

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
TELANGANA: HYDERABAD.

Rc. No. Trans (1848)/Ser.IV-2/2015

Dt. 23/06/2015

Sub:- School Education – Rationalisation/Transfers and Promotions – Head Masters Gr. II (Gazetted) and Teachers – Schedule and Guidelines– Communicated – Reg.

Read:- 1. G.O. Ms. No. 11 SCHOOL EDUCATION (Ser. II) DEPARTMENT dt. 15/06/2015.

2. G.O. Ms. No. 12 SCHOOL EDUCATION (Ser. II) DEPARTMENT dt. 15/06/2015.

3. This Office Procs. Rc. No. Trans (1848)/Ser.IV-2/2015 Dt.16/06/2015

4. G.O.Rt. No. 595 GAD (Ser.D) Dept dt. 17.9.2014.

-:00:-

All the District Educational Officers and Regional Joint Directors of School Education are hereby informed that the Government have issued rules regarding Rationalisation/transfers counselling of Head Masters Gr. II (Gaz), School Assistants and SGTs and equivalent cadres in the G.O. read above.

In view of the above , the guide lines are appended herewith for taking necessary action in the matter for taking up to conduct the Rationalisation/Transfer/Promotion counselling as per the Govt. orders and Schedule any deviation in the matter will be viewed seriously.

Encl: As above.



Director of School Education



To

All the District Educational Officers in the State.

The Regional Joint Directors of School Education, Hyderabad/Warangal.

Copy to all the District Collectors in the state.

Copy to all CEOs, Zilla Parishad in the state.

Copy submitted to Principal Secretary to Government, Education (SE) Department Government of Telangana, Hyderabad for information.

//T.C.B.F.O//

SUPERINTENDENT



**GUIDELINES FOR TRANSFER/RATIONALIZATION / PROMOTIONS  
COUNSELLING**

**APPLYING FOR TRANSFER THROUGH ONLINE:**

- 1) Online Application form shall be filled up by the applicant Teacher / Head Master Gr.II.
- 2) The Teachers / HMs who apply for transfer shall take print out copies from the website viz. filled in application form duly attested. One print out copy should be retained with individual and another Print out application form along with original certificates of evidence, shall be submitted to the MEO / HM / Dy.E.O.
  - a) Teachers working in Primary and U.P. Schools shall submit their application form to the respective Mandal Educational officer.
  - ii) Teachers working in High schools shall submit their application form to the respective Head Master of the High school.
  - iii) Head Masters of High Schools shall intum submit received application forms to the respective Deputy Educational officer.
- 3) The printout of ON-LINE application of the individuals submitted and which was forwarded by the concerned authorities will be considered .
- 3) The MEO / HM / Dy. E.O. shall maintain a register with the particulars of each applicant Teacher / H.M.
- 4) The Mandal Educational officer in turn should submit the application form print outs along with relevant certificates submitted by the applicant Teachers to the District Educational Officer duly verifying with original records once again and attest the application form print outs received on that day.
- 5) After verification the Mandal Educational officer / HM / Dy. E.O. shall make corrections if any in print copy of application form submitted by the individual for transfer based on the Service particulars & documents and all such application forms shall be submitted to the DEO separately.
- 6) The H.M of High School in turn should submit application form print outs along with certificates duly verifying the particulars with original records once again to the respective Deputy Educational Officer. In turn the Dy. E.O. should submit all such application form print outs to the District Educational Officer received on that day. In case of Head Master Gr.II, the Dy. E.O. should verify the particulars with original records once again and submit the same to the DEO.
- 7) **The Teachers seeking transfer under preferential category/Spouse Category or claiming Special/Performance related points should enclose following relevant certificates as the case may be to the application :**
  - i) Spouse Certificate.
  - ii) Certificate issued by competent authority to Resource Persons.

- iii) Physically Handicapped Certificate.
  - iv) Copy of the court orders of the competent court for Legally separated woman teachers.
  - v) Medical certificates issued by competent authority for claiming preferential categories (rule -8 (d) (e), (f) & (g).
  - vi) Copy of Teachers award certificate issued by the competent authority.
  - vii) Certificate issued by the concerned on the percentage of passes in SSC Public Examinations, 2015 in the subject taught by the teacher.
- 8) The teachers who completed two years of service in that particular category of post as on 01.07.2015 and who are interested for transfer shall apply through on-line as per schedule.

