

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH :: AMARAVATI.**

**Present :: Sri Vijay Rama Raju.V, IAS**

**Rc.No.ESE02-14021/5/2025-E-VI      Dated:21-05-2025**

Sub: School Education – The Andhra Pradesh State Teachers (Regulation of Transfers) Rules, 2025 - Hon'ble High Court of A.P., Interim order, dated.1.5.2025 in WP(PIL) No.84 of 2025 and W.P.No. 11172 of 2025 – Schedule-Communicated.

Read: 1. The Andhra Pradesh Teachers (Regulation of Transfers) Act, 2025 2. Interim order, dated.1.5.2025 in WP(PIL) No.84 of 2025 and W.P.No. 11172 of 2025 of the Hon'ble High Court., A.P., Amaravati.  
3. G.O.Ms.No.22 SE Dept Dated.20.05.2025.  
4. Govt.Memo.No.2711367/Ser.II/A.1/2025-1, Dated:20.05.2025. 5. Govt.Memo No.2711367/Ser.II/A.1/2025-2, Dated.20.05.2025

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Copies Communicated.

2. The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State are invited to the reference 3 read above, wherein Government has issued rules, regulating the transfers of the categories of Headmaster Gr.II, School Assistant and Secondary Grade Teacher and their equivalent cadres in the Government/Zilla Parishad/Mandal Parishad/Municipalities and Municipal Corporations Schools in the State.

3. Further, in the reference 4 read above, Government has informed that the Transfer Rules, 2025 issued in reference 3 read above shall be applicable to all the Head Masters (Grade-II) / Teachers except all the employees who are Persons with Benchmark Disabilities (PwBD), including those who are visually impaired subject to outcome of final orders in WP (PIL) No.84 of 2025 and W.P.No.11172 of 2025.

4. Further, in the reference 5 read above, Government hereby accord permission to the Director of School Education to issue transfer schedule for Headmasters Gr.II/Teachers for effecting transfers as per the Andhra Pradesh State Teachers Transfers Regulation Act, 2025 r/w the Transfers Rules issued vide G.O.3 read above.

5. Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are directed to complete the transfers to the posts

of Headmaster Gr.II, School Assistant and Secondary Grade Teachers and its equivalent cadres and promotions to the post of Headmaster Gr.II and School Assistant and its equivalent posts as per the schedule annexed in Annexure-I without fail.

6. Further, The Additional Director(IT) of this office is requested to take necessary arrangements for effecting transfers and promotions as per the schedule.

Encls: As above

**VIJAY RAMA RAJU V**  
**Director, School Education**

**To**

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

The Additional Director(IT) of this office.

**Copy to**

The Accountant General, A.P., Vijayawada.

The Director of Treasuries & Accounts, A.P., Mangalagiri.

The Pay and Accounts Officer, A.P., Mangalagiri.

All the District Collectors in the State.

The Chief Executive Officer, APCFMS, Mangalagiri.

Copy submitted to the Secretary to Government, School Education Department, A.P., Amaravati

**ANNEXURE-I**

<b>TENTATIVE SCHEDULE FOR TRANSFERS OF Gr-II HEADMASTERS IN ALL MANagements (GOVT, ZP &amp; MPL) AND PROMOTIONS FOR THE POST OF Gr-II HEADMASTERS IN ALL MANagements (GOVT, ZP &amp; MPL) FROM SCHOOL ASSISTANTS AND EQUIVALENT CADRE.</b>			
<b>Sl.No.</b>	<b>Activity</b>	<b>Dates</b>	<b>No. of days</b>
1	Applying for transfer by HM online with self-attested details	21.05.2025 to 22.05.2025	2
2	Verification of applications through online	21.05.2025 to 22.05.2025	2
3	Generation and Display of provisional Seniority lists based on entitlement points on website	24.05.2025	1
4	To upload Grievance/Objection along with proof in the website on provisional seniority lists to the Regional Joint Director/District Educational Officer, if any	25.05.2025	1
5	Redressal of Grievance/Objection through website by the Regional Joint Director /District Educational Officer	26.05.2025	1
6	Generation and Display of final seniority list with entitlement points in the website and display of vacancies.	27.05.2025	1
7	Submission of online web options by the Headmasters	28.05.2025	1

8	Issue of Transfer Orders to HMs	30.05.2025	1
9	Promotion Counselling and Web options to the post of HMs from SAs	30.05.2025	1
10	Issue of Promotion Orders	31.05.2025	1

