

# GOVERNMENT OF ANDHRAPRADESH

## ABSTRACT

Public Services-Tribal Welfare Department - Transfers and postings by counseling to the posts of teachers in Tribal Welfare Ashram Schools, TW Primary Schools (erstwhile GVVks) Ashram Schools and posts of Hostel Welfare Officers in TW Hostels in Tribal Welfare Department - Performance oriented transfers and postings - Revised and comprehensive orders - Issued

## SOCIAL WELFARE (TW.SER.III) DEPARTMENT

G.O.Ms.No.53

Dt. 28- 06 - 2005

Read the following:

1. GO Ms. No. 205, Education(Ser.VI) Dept., dt. 06-07-1998.
2. GO Ms.No.507, General Administration Dept.,(A.R&T) dt.3-12-99
3. GO Ms.No.119, Social Welfare (TW.Edn.I) Department dt 22-12-99
4. GO Ms.No.46, Social Welfare (TW.Edn.II) Department dt.30-5-2000
5. GO Ms.No.144, Finance (W&M) Dept, dtd.7-6-05
6. Commissioners of Tribal Welfare DO Lr.Rc.No. A4/3017/04Dtd. 9-6-05

### ORDER :-

Based on Government Orders read above at 1<sup>st</sup> cited, orders were issued vide reference 2<sup>nd</sup> cited to adopt a system of counseling for postings and transfers for better management of available human resources, on the basis of proper evaluation of performance and merit. In the orders, Government made their intention clear that while effecting transfers and postings, merit and performance would be properly evaluated on the basis of quantifiable criteria.

2. Tribal Welfare Department accordingly evolved certain criteria for objectively assessing the merit and performance for effecting the transfers and postings of teachers working in Tribal Welfare Ashram Schools, T.W. Primary Schools (erstwhile GVVk schools) and Hostel Welfare Officers working in TW Hostels in the State and issued the orders as cited at ref. 3<sup>rd</sup> and 4<sup>th</sup> above.

3. Government have relaxed the ban imposed on transfers vide reference 5<sup>th</sup> cited above, while stipulating certain conditions.

4. After carefully examining the proposal of Commissioner of Tribal Welfare submitted vide reference 5<sup>th</sup> cited, the following revised and comprehensive guidelines are issued in supercession of earlier guidelines issued vide reference 3<sup>rd</sup> and 4<sup>th</sup> read above.

### 5. Constituting Committees :

- i) A District Level Committee consisting of Project Officer, ITDA as Chairman and District Education Officer (Agency)/ Deputy Education Officer, ITDA as Member and District Tribal Welfare Officer as Member-Convener shall be the authority competent to take up transfers by

counseling based on performance and merit of teachers and HWOs in respect of ITDA Districts.

- ii) In case of Non-ITDA districts, the District Level Committee will consist of District Collector or his nominee, District Education Officer or his nominee and District Tribal Welfare Officer as member-convener to effect the transfers.
- iii) Transfers shall be considered for clear and vacant posts only subject to the subject teacher requirement and staffing pattern of Ashram Primary, Upper Primary and High School, with ladies only being considered to Girls Institutions as per clause 10(ii).
- iv) While notifying vacancies it shall be ensured that atleast 50% of teachers remain in Cat.(III) & (iv) schools and also Minimum of 1 teacher in primary, 2 teachers in Upper Primary and 4 teachers in High School are maintained. School-wise planning has to be done accordingly. Teachers shall be relieved accordingly only when this minimum staff is maintained and substitute reports. For Eg. If 3 teachers are transferred and minimum of 1 teacher is to be retained the junior most among them will be retained till substitute reports.
- v) Transfers of Hostel Welfare Officers-Gr.II shall be against Gr.II vacancies only and Hostel Welfare Officers Gr.I against Gr.I vacancies only. The individuals getting posted against the posts of Hostel Welfare Officers posts notified for direct recruitment are liable for repatriation as and when the direct recruits or contractual HWOs join the posts.
- vi) One representative (District level President/Secretary) each of the recognized Teachers Association and the Tribal Teachers association will be allowed to sit in the counseling hall to observe the proceeding.

