

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Collegiate Education – Guidelines for transfer of employees working in Collegiate Education Department for the year 2023-24 - Orders– Issued.

HIGHER EDUCATION (CE.A1) DEPARTMENT

G.O.Rt.No.86.

Dated:30.06.2023

Read:

From the Commissioner of Collegiate Education, A.P, Mangalagiri,
e-file.No. 2079422

ORDER:

In the circumstances reported by the Commissioner of Collegiate Education, A.P, in the reference read above and after careful examination of the matter, the Government hereby issues the guidelines, as appended to this order as Annexure, for transfer of employees in Collegiate Education Department for the year 2023-24.

2. The Commissioner of Collegiate Education, A.P, Vijayawada is hereby permitted to affect the transfers of employees of Commissioner of Collegiate Education Department and completed the same on or before 14.07.2023 as per the guidelines.

3. It is further informed that keeping the significant number of vacancies in remote colleges in view, duly considering the subject-wise workload requirement, the minimum requirement of lecturers for each college shall be analyzed first. Based on such analysis college wise vacancies shall be notified irrespective of the actual vacant posts. Accordingly the posts shall be filled through transparent web counseling duly following the other prescribed guidelines.

4. The Commissioner of Collegiate Education, A.P, Mangalagiri, shall take further action in the matter accordingly.

5. This order is issued with the concurrence of Finance (HR) Department, vide their U.O.No.HROPDPP(TRPO)/419/2020 (Computer No.1266309), dated.28.06.2023.

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

**J. SYAMALA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner of Collegiate Education, A.P., Vijayawada

Copy to:

The Accountant General, A.P., Vijayawada..

(P.T.O)

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The Director of Treasures & Accounts, A.P., Vijayawada
The Pay and Accounts Officer, A.P., Vijayawada
The OSD to Hon'ble Minister for Education
The P.S to Chief Secretary to Govt of A.P
The PS to Principal Secretary (HE) to Government.
The Finance (HR) Department
SF/SC.

// FORWARDED ::BY ORDER//


SECTION OFFICER

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Annexure to G.O.Rt.No.86, H.E[CE] Department, Dt:30/6/2023.

**GUIDELINES FOR TRANSFER OF EMPLOYEES IN COLLEGIATE
EDUCATION DEPARTMENT FOR THE YEAR 2023-24**

1. Those who have completed 2 years of stay in case of both teaching and non-teaching staff in a particular station as on 30.06.2023, shall be eligible to apply for transfer.
2. Those who are retiring on or before 30.06.2025 shall not be disturbed.
3. Those who have completed (5) years or above service in a particular station as on 30.06.2023 shall be transferred, if there is any request for the said post or on administrative grounds.
4. Service in all cadres at a station shall be counted while calculating the period of stay.
5. The Commissioner of Collegiate Education will draw schedule for affecting transfers and complete the entire process within 15 days of issuance of this order.
6. Standing instructions on the transfers of office bearers of recognized Service Associations as issued in Circular Memo. No.SW0SERA/27/2019-SW, G.A (SW) Dept., dated:15/6/2022 and further clarifications communicated from time to time will apply. Exception for Office Bearers of all the recognized Service Associations is permitted for 09 years period irrespective of term of tenure as Office bearers.
7. Male employees with less than 50 years of age shall not be posted to Women Degree Colleges.
8. Wherever a Woman employee working in other than Women Degree Colleges opts for a post in Women Degree Colleges, she shall be posted by shifting a male employee working against such post even if he has not completed the prescribed minimum period of (2) two years.
9. The NAAC Coordinators who have submitted or who are under progress for submission of the SSR / RAR may be exempted.
10. Lecturers engaged in Major / Minor Research Projects can be transferred to the college where such facilities exist, subject to satisfaction of other conditions and eligibility criteria.

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11. Those who are currently engaged in research work with guiding at least one scholar from the list of scholars allocated by the concerned University need not be exempted from transfers but their transfers may be considered within the jurisdiction of the concerned University.

12. Visually challenged employees may be exempted from transfers unless they request for transfer.

13. The persons who are facing charges / ACB cases / Vigilance cases shall not be transferred.

14. The highest scorer in the respective subject/cadre and unit of appointment (Zone/ District as the case may be) will be given the first choice and so on. Transfers shall be affected based on the total entitlement points scored by the individuals as per the criteria mentioned below:

Criteria for entitlement of points :

(a) Stay in the present station located in the following Areas as on 01.07.2023

(In respect of those who are drawing UGC Scales of 2016)

1	Category I (16% and above HRA) Municipalities, Corporations, Cities, etc.	3 Points for every year of stay
2	Category II (8%/9%/10% HRA) Rural Areas	5 Points for every year of stay

(In respect of those who are drawing State Pay Scales, 2022)
(In terms of G.O.Ms.No.27, Finance (PC.TA) Dept Dt:20.02.2022
read with G.O.Ms.No.69, Finance (PC.TA) Dept Dt:09.05.2023)

1	Category I (16% HRA) Population 2-50 Lakhs (including all District Head Quarters)	2 Points for every year of stay
2	Category II (12% HRA) Population 50,000 - 2 Lakhs)	3 Points for every year of stay
3	Category III (10% HRA) (Other places where population is less than 50,000)	5 Points for every year of stay

Note: For Employees who worked in ITDA Areas, 5 additional points for every year of stay (cumulatively).