<b>TENTATIVE SCHEDULE FOR TRANSFERS OF SCHOOL ASSISTANT AND EQUIVALENT CADRE IN ALL MANagements (GOVT, ZP &amp; MPL) AND PROMOTIONS FOR THE POST OF SCHOOL ASSISTANT AND EQUIVALENT CADRE IN ALL MANagements (GOVT, ZP &amp; MPL) FROM SECONDARY GRADE TEACHERS AND EQUIVALENT CADRE</b>			
<b>Sl.No.</b>	<b>Activity</b>	<b>Dates</b>	<b>No. of days</b>
1	Applying for transfer by School Assistants and equivalent cadre online with self-attested details	21.05.2025 to 24.05.2025	4
2	Verification of applications through online	21.05.2025 to 25.05.2025	5
3	Generation and Display of provisional Seniority lists based on entitlement points on website	26.05.2025 to 27.05.2025	2

4	To upload Grievance/Objection along with proof in the website on provisional seniority lists to the District Educational Officer, if any	28.05.2025	1
5	Redressal of Grievance/Objection through website by the District Educational Officer	28.05.2025 to 29.05.2025	2
6	Generation and Display of final seniority list with entitlement points in the website and display of vacancies.	31.05.2025	1
7	Submission of online web options by the School Assistant and equivalent cadre	01.06.2025 to 02.06.2025	2
8	Issue of Transfer Orders	04.06.2025	1
9	Promotion Counselling and Web options to the post of School Assistants and equivalent cadres from SGTs	05.06.2025	1
10	Issue of Promotion Orders	06.06.2025	1

TENTATIVE SCHEDULE FOR TRANSFERS OF SECONDARY GRADE TEACHERS AND EQUIVALENT CADRE IN ALL MANAGERMENTS(GOVT, ZP & MPL)			
Sl.No.	Activity	Dates	No. of days

1	Applying for transfer by Secondary Grade Teacher and equivalent cadre online with self-attested details	21.05.2025 to 27.05.2025	7
2	Verification of applications through online	21.05.2025 to 28.05.2025	8
3	Generation and Display of provisional Seniority lists based on entitlement points on website	31.05.2025	1
4	To upload Grievance/Objection along with proof in the website on provisional seniority lists to the District Educational Officer, if any	28.05.2025 to 01.06.2025	5
5	Redressal of Grievance/Objection through website by the District Educational Officer	28.05.2025 to 02.06.2025	6
6	Generation and Display of final seniority list with entitlement points in the website and display of vacancies.	06.06.2025	1
7	Submission of online web options by the Secondary Grade Teacher and equivalent cadre	07.06.2025 to 10.06.2025	4
8	Issue of Transfer Orders	11.06.2025	1

## GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

School Education – The Andhra Pradesh State Teachers (Regulation of Transfers) Rules, 2025 - Notification – Orders – Issued.

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SCHOOL EDUCATION (SERVICES.II) DEPARTMENT

**G.O.Ms.No.22****Dated: 20/05/2025.**

Read the following:

- 1) The Andhra Pradesh State Teachers Transfers Regulation Act, 2025 (Act No.9 of 2025).
- 2) A.P Education Act, 1982 (Act 1 of 1982).
- 3) The Andhra Pradesh Municipalities Act of 1965.
- 4) The Visakhapatnam Municipal Corporation Act of 1979.
- 5) The Vijayawada Municipal Corporation Act of 1981.
- 6) The Andhra Pradesh Municipal Corporation Act of 1994.
- 7) G.O.Ms.No.21 S.E. (Prog.I) Dept., Dated.13.05.2025.
- 8) From the Director of School Education, A.P., vide e-file No.2821477.
- 9) From the Director of School Education, A.P., Lr.Rc.No.13/143/2024-EST 3, Dated.20.05.2025.

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ORDER:

In the reference first read above, the Andhra Pradesh State Teachers Transfers Regulation Act, 2025 was enacted, and it is empowering the State Government to regulate the transfers of teachers working in Government, Zilla Parishad, Mandal Parishad, Municipal, and Municipal Corporation Schools, in accordance with the teacher requirements in schools.

2. In order to ensure the rational deployment of teachers across Foundational, Primary, Upper Primary, and High Schools under the management of Government, Mandal Parishad, Zilla Parishad, Municipalities, and Municipal Corporations, and to facilitate and regulate the transfers of Headmasters Grade-II and School Assistant and Secondary Grade Teacher and their equivalent cadres working in these schools, the Government has decided to make rules governing such transfers.

