

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

TWD - ESTABLISHMENT - PUBLIC SERVICES - TRANSFERS AND POSTINGS -
Counselling System transfers and postings of Class.IV employees in Ashram
Schools / Hostels - Orders - Issued.

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SOCIAL WELFARE (TW.EDN.II) DEPARTMENT

G.O. Ms. No. 40.

Dated the 29th April, 2000.
Read the following :-

1. G.O. Ms. NO. 507, G.A. (AR & T.1) Dept. Dt. 03-12-1999.
2. G.O. Ms. NO. 119, S.W. (TW.Edn.I) Dept. Dt. 22-12-1999.
3. From the DTW, Hyd., Lr. Rc. No. K1/2011/2000, Dt. 09-03-200

ORDER:

The Government have issued orders in the G.O. 1st read above, to the effect that there shall be counselling relating to transfers in all Departments and the transfers shall be taken up and completed in the month of May of every year in all Departments.

2. In the G.O. 2nd read above, orders were issued introducing the Counselling System for transfers and postings in Tribal Welfare Department to the post of Ashram School Teachers/Wardens/Matrons.

3. In the reference 3rd read above, the Director of Tribal Welfare, Hyderabad has requested the Government to issue necessary orders by introducing the Counselling System for transfers Class.IV employees in Ashram Schools/Hostels who have completed more than 4 years tenure in one place.

4. After careful examination, the following guidelines are issued for counselling of Class.IV employees.

- (i) A Division Level Committee consisting of RDO as Chairman and DEO/Dy.DEO and ATWO as Members shall be authority competent to transfers the Class.IV employees in respect of ITDA and Non-ITDA Districts. The District Tribal Welfare Officer is the Convener of the Committee.
- (ii) Transfer shall be considered only for clear vacant posts subject to requirement of Hostels and Ashram Schools.
- (iii) An appeal shall lie with the respective DTWOs against an order of transfer passed by the Division Level Committees referred to in para 2 (i) and (ii) within 15 days from the date of receipt of such an order.

- (iv) All such appeals shall be disposed off within 30 days from the date of appeal.
- (v) All transfers shall be effected as per the schedule to be communicated by District Collector and no transfer of Class.IV employees shall be made thereafter during the academic year except in the following cases viz.,
 - (a) in the event of disciplinary action;
 - (b) consequent on promotion / retirement / casual vacancy;
 - (c) inter-district transfers where both the DTWOs, District Collector and DTW agree under orders of Government. The following norms shall be observed in making transfers of Class.IV employees working in Hostels / Ashram Schools:

5. The following norms shall be observed in making transfers of Class.IV Employees working in Hostels / Ashram Schools:

- (i) No Class.IV employees may be retained at any one place beyond a period of 5 years. For this purpose all such individuals shall indicate preference of places which may be considered by the committee concerned subject to other conditions of these rules;
- (ii) All the applications for transfers shall be sent through concerned head of the institutions who shall verify and attest the correctness of date of posting at present post. The DTWO shall verify and attest the correctness of nativity, date of birth, age, date of appointment, occupation particulars of spouse etc.,
- (iii) After the last day for receipt of application for transfer all such applications shall be computerized.
- (iv) No Class.IV employee of Hostel and Ashram Schools shall be transferred from a place against his / her will when he/she has only two years of service before retirement.
- (v) No Class.IV employee of Hostels and Ashram Schools can have the benefit of mutual transfer for more than two times in his/her service. Provided that all such transfers shall be recorded in the Service Book:
- (vi) Wife and Husband working as Class.IV employee in Hostels and Ashram Schools shall be posted at the same school / hostel or at least in neighboring school / hostel subject to availability of clear vacancy;

- (vii) The List of transfers prepared shall be displayed in the office of RDO/ASWO/ATWO/Notice Board immediately on issue of orders; and
- (viii) The Project Officer, ITDA / DTWO concerned shall ensure that the above stated provisions are observed while effecting transfers and they will be personally held responsible of there is any deviation.

6. The Commissioner / Director of Tribal Welfare, Hyderabad shall take necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

C.R. BISWAL
SECRETARY TO GOVERNMENT

To
The Director of Tribal Welfare, Hyderabad.
The Commissioner of Social Welfare, Hyderabad.
All Collectors
All District Tribal Welfare Officers in the State
All Revenue Divisional Officers in the State
Copy to
All Project Officers of ITDAs in the State
All District Educational Officers.
The G.A. (AR & T.I) Department
P.S. to Minister (TW & DW) / Secretary (TW)
P.A to Dy. Secretary (TW)
Social Welfare (Coordn.) Dept.
SF / SC

//Forwarded By Order//

Sd/-
SECTION OFFICER

//TRUE COPY//