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(b) Special Categories :

i) Single Woman	10 points
ii) Physically Challenged	
40%-60% disability	05 points
More than 60% disability	08 points

Note: For this purpose, a copy of the certificate issued by competent authority not below the rank of the civil surgeon must be submitted.

iii) The employees who are suffering from the following diseases: Cancer, Heart Disease, Neuro-Surgery, Kidney transplantation, Bone TB	05 Points
iv) (a) Applicants with dependent children who are mentally retarded and or under treatment	05 Points
(b) Applicants with dependent children suffering from juvenile diabetes and children suffering from congenital heart problems and are under medical treatment available only at specified places to which they are seeking transfers	05 points

Note: For this purpose, a copy of the certificate issued by the competent authority, i.e., District Medical Board/ State Medical Board may be enclosed for consideration.

v) Spouse employment (Only one of the partners shall be shifted as per the prescribed procedure)	10 points
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Note : As a proof of the claim, the applicant whose spouse is an employee of State Government or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same place or a nearby place, seeking transfer under this category shall produce a certificate issued by the Head of the Office where the spouse is working.

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- c) **Academic Parameters** (only for teaching staff)
- i) Good – 05 points
 - ii) Satisfactory – 03 points
- d) State Teacher Awardees (in the year 2022 only): 05 points
- e) Points for pass percentage of the students in respect of subjects

Less than 40%	0 Points
40-60%	03 points
61-80%	05 points
80% and above	07 points

15. In case of Autonomous Colleges, the transfers of Principals / Lecturers may be affected as per the recommendations of the Committee constituted in G.O.Ms.No.42, Higher Education (UE.I-1) Department, dated 04.06.2001. The transfers to the Autonomous Colleges shall be taken up in the first phase and then to non-autonomous colleges.

16. Transfers will be affected from focal to non-focal / non-focal to non-focal / non-focal to focal posts. In no case, transfers will be from one focal post to another focal post with regard to Non Autonomous Colleges.

Area Category	Area	Category
I	16% HRA (under State Pay Scales Area)/ 16% and above HRA under UGC scales.	Focal
II	12% HRA (State scales)/ 8% HRA under UGC scales	Non-Focal
III	10% HRA Area (under State scales)	Non-Focal

17. Transfers shall be affected through Video / Web Counseling.

18. Procedure for Transfers:

a. The following lists shall be notified in the website of the department:

- i. The list of names of the applicants with total entitlement points in descending order for only those who have submitted online application for transfer within the prescribed time.

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ii. Unit of appointment wise (zone/district as the case may be) clear vacancy position with details of subject/cadre, college and the list of posts where persons have been working for five (5) years or more.

b. All the employees seeking transfer shall apply online and indicate 3 places in the order of preference.

Note: Candidates have to keep in mind the focal and non-focal places while exercising the places of option.

c. Counseling will be held on the specified dates in the schedule which will be issued by the Commissioner of Collegiate Education, AP and the persons attending the video counseling will not be entitled to any TA/DA. However, it shall be treated as ON DUTY.

d. The applicants shall exercise his / her option for any of the vacant posts in order of priority online. In case two or more applicants opt for same place, preference shall go to the employee who has more entitlement points subject to other exemptions aforementioned.

e. The transfers affected shall be displayed on the website after completion of counseling and posting orders shall be made downloadable by the respective employees.

f. The employees who are transferred shall be relieved from the present place of working immediately on receipt of the transfer orders online. Under any circumstances, the person will be deemed to have been relieved at the end of 5 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.

g. The employees who are transferred at their request shall not be entitled to any TA / DA and joining time since the transfers are at their request.

h. Anybody who has submitted false information and /or certificates and also the officer countersigned such false information is liable for disciplinary action as well as criminal action.

i. The Commissioner of Collegiate Education, A.P is requested to ensure fairness and transparency at all stages of transfer process.

19. The ban on General Transfers for Collegiate Education Department shall come into force with effect from the **16th day of issuance of this order** .

J. SYAMALA RAO
PRINCIPAL SECRETARY TO GOVERNMENT