3. Accordingly, the following notification shall be published in the Andhra Pradesh Gazette.

## **NOTIFICATION**

In exercise of the powers conferred under section 26 (1) of the Andhra Pradesh State Teachers Transfers Regulation Act, 2025, and in supersession of all the earlier Notifications, Rules and Guidelines on transfer of teachers, the Government of Andhra Pradesh hereby makes the following Rules, regulating the transfers of the categories of Headmaster Gr.II, School Assistant and Secondary Grade Teacher and their equivalent cadres in the Government/Zilla Parishad/Mandal Parishad/ Municipalities and Municipal Corporations Schools in the State.

### **1. Short Title and Applicability**

- (i) These rules may be called the Andhra Pradesh State Teachers (Regulation of Transfers) Rules, 2025.
- (ii) These rules shall apply to Headmasters Gr.II, School Assistants, Secondary Grade Teachers and equivalent cadres under the Management of Government, Mandal Parishad, Zilla Parishad, Municipalities and Municipal Corporations of Foundational, Primary, Upper Primary and High Schools.
- (iii) These rules shall come into force with immediate effect.

### **2. Criteria for Transfers**

- (i) The following categories of Headmasters (Gr.II)/Teachers in the Government/ Zilla Parishad/Mandal Parishad/ Municipalities and Municipal Corporations shall be transferred.
  - (a) Those Headmasters (Gr.II) who have completed five (5) academic years of service in a particular school as on the date of closure of Academic Year i.e 31<sup>st</sup> May of that Year shall be transferred compulsorily.
  - (b) Those Teachers, other than Headmasters (Gr.II) who have completed eight (8) academic years of service in a particular school as on the date of closure of Academic Year i.e 31<sup>st</sup> May of that Year shall be transferred compulsorily.

Note:- For (a) & (b), If any Headmaster Grade II or Teacher is transferred on request or mutual grounds during the ban period then the period worked in both stations shall be taken into account to calculate the maximum period when determining eligibility for compulsory transfer from the date of commencement of the Act.

- (c) Headmasters Gr.II/ Teachers who completed a minimum period of



two (2) academic years of service in a school as on 31<sup>st</sup> May of that Year in which transfers are to be taken up shall be eligible to apply for request transfer.

Note: For (a) to (c), Headmasters Gr.II/Teachers who have completed minimum of nine(9) months of service in one academic year shall be treated as one complete academic year as on 31<sup>st</sup> May of that year.

- (d) Provided that Headmasters Gr.II/ Teachers, who are going to retire within two (2) years, i.e., on or before 31<sup>st</sup> May of the respective year, shall not be transferred except upon their own request.
- (e) A Male Headmaster Gr.II/ Teacher aged below fifty (50) years as on 31<sup>st</sup> May of that year and working in Girl's High school shall be transferred mandatorily.
- (f) If no women Headmaster Gr.II/ Teacher is available to work in Girl's High School, then the male Headmaster Gr.II/ Teacher who crossed fifty (50) years of age as on May 31<sup>st</sup> of that year shall be considered for posting to such schools.
- (g) The Headmaster Grade II who has completed five (5) academic years of service, and the teacher who has completed eight (8) academic years of service as NCC Officers in their respective NCC Units, as far as possible posted to a vacancy in a school where the same NCC Unit is available. If no such vacancy is available in another school with the same NCC Unit, they may be continued in the same school upon their request. However, if any NCC Officer is facing disciplinary proceedings, they shall be transferred to a general vacancy, irrespective of the NCC Unit.
- (h) Teachers and Gr.II Head Masters facing/ faced charges under the Protection of Children from Sexual Offences (POCSO) Act, 2012/Girl child abuse case, shall not be opted to the same Mandal/Municipality or any Girls High School. In case of Municipal Corporation Schools, teacher shall be posted in distant cluster.
- (i) If Article of charges are pending against the Headmaster Gr.II/ Teacher, he/she shall not be considered for request transfer.
- (ii) Criteria for identification of teachers to be shifted due to re-apportionment of surplus posts.

- (a) If a post is found surplus and proposed for shifting to a needy school, the same shall be shifted.
  - (b) If there is no clear vacancy/ compulsory transfer vacancy, junior most teacher shall be shifted.
  - (c) If a senior teacher in the school is willing for transfer, he/she may be shifted without reapportionment points.
  - (d) Persons with bench mark disability shall be exempted and the next junior most shall be affected under reapportionment.
  - (e) If the Junior most teacher exempted under Rule 2-(i) (d) & 2(ii) (d) or any other, the next senior teacher will be treated as Junior and reapportionment points shall be awarded.
- (iii)
- (a) Transfers shall be affected within the present management in which the Headmaster (Gr.II)/Teacher is working.
  - (b) If the Headmaster (Gr.II)/Teacher desires to go to his/her parent management, such Headmaster (Gr.II)/Teacher may opt for transfer to only those vacancies available in their parent management. In such instances, their seniority shall be taken into account in the parent management.
  - (c) If a Headmaster (Gr.II) or Teacher is identified as surplus or comes under compulsory transfer, and is currently working in a management different from their parent management, they shall invariably be transferred back to their parent management.