**6. Provision for appeal:**

- i. An appeal against an order passed by District Level Committee as constituted at para 5 (i) and 5 (ii) lies with the Commissioner / Director of Tribal Welfare, Government of Andhra Pradesh, Hyderabad within (15) days from the date of receipt of such order.
- ii. All such appeals shall be disposed within (30) days from the date of each appeal.

**7. Provision for review:**

- i) The Government may either suo moto or on an application from any person, aggrieved by the orders of Commissioner / Director of Tribal Welfare, Andhra Pradesh, Hyderabad call for and examine the records in respect of any proceedings of transfer of Teachers / Hostel Welfare Officer to satisfy as to the regularity, legality or propriety. If in any case, it appears to the Government that any such proceedings should be modified, annulled or reversed or remitted for reconsideration etc they may pass orders accordingly or remit the case with any direction as to rectify any violation of rules / discrepancy. Such orders shall be implemented by the authority concerned.
- ii) The Government may stay the implementation of any such proceedings.
- iii) The Government may either suo moto or on an application from any person interested, made within (45) days of the passing of an order by the Dist. Level Committee as constituted vide para

5(i) and 5(ii) above, review any such order, if it was passed by them under any mistake, whether of fact or law or in ignorance of any material fact.

**8. Schedule of transfers :**

All transfers shall be effected as per the schedule and detailed guidelines to be communicated by Commissioner / Director of Tribal Welfare, Andhra Pradesh, Hyderabad / Government and no transfer of Teachers of TW Primary Schools/Ashram Schools/ Hostel Welfare Officers shall be made thereafter, except in the following cases namely:

- i) In the event of disciplinary action;
- ii) Consequent on promotion / retirement / casual vacancy;
- iii) Consequent on the re-adjustment of surplus posts due to the process of rationalization, if any; and
- iv) Inter-District transfers where the District Tribal Welfare, Officer concerned/Both the Collector and Commissioner / Director of Tribal Welfare agree, under orders of Government.
- v) Sanctioning of a new project / scheme / institution after the closure of the counseling for the year.
- vi) In case of direct recruitment to such posts.

**9. Norms for effecting transfers:-**

The following norms shall be observed in making transfer of Teachers of TW Primary Schools/Ashram Schools / Hostel Welfare Officers

- i) All the teachers / Hostel Welfare Officer who have completed more than (8) years of service in a particular place as on 1<sup>st</sup> May of the year shall be transferred except the requests of those individuals falling under 9 (iv) subject to the condition mentioned therein.
- ii) A teacher/Hostel Welfare Officer who has not completed (3) years of service in a particular place as on 1<sup>st</sup> May of the year shall not be transferred, except the requests of those individuals falling under 9(iv) subject to the condition mentioned therein.
- iii) Teachers/Hostel Welfare Officers who are due for retirement within (2) years shall not be transferred without their request.
- iv) The requests of the following individuals may be considered for stay beyond (8) years or transfers within (3) years tenure subject to the criteria and procedure prescribed herein:
  - a) Physically challenged candidates (with more than 70% disability).
  - b) Single women
  - c) Employees who have undergone major surgical operations (cardiac/ neurological/renal) and that require post operative care and proved cases of cancer
  - d) Employees having moderate / severe mentally challenged children

**Provided,** candidates seeking such dispensation should have an unblemished record of

**service (without any adverse remarks or punishments awarded)**

- v) No Teacher/Hostel Welfare Officer rejoining duty after long leave shall be posted to any other place except to the place of his / her posting prior to such leave i.e. from which place / station, he / she proceeded on leave, provided that vacancy exists. If no vacancy exists, she/he will be posted to any of the vacancies in Category-IV or Category-III institution in that order.
- vi) No principal Office-bearer, i.e. president and general secretary of the recognized teacher union of district, state level shall be transferred from the place of their present posting without their request upto a maximum period of 10 years provided that there is a clear vacancy at the place for which request has been made for posting and subject to the provision at para 8.
- vii) Teachers having minimum qualification of inter pass with Diploma In Education / TTC only shall be considered for being posted to Ashram Primary Schools.
- viii) Similarly, highly qualified teachers (Graduates with D.Ed/B.Ed and above) shall not be posted to GVVK(Govt Primary School).