**9) The following Teachers / HMs shall compulsorily apply for transfer :**

- i] The Teachers who have completed (8) years and HMs who have completed (5) years of services as on 01.07.2015 in the present place of working in the present post.
  - ii] The Male Teachers working in Girls High Schools below 50 years age as on 01.07.2015.
  - iii] Head Masters Gr-II (Gazetted) / Teachers identified for shifting under Rationalization.
  - iv] Teacher who were transferred during teacher transfer counseling held in the year 2013 for whom opted vacancies are not available due to shifting of posts under rationalization.
- 10) The teachers who were covered under G.O. 610 shall also apply for transfer.

11) The District Educational Officer should ensure that the teachers at point No. 09 apply for transfers. If not applied for transfer, such teachers shall be given transfer orders in absentia in the left over vacancies.

**12) DISPLAY OF LISTS :**

The following lists shall be published :

- i) A list of teachers who have completed (8) years at the present place in the present category of post category wise.
- ii) A list of HMs who have completed (5) years at the present place in the present category of post.
- ii) The list of male teachers / HMs working in girls schools who are below 50 years age shall be displayed category wise.
- iii) A list of teachers / HMs who claim preferential category shall be displayed separately in each category post.

- iv) A list of teachers / HMs who claim spouse category shall be displayed separately in each category post.
- v) A list of teachers / HMs who claim Special/Performance related points / shall be displayed separately in each category post.
- vi) List of Head Masters Gr-II (Gazetted) / Teachers identified for shifting under Rationalization.
- vii) List of category wise schools / habitations ( I, II, III and IV).
- viii) List of Proposed needy schools for shifting of surplus posts.
- ix) List of Schools with English Medium parallel sections with enrolment up to 50.
- x) Seniority lists of teachers for promotions of all categories.
- xi) List of teachers who were transferred during 2013 counseling and were not relieved for want of substitute.
- xii) List of teachers who were transferred during teacher transfer counseling 2013 for whom opted vacancies are not available due to rationalization.
- xiii) List of NCC officers who have completed (8) years of service.

**15. Display of provisional seniority lists with entitlement points for Transfers and Provisional Seniority list for Promotions :**

- i) After the last date for applying transfers as per schedule, the seniority lists based on entitlement points shall be prepared using software, management – wise, category - wise, subject – wise, medium – wise ( except for Languages ) and display the seniority list with entitlement points in websites and also in Notice Board.
- ii) The list of teachers / HMs who applied for transfer shall be arranged in descending order keeping the candidates with highest entitlement points at the top duly taking into account the Preferential categories.
- iii) Seniority lists for promotions of all categories.

**16. Receiving of objections:**

- i) After display of the provisional seniority list, the objections will be received with supporting evidence as per schedule at the office of the District Educational Officer at counters arranged for this purpose under acknowledgement and sufficient number of counters shall be opened for this purpose.
- ii) Objections / representations shall be entertained only as per the schedule.

**17. Constitution of verification teams for verification of Seniority lists for Promotions and Transfers :**

- i) The District Educational Officer should constitute verification teams in sufficient Number with identified officers/H.Ms to verify application forms.
- ii) During the verification, the verification teams should specifically verify the certificates pertaining to the preferential categories and special categories and certify the correctness of the same.

iii) During the verification, the verification teams should specifically verify the Qualification certificates pertaining to promotions in concerned subjects with reference to Service Rules and UGC guidelines and certify the correctness of the same.

iv) After thorough verification by the teams and District Educational Officer on the objections received and satisfying the rules with the evidence of support, the grievances shall be redressed and to that effect the entitlement points and seniority may be corrected. Such redressals shall be informed to the concerned applicant / displayed in notice board .

**18) On duty facility:**

On duty will be given to the teachers / HMs, only on the day of his/her counseling as per schedule.