Provided that, Headmasters (Gr.II) and Teachers who were transferred earlier under inter-management transfers made by the Government shall not come under the above clause.

### **3. Transfers by Web Counseling**

- (i) The Commissioner/Director of School Education shall issue transfer schedule with the approval of Government through official website <https://cse.ap.gov.in>.
- (ii) Erstwhile Districts (as notified prior to the re-organization of districts vide notification dt:03.04.2022) shall continue to be treated as a Unit for transfers.
- (iii) Transfers and Postings of Headmasters (Gr.II)/Teachers shall be done based on Service, Station, Special points, Preferential category, Performance and Negative points as specified in these rules.
- (iv) After finalization of the lists and notification of vacancies, options shall have to be exercised by the Headmasters (Gr.II)/Teachers through Web based Counselling.
- (v) Transfer orders shall be issued by the competent authority with the approval of the respective Committees, based on the final lists generated online, duly following the prescribed procedure.

#### **4. Committee for Transfers and Counselling:**

The following committees are constituted to conduct counselling in accordance with the list prepared as per **Rule 12, 13 & 14**.

(i) **Committee for Transfer of Headmasters (Gr.II) in Government High Schools:**

- (a) **Zonal Headquarter District Collector** (i.e., Visakhapatnam (Zone-1), Kakinada (Zone-2), Guntur (Zone-3), and YSR Kadapa (Zone-4)) shall act as Chairman of the Committee.
- (b) The concerned Regional Joint Director of School Education shall act as Member Secretary.
- (c) The District Educational Officers (Erstwhile Districts) concerned are Members.

Note: Counselling shall be done by this Committee with the support of a web counselling system based on the list prepared.

(ii) **Committee for Transfer of Headmasters (Gr.II) in Zilla Parishad High Schools:**

- (a) Chairman, Zilla Parishad/Special Officer shall act as Chairman.
- (b) Regional Joint Director of School Education - Member Secretary.
- (c) Chief Executive Officer, Z.P. Member.
- (d) District Educational Officer (Erstwhile District) concerned as Member.

Note: The Committee shall be the competent authority for transfer of all the Headmasters (Gr.II) in ZP High Schools in the District

(iii) **Committee for Transfer of Headmasters (Gr.II) in Municipalities/ Municipal Corporation High Schools:**

- (a) District Collector (Erstwhile District) - Chairman.
- (b) Regional Joint Director of School Education - Member Secretary.
- (c) Municipal Commissioner in respect of Municipal Corporations/ RDMA of the respective zone - Member.
- (d) District Educational Officer (Erstwhile District) concerned as Member.

Note: The Committee shall be the competent authority for transfer of all Headmasters (Gr.II) in Municipalities/ Municipal Corporation High Schools in the District.

(iv) **Committee for Transfer of Teachers in Government Schools**

- (a) District Collector (Erstwhile District) - Chairman.
- (b) District Educational Officer (Erstwhile District) - Member Secretary.
- (c) District Educational Officers concerned are Members

(v) **Committee for Transfer of Teachers in Zilla Parishad / Mandal Parishad Schools.**

- (a) Chairman, Zilla Parishad/Special Officer shall act as Chairman.
- (b) Chief Executive Officer Z. P. - Member.
- (c) District Educational Officer (erstwhile) - Member Secretary
- (d) District Educational Officers concerned are Members.

(vi) **Committee for Transfer of Teachers in Municipalities/ Municipal Corporation Schools**

- (a) District Collector (Erstwhile District) - Chairman.
- (b) District Educational Officer (Erstwhile District) - Member Secretary.
- (c) District Educational Officers concerned are Members
- (d) Municipal Commissioner in respect of Municipal Corporations/ RDMA of the respective zone — Member.

**5. Competent Authority for Postings & Transfers**

The Competent authority concerned shall issue transfer and posting orders based on the final list generated of the web options exercised by the Headmasters (Gr.II)/Teachers after approval of the concerned Committee.