**10. Special considerations :**

- (i) Teachers / Hostel Welfare Officer in-charge of NCC / Scout / Guides etc., shall be considered for transfer to a place where such activities are in existence, subject to entitlement points at Para 11.
- (ii) Male Teachers working in Ashram Schools / Hostel Welfare Officers (Male) working in Girls Schools /Hostels shall be replaced by lady teachers of Ashram School / Hostel Welfare Officers (Female) irrespective of the fact whether they have completed the prescribed period of stay or not; provided that where the required number of female teachers/Hostel Welfare Officers ( Female) are not available, male teachers/ Hostel Welfare Officers (Male) over fifty years of age may be posted till such time female employees become available.
- (iii) In case a teacher/ Hostel Welfare Officer is willing to work in a place, categorized under Category-IV of para 13 along with spouse, he/she will be allowed to work in that place, not withstanding any other condition in these rules, subject to following:-
  - a. There should be (2) clear vacancies in the preferred place of work
  - b. The transfer should not affect subject teacher requirement of the school, and
  - c. Both the employees are having unblemished record of service(no adverse remarks or punishments)

**11. Entitlement Points:**

Points shall be awarded as follows to each applicant Teacher/ Hostel Welfare Officer as follows:

**A. ENTITLEMENT POINTS FOR ALL SCHOOLS (PRIMARY / UPS / HIGH SCHOOLS):**

**(i) For service:**

Points shall be awarded upto a maximum of (40) points as specified below for unblemished record of service of previous (10) years or since date of appointment, if it is within past 10 years, as on 1<sup>st</sup> May of the year:

- a) For service in category-IV areas: 4 points per year of service
- b) For service in category-III areas: 3 points per year of service
- c) For service in category-II areas: 2 points per year of service
- d) For service in category-I areas: 1 point per year of service

**Provided:**

- (a) An employee who has been awarded a punishment shall not be entitled for any points.
- (b) The head of the office / institution and the employee concerned who receives any adverse remarks from a visiting / inspecting officer shall also not be eligible for entitlement points **with effect from 2006 onwards**. The Visiting / Inspecting Officer has to record his findings particularly on the following: (a) Regular recording and maintenance of attendance registers of the staff / children, (b) Coverage of syllabus as per annual plan, (c) Conducting of exams / tests and (d) General upkeep of students, school / hostel / institution premises. If a mistake or lapse is found for the first time - Warning will be issued and if same omission / commission is repeated - the same will be recorded in Service Register of concerned individual.

**(ii) Achievement of staff:**

For the purpose of quantifying performance of an institution under non academic achievement, maximum of (10) points shall be awarded to an employee who receives awards for best professional performance in any field /subject or activity:-

(i)	Dist. level awards (given by Dist. Collector/ Project Officer)	5
(ii)	State Level awards (by Govt.)	8
(ii)	National level awards (by Govt.)	10

**B. ENTITLEMENT POINTS FOR PRIMARY SCHOOLS:-**

(i) **General enrolment** : In case of Primary Schools and hostels attached to Primary Schools and Upgraded Primary Schools entitlement points upto maximum of 40 shall be awarded as follows:-

For 100% enrolment	20	points
100% enrolment and above 80% retention	30	points
100% enrolment and 100% retention	40	points

(ii) **Girl Child enrolment & retention** : In case of Primary Schools, and hostels attached to such schools, points shall be awarded to each employee working in an institution, provided that school

has achieved:-

- |      |  |    |
|------|--|----|
| (i)  | 80% - 90% retention of all girl children in an academic year | 10 |
| (ii) | Secured 90% to 100% retention of all girl children           | 20 |

**(C) POINTS FOR HIGH SCHOOLS & UPPER PRIMARY SCHOOLS:**

(i) **Academic Performance** : Performance of an Upper Primary and a High School and Hostel attached to such schools, is defined in terms of percentages of the passes in the final examinations of the academic year (in 7<sup>th</sup> / 10<sup>th</sup> common examination). All the teachers working in such institution shall get entitlement points as detailed below subject to a maximum of (40) points respectively.

50% - 70%	10	points
70% - 80%	20	points
80% - 90%	30	points
90% - 100%	40	points

(ii) **Academic Excellence** : Entitlement points upto a maximum of 40 points shall be awarded to all teachers / HWOs concerned for academic excellence in 10<sup>th</sup> class results as follows with effect from 2005-06.

