher is working</p> <p>(b) As per G.O.Ms.No.3 Tribal Welfare Department, Dated:10.01.2000, local tribes are to be posted in Agency areas.</p> <p>(c) Non Tribal Teachers working in Schools in agency area may also apply for transfers to plain area.</p> <p>(d) Normally as per G.O.Ms.No.3, Dated:10.01.2000, teachers working in Plain areas may not be posted to Agency Area. However, Plain Area teachers shall be posted in Agency Area on tenure basis temporarily for a maximum period of 2 years in the interest of Tribal students and for continuing instruction in the schools in Tribal Area, if there are large number of vacancies in Agency Area and for the reason that the recruitment is likely to be delayed. Such teachers shall be replaced as and when the post is filled with a tribal teacher / candidate or on completion of 2 years tenure which ever is earlier.</p>	

	(e) If the vacancy of teacher post could not be filled in Tribal areas, due to non availability of qualified ST category of Teachers/HMs, surplus teacher, or junior most teachers (if surplus teachers are not available) from plain area may be deputed temporarily after transfer counseling.		
6	Entitlement Points – Common Points		
	Entitlement points shall be awarded to the Teachers based on the service rendered in the present school, category as on 30th April, 2017 in the following manner		POINTS
(i)	(a)	For every year of service in category IV areas	4
	(b)	For every year of service in Category III areas	2
(ii)	The Villages / Towns shall be classified under following categories, viz,		
	Category –III	All Villages / Towns where 12% HRA is admissible	
	Category-IV	All Villages 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	
	<ul style="list-style-type: none">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)	The District Collector & District Magistrate shall publish the list of Villages & Category in the district which do not have connectivity through an all-weather road as per the norms of Panchayat Raj (Engineering) Department with the assistance of Superintendent Engineer, P.R. of the district and the same shall be final.		
Total Points 24			
7	Special Points (Extra Points):		Entitlement Points
(i)	The President and General Secretary of the recognized Teachers' Unions at the State and District Levels.		4
(ii)	Un-married female Teacher		4
(iii)	Teacher whose spouse is working in State Government or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same District or Adjacent District opted for transfer nearer within the District or to Adjacent Mandal / Division to the neighboring District towards the nearer place of working of his/her spouse, benefit of spouse points shall be applicable to one of the spouse once in 5 years only. An entry to this effect shall be recorded in this regard in SR of the teacher concerned under proper attestation. A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category		4
(iv)	Teacher who is working as NCC Officer, and completed 5 years' service in the school		3
(v)	Teacher who is enthusiastic, having competencies and inclination to teach in English Medium and opted English Medium School / Section subject to eligibility		3
(vi)	Teachers willing to work in Tribal Area on tenure basis temporarily for a maximum period of 2 years in the interest of Tribal students and for continuing instruction in the school. Such teacher shall be replaced as and when the post is filled with a tribal teacher / candidate or on completion of 2 years tenure, which ever is earlier. In such cases it is compulsory to give 1 st option to schools located in Tribal areas.		3
(vii)	Teacher willing to opt for working in Category IV area schools		3
(viii)	Teachers enrolled in A.P. eKnowledge exchange (A.P. Subject Forum)		2
8	Rationalization Points		
	The teachers who are affected by rationalization are eligible for extra points over and above already secured. The teachers who have completed 5 years' service are not eligible for Rationalization points. Note: If option is not given, he / she will be allotted to Category IV / III leftover vacancies only		2
Total Points 25			
9	Performance Related Points		
(i)	School Related Performance	Verification / Validity	
(a)	Increase in enrolment by 10-	As per integrated Aadhar Based U-DISE	2

	20% during last 2 years (Applicable to H.M & all Teachers)	enrolment Data as on 31.12.2016. Even if Aadhaar seeding is done/purified on subsequent dates. E.I.D. No. is also valid.	
(b)	Average pupils attendance in the school for last 2 years wise (Applicable to H.M & all Teachers)	Above 95% Between 90% - 95%	2 1
(c)	100% own school transition of children 1 st to 2 nd class 2 nd to 3 rd class 3 rd to 4 th class 4 th to 5 th class 5 th to 6 th class 7 th to 8 th class 8 th to 9 th class (Applicable to H.M & concerned Teachers)	U-DISE 2015-16 U-DISE 2016-17 As certified by Inspecting Officer	<u>2</u>
(d)	(a) Marks of A and A+ grade obtained by students as per 3 R for class I-II, SLAS for Class IV & V and IV to IX Classes SA 3 & SA 1 and FA 1 & FA (Applicable to H.M & Concerned Teacher)	If 80% students in the class got A and A+	<u>3</u>
		If ≥70% to < 80 students got B+ and above	<u>2</u>
		If ≥50% to 70% students in class got B & above	<u>1</u>
(e)	School pass % performance in SSC Exam. (Applicable to H.M. & All teachers who handled 10 th class)	- HM certificate - Counter certified by Dy. EO Cross verified with DG (Examinations)	
		95% to 100% pass percentage	3
		90% to 94.99% pass percentage	2
		85% to 89.99% pass percentage	1
(f)	Pratibha awards secured by the student in the school (Applicable to H.M. & concerned teachers)		2
(g)	Conduct of PTA Meetings (Applicable to H.M. & all teachers)	Authenticated attested Minutes shall be the criteria	
		>10 meetings @ 11 months	2
		>6 to <10 meetings	1
(h)	Play Ground / Utilization and conduct of games / sports functional (Applicable to H.M / P.E.T)	Evidence on rendering accounts and submission of utilization certification for the sports kit & material purchased for Rs.5,000/- (allotted under SSA / RMSA) and conduct of events to be furnished by Inspector Officer concerned	2
(i)	Maintenance of health cards and health checkup record (Applicable to H.M. and concerned Teacher)	Certified by Deputy Educational Officer / Mandal Educational Officer	2
(j)	MDM taking students	>95%	2
		≥90% to <95%	1
(k)	Initiative in raising of funds/ material/property/infrastructure for developing the school under "Badi Runnam Theerchukundam"	As per SSA data base and certified by information submitted by SPD, SSA with respective Schools, HMs and Teachers.	
	Worth of more than Rs.2 lakhs		<u>2</u>
	More than Rs. 1 lakhs and less than Rs.2 lakhs		<u>1</u>
(l)	Participation of children in competitions at District/ State Level from the schools a) Essay writing b) Elocution	- HM certificate - Counter certified by Dy.EO/I	1