**6. Station Points**

- (i) Station Points shall be awarded to the Headmasters (Gr.II) / Teachers based on the number of years of service (maximum eight years) in the respective school as on 31<sup>st</sup> May of that year as outlined below.
  - (a) Category- I area— 1 point/ year
  - (b) Category- II area - 2 points/ year
  - (c) Category- III area - 3 points/ year
  - (d) Category- IV area - 5 points/ year.

In the case of villages or towns that were initially categorized under one category and later reclassified to another category (as per HRA or road conditions), then the station points shall be calculated proportionately.

Provided that the persons working in the ITDA areas notified by the Government from time to time, will get an additional 1 point per year in addition to the station points from the commencement of the ACT.

**(ii) Service Points:**

For the service rendered: 0.5 point shall be awarded to all Headmasters (Gr.II)/Teachers for every completed year of service in all cadres, calculated proportionately as of May 31<sup>st</sup> of that year.

7.	Special Points	POINTS
(i)	<p>Headmaster Gr.II/Teacher whose spouse is employed in State/Central Government/Public Sector Undertakings/ Local Bodies or Aided Institutions and also to the regular employees working in Educational Societies running under State Government and working in the same district/zonal/state cadre.</p> <p>Headmasters (Gr.II)/Teachers may opt for transfer to a place within the District/Zone or to an Adjacent Mandal / Division to the neighbouring District towards the nearer place of working of his/her spouse.</p> <p>The benefit of spouse points shall apply to one of the spouses once in 5/8 academic years only. An entry to this effect shall be recorded in the SR of the Headmaster (Gr.II)/Teacher concerned under proper attestation.</p> <p>If both spouses are under compulsory transfer or re-apportionment, either of them may be permitted to opt for any place within the district; however, only one of them shall be eligible for the award of spouse points. In cases where only one spouse is under compulsory transfer or re-apportionment, the spouse attending the first spell of counselling may be allowed to opt for any place within the district, provided their spouse is also under compulsory transfer or re-apportionment.</p> <p>A copy of the certificate issued by the competent authority shall be enclosed on the checklist to consider cases under this category.</p>	5
(ii)	Un married women teachers who are above 40 years of age as on 31 <sup>st</sup> May of that year.	5
(iii)	<p>(a) (i) Orthopedically challenged employees with 40% to 55% disability,</p> <p>(ii) Hearing-impaired employees with 60–70 decibels hearing loss (51% to 70%) in speech frequencies in both ears</p> <p>(b)(i) Visually challenged employees with at least 40% disability</p> <p>(ii) Orthopedically challenged employees with 56% to 69% disability,</p>	<p>5</p> <p>7</p>

(iv)	President and General Secretary of Recognized Teachers Unions at State/District Level (Erstwhile districts)	5
(v)	Legally Separated Women (Not applicable in case of remarriage), Ex-servicemen in Army/Navy/Air Force/BSF/CRPF/CISF now working as teacher and spouse of the service person in Army/Navy/Air Force/BSF /CRPF /CISF.	5
(vi)	The Scouts and Guides Unit who is operating for the past two years as on 31st May of that year. Note: Scouts and Guides shall be certified by the concerned District Educational Officer /Chairman	2
(vii)	<p>Re-apportionment Points: A Headmaster (Gr.II) / Teacher affected by re-apportionment shall be eligible to claim either re-apportionment Points with present station points along with any applicable Special Points/ benefits under the Preferential Category, as specified under Rule 7 and 9.</p> <p>(or) Previous Station points, along with any applicable Special Points/ benefits under the Preferential Category), as specified under Rule 7 and 9.</p> <p>The Headmasters (Gr.II)/Teachers who have completed 5/8 Academic years of service respectively in a particular school are not eligible for re- apportionment points. If senior teacher given willingness to transfer under Re- apportionment without completion of 8 Academic years of service are not eligible for re- apportionment points, special points or preferential category.</p> <p>Note: If any Headmaster (Gr.II)/Teacher affected by reapportionment does not apply in the Teacher Transfers counselling, he/she shall be allotted to category IV only, if category IV vacancies are not available then allot at category III in the leftover vacancies only.</p>	<p>5+ present Station points + Special Points/ Preferential category under the rules 7 and 9</p> <p>(or) Previous station points + Special Points/ Preferential category under the rules 7 and 9</p>
(viii)	Re-apportionment Points: A Headmaster (Gr.II) / Teacher affected by re-apportionment continuously for two consecutive times, they shall be eligible to claim re- apportionment Points with present station points, along with any applicable Special Points/ benefits under the Preferential Category), as specified under Rule 7 and 9	7+ Present station points + Special Points/ Preferential category under the rules 7 and 9

## 8. Performance Points: -

Government shall issue separate guidelines on performance points.