**19) Vacancies to be displayed :**

The following vacancies shall be notified for the purpose of counseling :

- i) All the existing clear vacancies except the leave vacancies.
- ii) All the vacancies arising due to compulsory transfers as per Rule 5 of G.O. Ms.No. 12 Edn Dt 16/06/2015.
- iii) Vacancies arising due to rationalization of posts.
- iv) The resultant vacancies arising during counseling shall be displayed for counseling of teachers / HMs.
- v) During the counseling, the candidates shall also be permitted to opt for the consequential vacancies.

**20) Lists to be displayed during the counseling process:**

- i) The final list of vacancies approved by the Committee pertaining to that category, management – wise / subject – wise / medium wise and area wise.
- ii) Seniority list of teachers with entitlement points of respective category, management – wise / subject – wise / medium wise and area wise.

**21) Conduct of counseling:**

- i) Counseling shall be conducted between 8.00 A.M. to 8.00 P.M.
- ii) Counseling shall be conducted daily for 200 to 300 teachers / HMs in batches @ 30 per batch. ( At maximum at 2 places counseling to be done one should be Chaired by District Educational Officer. One should be Chaired by Collector's nominee, Project Officer RVM OR DIET Principal, CTE Principal, RJD Intermediate etc., supported by Senior Dy.E.O. & Other Staff)
- iii) Teachers / HMs who are in that particular batch and who are called for the counseling on that particular day and time, shall be allowed into the Counseling Hall.

- iv) Joint Collector or a Senior District Officer nominated by the District Collector should be present during the process of counseling for the entire period i.e., from the beginning to end of the process of counseling on each day.
- v) Teachers should be called for counseling in the order of merit. The process of counseling i.e the allotment of vacancy based on the option exercised by the teachers shall be done using the computer based software. Arrangements should be made to display list of vacancies opted by the teachers and consequential vacancies on the screens.
- vi) Option exercising is the only one activity to be done by the teachers [manually] in the presence of the Committee as per the schedule. The remaining activities shall be done using software in counseling hall i.e. deleting the opted vacancy from the list of vacancies and adding the resultant vacancy etc.
- vii) If any problem arises in the computers, only after rectification of such problem, the process should be taken up. Hence, spare computer systems with all accessories shall be made available in the hall.
- viii) If any applicant teacher / HM is absent for counseling on the schedule day, his/her request for transfer shall not be considered in later period under any circumstances.
- ix) The vacancy to which a candidate has opted shall be deleted from the list of vacancies and the consequential vacancy that arises shall be added to the original list.
- x) At the end of the each session, before calling the next batch of candidates for counseling the consequential vacancy position shall be displayed on the screen, arranged for this purpose and also in Notice Board.
- xi) 30 Minutes gap shall be given between the two successive counseling batches to enable the candidates to know about the latest vacancy position before entering the hall for counseling.

**23) Transfer orders and Relief :**

- i) Based on the recommendations of the respective Committees, the appointing authorities concerned shall issue posting orders on the same day to all the HMs / Teachers. Individual transfer Orders shall be issued.
- ii) The Teacher / HM who are to be compulsorily transferred and who do not attend for counselling, shall be given posting orders in absentia from the left over vacancies at the end of the counseling of that particular category of Teachers, in the presence of the Committee and in the counseling hall only to needy school.
- iii) Head Master Gr.II (Gazetted) / Teacher shall not be posted in the Schools located in the same Gram Panchayat, if they completed (5) years and (8) years of service respectively.
- iv) Once transfer orders are issued by the competent authority with the approval of the Committee, review or modification of the Orders shall not be considered, either by the Committee or by the competent authority.

- v) In all the orders of the transfers the condition is to be included that the orders shall be subject to outcome of court case pending before the Hon'ble Supreme Court of India and other cases pending before appropriate courts.
- vi) The transfers affected shall be displayed on website and also at the office of Regional Joint Director of School Education, District Educational Officer and Z.P. after completion of counseling.
- vii) The Head Master Gr-II (Gazetted) / Teachers who are on transfer shall be relieved from the present place of working on receipt of the transfer orders and he / she shall join in the new school where they are posted on the next day of serving of orders.
- viii) A Head Master Gr-II (Gazetted) / Teacher who does not join in transferred post cannot claim compulsory wait under any circumstances for any reason.
- ix) All transfers shall be affected within the present Management, Agency Area to Agency Area, Plain Area to Plain Area only.

  
Director of School Education