50 - 60	Students secure 1 <sup>st</sup> Class	-	10
60 - 70	Students secure 1 <sup>st</sup> Class	-	20
70 - 90	Students secure 1 <sup>st</sup> Class	-	30
90 - 100	Students secure 1 <sup>st</sup> Class	-	40

**Provided :-**

- (a) In High Schools having 6<sup>th</sup> to 10<sup>th</sup> classes - Minimum result of 80% pass in 7<sup>th</sup> class will be essential to get points for 10<sup>th</sup> result as mentioned above at (i). Similarly minimum result of 50% pass in 10<sup>th</sup> class is essential to get points for 7<sup>th</sup> class as mentioned above.
- (b) The individuals who are liable to be transferred because of completion of 8 years service under 9(i) may be awarded entitlement points based on their respective subject results for this year i.e. 2005 alone.
- (c) Any subject teacher who does not secure a minimum pass for 50% students in the subject / class taught by him shall not be entitled for obtaining the entitlement points under (i) & (ii) above w.e.f 2006 onwards.

(iii) **Enrolment & Retention** : In case of UP Schools & High Schools and Hostels attached to such schools entitlement points upto maximum of 20 shall be awarded to all teachers concerned with effect from 2006, as follows:

For 100% enrolment & retention from catchment area in that year	20	points
For 100% enrolment and above 80% retention	10	points

For 100% retention and not less than 90% enrollment	10 points
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**Note: During this year 20 points will be awarded to all teachers and HWOs concerned if retention is as follows:-**

80% - 90%	10 points
90% - 100%	20 points

**(iv) Non-academic participation:**

For the purpose of quantifying performance of an institution under Extra curricular and Co-curricular activities, a maximum of (10) points shall be awarded to each employee working in an institution (High Schools/ Hostels attached to High Schools), provided the institutions achieves the following:

(a)	Sponsored not less than (5) children for Dist. level Science Fair / Sports / competitions in Essay/Elocution/Seminars etc	5
(b)	Sponsored not less than (3) children for State Level Science fairs / Sports / competitions in Essay/Elocution/Seminars etc	8
(c)	Sponsored not less than (2) children for National level competitions in Essay / Elocution / Seminars /Science Fairs /Sports etc.,	10

**(v) Non-academic achievements:-**

Maximum of 10 points will be awarded to each employee working in institutions (High School/Hostel attached to High Schools) provided the institution achieves the following:

(a)	Prizes / Merit certificates won by at least (3) students at Dist. level Science Fair / Sports / competitions in Essay/Elocution/Seminars etc	5
(b)	Prizes / Merit certificates won by at least (2) students at State Level Science fairs / Sports / competitions in Essay/Elocution/Seminars etc	8
(c)	Prizes / Merit certificates won by at least (1) students at National level competitions in Essay / Elocution / Seminars /Science Fairs /Sports etc.,	10

**(D) POINTS FOR HWO's:**

HWO's shall be eligible for being awarded entitlement points for all parameters except enrolment under 11 B(i) and (ii). Retention under 11 C (iii) shall be with reference to retention in hostel concerned.

**(E) POINTS FOR PET's :**

PET's shall be eligible for being awarded points for all the criteria as applicable to that Institution.

12. **In case of tie:** The seniority of the individual shall be taken in to consideration.

13. **Categorization of institutions:**

All Project Officers, ITDA / DTWO shall classify the villages / towns having Ashram Schools / Hostels

in their jurisdiction into the following categories.

- i) Category-I :- All habitations/towns where 12.5% HRA is admissible
- ii) Category-II :- All habitations/towns where 10% HRA is admissible but having bus or train facilities
- iii) Category-III:- All habitations/towns where 10% HRA is admissible and having bus or train facility within a radius of 5 KM from the school place to the bus stop or railway station.
- iv) Category-IV: All habitations/towns where 10% HRA is admissible but not having bus or train or **other automobile** facility beyond a radius of 5 KM from the school place to the bus stop or railway station or habitations on hill tops or is approachable only by ferry.