## 9. Preferential Categories:

(a) The following categories shall be taken precedence in the seniority list, in the order given below, irrespective of their entitlement points.

- (i) Visually challenged employees with 100% disability or orthopedically challenged employees with 80% and above disability – 1<sup>st</sup> preference
- (ii) Visually challenged employees with 75% disability or orthopedically challenged employees with 70% to 79% or Hearing-impaired employees with above 70 DB hearing loss (71% to 100%) in speech frequencies in both ears- 2<sup>nd</sup> preference.
- (iii) Widow (Not applicable in case of remarriage)
- (iv) Headmaster Gr. II/Teacher who is suffering from the following diseases, in which he/she **undergoing treatment**:
  - (a) Cancer;
  - (b) Open Heart Surgery/Correction of Atrial Septal Defect /Organ Transplantation;
  - (c) Major Neuro Surgery;
  - (d) Bone TB;
  - (e) Kidney Transplantation/ Dialysis; and
  - (f) Spinal Surgery.
- (v) Headmaster Gr. II/Teacher with dependent children and spouse who are mentally challenged and are **undergoing treatment**.
- (vi) Headmaster Gr. II/Teacher with dependent children suffering with Juvenile Diabetes/ Thalassemia Disease/ Haemophilia Disease/ Muscular Dystrophy and are **undergoing treatment**.

Note:-

(A) Headmaster Gr. II/Teacher those who have applied for transfer under above category shall submit all Medical Reports/Certificates certified by the District/State Medical Board afresh through online and no old Certificates will be allowed.

(B) The Headmaster Gr.II/Teacher should avail of either the preferential categories or special points once in 5/8 years respectively and an entry is to be made in his/her SR and the same shall be certified by the DDO concerned.

(b) Preference shall be given to the Headmaster Gr.II/Teacher who have dependent children who born with congenital heart defect(holes in Heart) and who have undergone surgery shall be considered under preferential category within (3) years from the date of surgery.

(c) However, for candidates belonging to preferential categories:

- (i) For Secondary Grade Teachers (SGTs), 40% of the vacancies in a particular school shall be permitted.
- (ii) For School Assistants (SAs), 50% of the vacancies in each subject in a particular school shall be permitted.
- (iii) For School Assistants in Single Subject Teacher High Schools will not be considered under this provision.

#### **10. Negative points: -**

In case of unauthorized absence, one (1) point shall be deducted for each month of absence limited to maximum 10 points, besides the punishment awarded under disciplinary proceedings from the date of commencement of the ACT.

**11. In case of a Tie in Points secured:** In case, the entitlement points of two or more applicants are equal then

- a. The seniority in the cadre shall be taken into account.
- b. Based on the date of birth (Senior) besides rule (a) above.
- c. Women (besides rule (a)&(b)).

#### **12. Notification of vacancies:**

(i) Government will notify the following vacancies:

- (a) Clear vacancies including retirement vacancies as on 31<sup>st</sup> May of that year;
- (b) Vacancies under compulsory transfer as per Rule 2;
- (c) Reapportionment vacancies;
- (d) Vacancies arise out of authorized/unauthorized absence for one year or more than one year as on the date of issuance of transfer guidelines;
- (e) Study leave vacancies;
- (f) Resultant vacancies during transfer counseling.

(ii) Provision of blocking of vacancies:

The total number of vacancies in the district under each management shall be proportionately distributed across all Mandals, and the corresponding posts shall be blocked. These blocked vacancies shall not be shown as available vacancies.

**Example:** In an erstwhile district, sanctioned SGT posts: 5,000 and working: 4500, then to be blocked vacancies are  $5000-4500=500$ . If 40 mandals in the district, proportionately block those 500 vacancies in Category-I, II and III.

#### **13. Publication of vacancies and list on the basis of points awarded:**



- (i) The following lists shall be published on the website specified for the purpose and also on the Zonal/Districts website concerned, by the respective Regional Joint Director of School Education/ District Educational Officer.
  - (a) The lists of category-wise schools (category I, II, III and IV),
  - (b) The School-wise vacancy position of Headmaster (Gr.II) /School Assistant/Secondary Grade Teacher and equivalent categories for counselling.
  - (c) Subject to the procedure prescribed in sub rule (ii) below, the list of names of the Headmaster (Gr.II) / Teacher who applied for transfer with Station, Service, Special points, Performance, Preferential category and Negative points.
- (ii) After the last date for applying for transfers as per schedule, the list shall be prepared, using software for generating the station & special points management-wise, category-wise, subject-wise, and medium wise and the list with Station, Service, Special points and Negative points shall be published on the website specified for the purpose and also on their Districts website concerned.

