

O/o the Secretary (FAC),  
APTWREIS(Gurukulam), 2<sup>nd</sup> floor,  
D.S.S. Bhavan premises,  
Masab Tank, Hyderabad.

**CIRCULAR**

**Rc.No.B1/543/2015**

**Date:20/05/2015**

Sub:- APTWREIS (Gurukulam) - Estt. - Hyderabad - Guidelines for  
Transfers Counseling for the year 2015-16 - Reg.

Ref:- G.O. Ms. No:57 of Finance (HR.I) Department dt:18-05-2015.

\* \* \* \*

A copy of the transfer guidelines is here by communicated for the year 2015-16 along with application form.

All the Principals are requested to circulate these transfer guidelines to all the staff members and receive the filled transfer applications forms of liable and eligible employees as mentioned in the transfer guidelines.

The required number of transfer applications may be got prepared by the Principal and supply to all persons who are liable/eligible for transfer and the abstract of all the applications should be furnished in the following Performa:

Sl. No.	Name of the teacher	Designation with subject	Date of joining in the present station	Category of transfer specify Compulsory/Exceptional/request	Remarks

The applicants and Principals should take utmost care in filling the transfer application form. Furnishing of any incorrect information will be viewed seriously and disciplinary action will be initiated against the persons responsible. The Principal should verify and certify the correctness of the entries.

All the Principals are requested to see that the transfer applications of Principals, teaching staff and Superintendents along with abstract, should reach the Head Office on or before **23-05-2015 by 5:00 P.M.** positively for APTW Residential Schools.

The Principals are hereby directed to indicate the leave vacancies (cadre-wise) exceeded by one year except the vacancy against Maternity leave. Regarding the vacancies against deputations (out of the Gurukulam) to other departments including KGBVs and Mini Gurukulams are also to be indicated in their institutions.

All the eligible persons for transfer as per guidelines shall compulsorily apply for transfer failing which they loose their opportunity of counselling.

The schedule for counselling for transfers is as below:

Sl. No.	Schedule description	Date indicated
1.	Last date for receiving transfer applications	23-05-2015 by 5 P.M.
2.	Consolidation and scrutiny	25 <sup>th</sup> of May, 2015.
3.	Counseling dates for opting districts by the applicants subject to availability of vacancies.	26 <sup>th</sup> of May 2015.

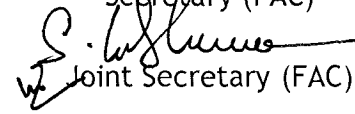
Sl. No.	Schedule description	Date indicated
4.	Sending of option forms of the applicants to the District Level Committes (DLC) for issuing posting orders to the applicants.	26 <sup>th</sup> May 2015

This should be treated as most urgent and attended on priority. Any deviation in this regard shall be viewed seriously.

Encl: 1.Guidelines for Transfers through counseling  
2. Application form.

Sd/-

Secretary (FAC)

  
Joint Secretary (FAC)

To

All the Principals of APTWRSs in the state.

All the Project Officers/Addl. J.C.s in Non ITDA districts for favour of information.

All D.D (TW), ITDAs/ DTWOs of Non-ITDA districts.

Copy to all Officers/ sections of Gurukulam

## GUIDE LINES FOR TRANSFER COUNSELLING FOR THE YEAR 2015

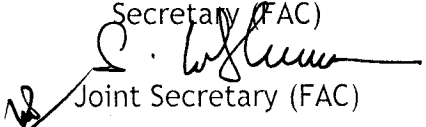
### GUIDELINES FOR TRANSFERS THROUGH COUNSELLING OF THE TEACHING STAFF IN GURUKULAM FOR THE YEAR 2015