**14. Procedure for taking up counseling:**

- i) All the applications for transfer shall be sent through concerned head of the Institution who shall verify and attest the correctness of contents of the application as per the format and schedule prescribed by CTW.
- ii) After the last day for receipt of applications for transfer, all such applications shall be computerized and entitlements points awarded.
- iii) The list of vacancies shall be displayed on the notice board in the office of Project Officer, ITDA / DTWO as per schedule and the format prescribed by CTW.
- iv) All the applicants shall than be organized category wise and list prepared and exhibited in the order as prescribed, indicating the entitlements earned by each individual.
- v) Representations, if any on the list prepared as per the order of counseling cum entitlement points shall be received and disposed by the District Committee strictly on merits within the time limit as prescribed by CTW.
- vi) The final list containing the order of counseling based on special dispensation and entitlement points shall be exhibited. While placing the individuals within a category, the entitlement points secured shall be the basis for fixing the inter-se order in each category on the notice board of the office of Project Officer, ITDA/ DTWO as per the schedule communicated by the Commissioner/ Director of Tribal Welfare or Government while also indicating the date for counseling.
- vii) The following shall be counted as clear vacancies :-
  - (a) All the clear vacant posts;
  - (b) The posts in which the existing teachers have completed (8) years service in the station, provided he/she has not requested for retention on the grounds of dispensation he/she is eligible for under 9(iv);
  - (c) Posts held by male teachers below 50 years in Girls Institutions;
  - (d) Posts held by under qualified or over qualified teachers in Ashram Schools and Govt Primary Schools (GVVK's) respectively as mentioned at 9 vii) and 9 viii) and



(e) Individuals seeking transfers under special dispensation under 9 iv), 10 iii)

15. While calling the applicants for counseling the following order shall be:
- (i) Physically challenged candidates (with more than 70% disability)
  - (ii) Single women
  - (iii) Spouse having non-transferable post or where both cannot get posted at same place (Only in Central, State Govt. / Local bodies) in order of inter-se merit based on entitlement points.
  - (iv) Employees who have undergone major surgical operations (cardiac/neurological/renal) and require post operative care and proved cases of cancer.
  - (v) Employees having moderate to severe mentally challenged children. Provided such individuals i.e., falling in categories (i) to (v) herein have an unblemished record of service.
  - (vi) Others as per entitlement points
16. The competent committee shall call the applicant teacher / Hostel Welfare Officer in person as per the pre drawn program, duly calling the applicant as per the order finally published. The applicant will than be asked to choose from among any of the vacant posts available.
17. On exercising such a choice by the applicant the committee shall issue a transfer order through the convener of the committee then and there to the applicant Teacher / Hostel Welfare Officer duly deleting that vacancy from the list of vacancies.
18. This exercise shall be continued till all the applicants are exhausted as per the time frame/ Schedule communicated by Commissioner/Director of Tribal Welfare.
19. The Project Officer, ITDA / DTWO concerned shall ensure that the above stated provisions are observed while effecting transfers.
20. Once the transfer orders are issued, there shall not be any modification under any circumstances,
21. No Teacher / Hostel Welfare Officer shall be sent on deputation under any circumstances without specific orders of the Government. Officers who issue such deputation orders shall also be liable for disciplinary action.
22. The Commissioner / Director of Tribal Welfare shall take necessary action to prescribe the application format, the schedule and other guidelines apart from introducing computerized counseling w.e.f from this year in the matter. The Dist. Collectors, PO, ITDA;s shall monitor closely and take all necessary steps to ensure smooth and proper conduct of transfers by counseling, in a transparent manner.
23. This order issues with the concurrence of Finance (W&M) Department vide their U.O.No.2786/524/A2/W&M/05, dt 17-6-05.

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

**M.CHAYA RATAN  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

Commissioner of Tribal Welfare, Andhra Pradesh, Hyderabad  
Commissioner of Social Welfare, Andhra Pradesh, Hyderabad.  
Director of School Education, Andhra Pradesh, Hyderabad  
All District Collectors in the State.  
All Project Officers of ITDAs in the State  
All District Tribal Welfare Officers.

**Copy to:**

All District Educational Officers  
District Education Officers(Agency)/Deputy Education Officers, ITDAs  
Law (F) Department, A.P., Secretariat, Hyderabad.  
The GA. (AR&I) Department  
P.S.to Principal Secretary (TW)  
P.A. to Additional Secretary to Government (TW)  
SF / SCs.

// FORWARDED BY ORDER //

**SECTION OFFICER**