#### **14. Online Application and Process for Web Counselling.**

- (i) The Headmaster (Gr. II)/Teacher shall apply for transfer in the prescribed online services for web-based allotment at <https://cse.ap.gov.in>.
- (ii) Only online applications received through the website shall be considered for transfer and processed further. Under any circumstances, no physical application shall be entertained.
- (iii) After completion of the online submission, the applicants shall thereafter obtain the printout of the application from the specified website and submit the same duly signed to their respective authorities, via., Mandal Educational Officer/ Headmaster of High School/Deputy Educational Officer, as the case may be.
- (iv) The Headmaster (Gr.II)/ Teacher who is eligible as per the criteria prescribed in Rule 2 may apply online through the website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.
- (v) An applicant seeking to apply under the Spouse Category /Preferential Categories shall also upload and submit the latest certificate issued by the competent authority in this regard as

mentioned in Rule 7(i) and Note A of Rule 9(a) along with the application.

- (vi) After receipt of applications, the Regional Joint Director of School Education/ District Educational Officer concerned shall display the provisional lists and call for objections, if any. After redressing the objections/grievances, the authority shall display the final list along with the Station, Service, Special points, Preferential category and Negative points on the website/notice board.
- (vii) Once the Headmaster (Gr.II)/Teacher applies online, it shall be final.
- (viii) (a) The Headmaster (Gr.II)/ Teacher who is compulsorily transferable under Rule 2 shall select all options.  
(b) Headmasters (Grade II) and Teachers who are liable for compulsory transfer but fail to apply for counselling shall be issued posting orders in absentia and allotted to the leftover needy vacancies in category IV only, if category IV vacancies are not available then allot at category III, after completion of web counselling for that particular category of teachers.

#### **15. Receipt and disposal of Objections / Grievances:**

- (i) Objections if any in respect of the provisional seniority list, Station, Service, Special points, Performance, Preferential category and Negative points etc., published as per Rule 6 to 10 may be filed online by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.
- (ii) The Regional Joint Director of School Education/ District Educational Officer, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the Regional Joint Director of School Education/ District Educational Officer shall cause the necessary corrections in the provisional seniority list and publish the final seniority list on the website.

#### **16. Issue of Transfer Orders:**

- (i) The competent authorities concerned shall issue digitally generated transfer orders to all the Headmasters (Gr.II)/ Teachers.
- (ii) Headmasters (Grade II) and Teachers who are liable for compulsory transfer but fail to apply for counselling shall be issued posting orders in absentia and allotted to the leftover needy vacancies in category IV only, if category IV vacancies are not available then allot at category III, after completion of web counselling for that particular category of teachers.
- (iii) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be

- considered, either by the committee or by the competent authority.
- (iv) All transfer orders shall include a condition stating that the posting is subject to the outcome of the cases pending before the Hon'ble Court.
  - (v) The transfers affected shall be displayed on the website and also on the district website concerned after the completion of counselling.

## **17. Date of Relief and Joining:**

- (i) The Headmaster (Grade II) / Teacher who is transferred shall be relieved immediately from their present place of posting upon receipt of the transfer orders and shall report at the new school to which they are posted on the date specified in the transfer order.

If, after relieving, the school is left with less than 50% of its regular teacher strength, with any fraction rounded up to the next whole number, the junior-most among the relieved teachers shall report back and continue in the relieving school to maintain the required teacher strength until a substitute joins. In the case of School Assistants, a minimum of 50% of teachers shall be ensured subject-wise.

- (ii) A Headmaster (Gr.II)/ Teacher not joined in the transferred place, cannot claim compulsory wait, under any circumstances for any reason.

## **18. Grievance/Appeal Mechanism**

- (i) Committee shall be constituted at District/ Zonal/ State Level.

### **1. District Level Committee**

- a) Chairman: Erstwhile District Educational Officer (DEO)
- b) Member Convener: Assistant Director (Services) of the Erstwhile District
- c) Members: District Educational Officers and Assistant Directors (Services) of the newly formed districts

### **2. Zonal Level Committee**

- a) Chairman: Regional Joint Director of School Education (RJDSE)
- b) Member Convener: Assistant Director in the office of the RJDSE
- c) Members: DEOs of the concerned districts within the zone

### **3. State Level Committee**

- a) Chairman: Commissioner/ Director of School Education
- b) Member Convener: Additional Director (Services)
- c) Members: Joint Directors (Services), School Education Department

(ii) (a) If any Headmaster Gr.II/Teacher has any grievance or objection on transfer orders, he/she may submit a representation to the competent authority through proper channel within 3 days from the date of receipt of transfer order. The concerned Regional Joint Director of School Education (In respect of Headmaster Gr.II) /District Educational Officer (In respect of Teachers) has to dispose the Grievance/Objection within the 15 days.