	c) Drawing d) Quiz, etc. (Applicable to the HM & concerned Teacher) (e) Science		
			Total Points 26
10	Individual Related Performance Points		
(a)	The teachers who were honored with the National Award from the Central Government (only once in the 5 year period) on the eve of Teachers' Day Celebrations.		6
	The teachers who secured State award issued by the State Government (only once in the 5 year period)		3
(b)	Teacher attendance in the School in the present cadre	- HM certificate - Counter certified by Dy.EO / Mandal Educational Officer	
	Above 95% of attendance for last 2 years		3
	Above 90% and below 95% attendance for last 2 years		2
	<ul style="list-style-type: none">Teacher attendance includes actual attendance in the school and Other Duty (O.D) under proper orders & certification during the two academic years i.e. 2015-16 & 2016-17. <p>Note: For Male teachers 22 Days and For Female teachers 27 Days</p>		
(c)	If the children of Govt. teacher are studying during the last 2 years in Govt./Aided schools (If both are working as teachers, one of the spouse will be entitled for these points)	Self- Certification Counter certified by Dy.EO/I on the basis of integrated Aadhaar Based U-DISE Data	3
(d)	Performance in SSC Results 100% pass in concerned subject.		4
	90% and above pass in concerned subject.		2
(e)	Participation in sport & games : Points to be gives both for PET/HM (conducted by SAAP / SGF / Govt. recognized accredited organization)	- HM certificate – Counter certified by Dy.EO/ Concerned Inspecting Officer.	
	National		5
	State		3
	Zonal / District		2
(f)	If teacher is residing at working habitation for the last 2 years (applicable to HM / Teacher working in category III & IV schools only).	Certified by the Panchayat Secretary	2
(g)	Conduct of science exhibition at school level with local contribution inviting neighboring schools in the Mandal a) Science Projects/Shows b) Inspire Awards c) green Crops & Environment d) Arts	Counter certified by Dy.EO/I	1
	Note:	<ul style="list-style-type: none">i. The criteria for determination of the above performance parameters shall be two preceding academic years.ii. For all the above indication it should be Certified by the HM & Counter signed by Inspecting Officer concernediii. Applicable to the HM / concerned Teachers.	
			Total Points 26

12	Minus Points:	
(a)	If disciplinary action is taken for irregular attendance/ Unauthorized absence, not completing syllabus, indiscipline, malpractice etc. by competent authority	
(i)	Major penalty awarded (last two years)	3
(ii)	Minor Penalty awarded (last two years)	2
(b)	10 th Class Pass Percentage is less than 50% in the subject handled by the teacher concerned or if the pass overall school % is less than 50%	5
(c)	<u>For not submitting A.P.R. (Annual Property Returns) during his service</u>	<u>2</u>
(d)	<u>For not submitting A.P.R. (Annual Property Returns) during last two years</u>	<u>1</u>
(e)	<u>For poor performance results of students in Summative 3(2015-16), 3Rs, S.L.A.S, SA 1 & SA 2 conducted during the year 2016-17 (>10% to 25% in D and D2 category)</u>	<u>5</u>
(f)	<u>For poor performance of students in Summative 3(2015-16), 3Rs, S.L.A.S, SA 1 & SA 2 conducted during the year 2016-17 (>26 % to 50% in D and D2 category)</u>	<u>3</u>
13	Preferential Categories	
	The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.	
(a)	Physically handicapped i.e., those with not less than 70% orthopedically-handicapped / Visually challenged/Hearing Impaired.	
(b)	Widows	
(c)	Legally Separated Women	
(d)	Teacher who is suffering with the following diseases, in which he/she is undergoing treatment:	
	i. Cancer ii. Open Heart Surgery iii. Neuro Surgery iv. Bone TB v. Kidney Transplantation / Dialysis vi. Neuro – Surgery	
(e)	Applicants with dependents i.e., Mother, Father, children, Spouse who are mentally retarded and are undergoing treatment	
(f)	Children suffering with holes in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers	
(g)	Applicants with dependent children suffering from Juvenile Diabetes	
Note:1	Where the preferential category is claimed on health grounds as per Rule 11 (d), (e), (f) and (g) a certificate from District Medical Board / Superintendent of Regional / State Level Institution / Hospital State Medical Board should be produced. However candidates selected under PH quota and recorded in SR need not furnish any fresh certificate.	
Note 2:	The Headmaster Grade-II Gazetted should avail either the preferential category (Rule 8) or the special points Rule 7 (1 to 7) once in 5 years and an entry be made in SR. The Teachers should avail either the preferential category (Rule 8) or the special points Rule 7 (1 to 7) once in 5 years and an entry be made in SR.	
Note 3:	The teachers who have availed the preferential category or spouse category in the earlier transfer counselling and now shifted under Rationalization without completion of 5 years of service shall be given the respective benefits / entitlement points along with the Rationalization points.	