1. The guidelines are prepared for regulating transfers of all teaching staff i.e., PGT, TGT, PD(s), PET and Superintendents (Non-teaching) on transfer policy through counselling.
2. **ELIGIBILITY FOR TRANSFERS THROUGH COUNSELLING:**  
The following will be eligible for transfers:
  - i) **COMPULSORY TRANSFERS:**
    - a) The employees who have completed the period of (5) years of service in a particular station as on 1<sup>st</sup> May of 2015.
    - b) Transfer of a spouse on the request of another spouse during counselling to post them together in one School / Place.
    - c) A spouse case under transfer counselling will be considered once on completion of 5 years only to one of the spouse and not in every year.
    - d) All the spouse cases will be considered on par with Govt. norms
  - ii) **ADMINISTRATIVE TRANSFERS:**  
Transfers on account of administrative grounds i.e., disciplinary cases or redeployment of surplus manpower or in public interest or for sharing shortage of staff.
  - iii) **REQUEST TRANSFERS:-**  
The following are eligible to apply for request transfers:
    - a) Employees who have completed minimum period of (2) years stay at a particular station as on 1<sup>st</sup> May of 2015.
    - b) Any Employee retiring on or before June 30, 2016 shall not be transferred.
  - iv) **EXCEPTIONAL TRANSFERS:**  
Male Teachers below (50) years of age working in Girls institutions will be transferred to accommodate lady teachers.
3. **No mutual transfers will be considered.**
4. **CALENDAR OF COUNSELLING TRANSFERS:**
  - a. The transfers WOULD BE AS PER THE SCHEDULE & INSTRUCTIONS CONTAINED IN THE CIRCULAR. No transfers shall be made there-after during the year 2015-16 and no relaxations would be entertained.
  - b. The posts of the persons those who are on deputation/OD will be shown as clear vacancy. The posts where TGTs working against PGT post will be shown as vacancy.
  - c. The leave vacancies for more than a year will be treated as vacancy.
5. **TRANSFERS PROCEDURE :**
  - 5.1 The applicants shall fill only the option forms to the Districts opted by them in the Head office Gurukulam and the list of District wise, Institution wise vacancies shall be provided to the concerned District Level Committees(DLC) as enclosure to the option forms of the applicants so as to enable the DLCs for giving posting orders to the applicants as ordered in the G.O.Ms.No.57, dated 18-05-2015. The transferring authority or his nominee shall conduct the counselling.

5.2 A District Level Committee (DLC) is being established with the Minister-incharge of the District Development as the Chairman and comprising of the District Collector and the District Head of the concerned department. The DLC will effect the transfer of all Local / District Cadre employees. It will also assign posting to the Zonal Cadre employees allotted to the district by the Government / HOD. The DLC shall finalise the list of employees to be transferred and upon approval by the Committee, the District head of the concerned department shall issue orders.

6. TRANSFER OF NON-TEACHING STAFF AT THE DISTRICT LEVEL :

The DLC shall effect the transfer counselling to the District cadre Employees i.e. Non-Teaching staff (up to cadre of Sr. Asst.) at district level in terms of the orders issued in the G.O.Ms.No:57 of Finance (HR.I) Department dt:18-05-2015.

Sd/-  
Secretary (FAC)  
  
Joint Secretary (FAC)

**ANDHRA PRADESH TRIBAL WELFARE RESIDENTIAL EDUCATIONAL  
INSTITUTIONS SOCIETY, HYDERABAD**

**Application for Transfer for the year 2015**

**(To be filled in by the applicant)**

**(Note: Read the transfer guide lines before filling the transfer application)**

1. Name of the applicant :
2. Designation with subject :
3. Category of transfer :
4. Date of Birth :
5. Age as on 1<sup>st</sup> May of 2015 :  Years  Month  Days
6. a) Sex. : Male / Female  
b) Marital Status : Married / Unmarried
7. a) Native District :  
b) Native Revenue Division :  
c) Native Mandal :
8. a) Zone to which allotted in case of Zonal Posts :  
b) Dist. to which allotted in case of Dist. Posts :
9. Date of Joining in the present cadre :
10. Seniority number in the present cadre in the seniority List of Gurukulam. :
11. Present place of working :
12. Date of Joining in the present station :
13. Period of stay at the present station as on 1<sup>st</sup> May-15 :  Years  Months  Days
14. Whether spouse is an employee in APTWREIS : Yes / No
15. Whether spouse is an employee in other REI Societies : Yes / No  
Govt. Central / State/ Local Bodies/ Public Sector  
/ Aided Institution.
16. Place of spouse working :
17. Whether the employee is suffering from any of the Following Chronic ailments i.e., Heart Disease /Surgery  
Kidney Transplantation/ Cancer. : Yes / No.

18. Whether the employee is due for retirement i.e., : Yes / No  
As on 30<sup>th</sup> June 2016 A.N.

If yes date of retirement : Day  Month  Year

19. State whether the employee is

a) Unmarried : Yes / No

b) Widow : Yes / No

c) PHC : Yes / No

20. State whether the employee has physically or mentally : Yes / No  
Handicapped children for whom treatment is necessary

21. Opted Districts within the zone : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Note: If response is "Yes" for item Nos. 15, 17, 19, and 20 Certificates are to be enclosed for Evidence.

Signature of the Applicant

Signature of the Principal/FAC  
with stamp & date