(b) An appeal against the orders of the District Educational Officer, an individual may file an appeal before the Regional Joint Director of School Education within 3 days. The concerned Regional Joint Director of School Education shall dispose of the appeal within 15 days.

(c) An appeal against the orders of the Regional Joint Director of School Education, an individual may file an appeal before the Commissioner/Director of School Education within 3 days and the Commissioner/ Director of School Education shall dispose of the appeal within 30 days.

(d) The Headmaster Gr.II/Teacher who have any grievances on the transfer counselling should avail of all levels of appeal provisions before going for other legal remedies.

(e) The Headmaster Gr.II/Teacher is not allowed to approach Hon'ble Court without submitting the representations to the competent authority through proper channel and without redressal of their grievances.

(f) The aggrieved Headmaster Gr.II/Teacher may consider the option to go to court only after exhausting all available remedies in the Department as per the provisions of the AP Teacher Transfer Act.

(g) If a Headmaster Gr.II/Teacher files a Court case without following procedure mentioned above, the competent authority shall take disciplinary action as per APCS (CC&A) Rules, 1991.

(h) The competent authority shall redress all complaints and grievances within the prescribed period.

## **19. Revision**

- (i) The Commissioner /Director of School Education may either suo-moto or after exhausting all redressal committees as per rule 18, any grievance received from Headmaster Gr.II/Teacher who are effected under this rules may call the orders of the competent authority and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised, modified, annulled or reversed or remitted for reconsideration, he may pass an order accordingly or remand the case with any direction to

rectify any violation of rules or discrepancy. Such orders shall be implemented by the authority concerned.

- (ii) The Commissioner /Director of School Education may stay the implementation of any such proceedings, pending the exercise of its powers under Rule 19 (i) above.

## **20. Disciplinary action for furnishing false information & violation of Rules.**

- (i) If any Headmaster Gr.II/Teacher submits false information /false documents/ medical reports shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991 and they shall be transferred to category-IV schools and should work mandatorily for 5/8 years without any transfer.
- (ii) Any officer who have countersigned the false information/ false documents/ medical reports shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991 in addition to prosecution as per rules.
- (iii) If any competent authority makes an order of posting or appointment or transfer in contravention to the provisions of this Act or the Rules made there under, such competent authority or officer, as the case may be, shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991.
- (iv) If any Headmaster Gr.II/Teacher who are to be compulsorily transferred and who do not apply for counselling, shall be given posting orders in absentia to the leftover needy vacancies at category IV only, if category IV vacancies are not available then allot at category III at the end of the web counselling of that particular category of teachers.

21. The Commissioner/Director of School Education is the competent authority for providing clarification on transfer-related issues during the teacher transfer process.

22. Notwithstanding anything to the contrary contained herein above, it shall be competent for the Government to relax any criteria or rule in a given case, for reasons to be recorded in writing, justifying such relaxations and in the public interest.

23. If there is any contradiction in the rules mentioned, the Act shall prevail.

24. This order issues with the concurrence of Finance (HR-I) Dept., vide their U.O.No.FIN01-HR0PDPP/96/2025-HR-I (2752204), Dated.11.05.2025.

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

KONA SASIDHAR IAS  
SECRETARY TO GOVERNMENT

To

The Director of Printing, Stationery and Stores Purchases, A.P., Vijayawada, for publication in the A.P extra-ordinary Gazette, and supply of 1500 copies)

The Commissioner/Director of School Education, AP, Amaravathi.

All Collectors & Dist. Magistrates in the State.

All Regional Joint Directors of School Education in the State.

All District Educational Officers in the State.

Copy to:

The General Administration (Ser) Department / Finance Department / MA & UD Department / PR & RD Department, Velagapudi, Amaravati.

The Director, Panchayat Raj / Director, Municipal Administration/ Director Tribal Welfare. A.P.,

The Director of Treasuries and Accounts, Andhra Pradesh, Mangalagiri.

All Sections in School Education Department.

All Recognized Teachers Associations in the State, through the Director/Commissioner of School Education, A.P., Amaravati.

The PS to Principal Secretary to Hon'ble Chief Minister.

The OSD to Minister for HRD

The PS to Secretary (SE).

SF/SC (2711367).

// FORWARDED :: BY ORDER //

SECTION OFFICER