

**GOVERNMENT OF TELANGANA**

**ABSTRACT**

**Rules - The Telangana Teachers (Regulation of Transfers) Rules, 2018 – Notified-Orders –Issued  
SCHOOL EDUCATION (Ser.II) DEPARTMENT**

G.O.Ms.No. 16

Dated: 06-06-2018  
Read the following:

1. G.O.Ms.No.33, Education (SE-Ser.III) Department, dated.02-05-2013 read with G.O.Ms.No.34, Education (SE-Ser.III) Department, dated.03-05-2013.
2. G.O. Ms. No.15 Higher Education (TE) Department, dated.23-04-2015.
3. G.O.Ms.No.61 Finance (HRM.I) Department dated.24-05-2018
4. From the Commissioner & Director of School Education, Telangana, Hyderabad, Lr.Rc.No.1848/Tans/Ser.IV-2/2015, dated. 06.06.2018.

\* \* \* \*

**ORDER:**

In order to facilitate and regulate the transfers of Head Masters, Grade II (Gazetted) and Teachers working in Government / ZPP / MPP Schools as per the GO 3<sup>rd</sup> read above, the Government of Telangana have decided to issue the Rules relating to transfers.

2. Accordingly, the following Notification shall be published in the Telangana Gazette:-

**NOTIFICATION**

3. In exercise of the powers conferred by Section 78 and 99 of Telangana Education Act, 1982 and under Article 309 of the Constitution of India and in supersession of all the earlier Rules and Guidelines on Transfer of Teachers, the Government of Telangana hereby makes the following Rules regulating the transfers of the categories of Head Masters Gr.II (Gazetted), School Assistants and S.G.T.s and their equivalent categories working in the Government Schools and Z.P.P. and MPP Schools in the State of Telangana : -

**RULES**

<b>1</b>	<b>Short Title and Applicability</b>	:	1) These Rules shall be called the Telangana Teachers (Regulation of Transfers) Rules, 2018. 2) These Rules shall be applicable to Head Masters/Head Mistresses, Gr.-II (Gazetted), School Assistants / SGTs and other equivalent categories working in Govt. /Zilla Parishad/ MPP Schools in the State of Telangana, herein after referred to as Teachers in these Rules. 3).These rules shall come into force with immediate effect
<b>2</b>	<b>Transfer counseling</b>	:	All transfers shall be made by way of online / web counseling for each erstwhile district / existing zone
<b>3</b>	<b>Schedule of transfers</b>	:	The Commissioner & Director of School Education, Telangana, Hyderabad, shall communicate the procedural Guidelines and Schedule for the online / web counseling to the competent authorities.
<b>4</b>	<b>Competent Authority for issue of transfer and posting orders:</b>	:	i. District Educational Officer(DEO) of the erstwhile Revenue District for the School Assistant/ SGT and equivalent cadres. The District Educational Officer of the erstwhile Revenue District shall consult the District Educational Officers of the newly formed 31 districts.

5	<p><b>Criteria for Transfers</b></p> <ul style="list-style-type: none"> <li>ii. Regional Joint Director of School Education concerned for Headmaster / Head Mistress Gr.II (Gazetted).</li> </ul>
6	<p><b>Entitlement Points</b></p> <ul style="list-style-type: none"> <li>1. Common points :</li> <ul style="list-style-type: none"> <li>Entitlement points shall be awarded to the Head Master/Head Mistress Gr.II (Gazetted)/ Teacher who applies for Transfer in the following manner:-</li> <li>a) For service in the present School, basing on its location, as per the following scale, as on 31<sup>st</sup> May of the current year:-</li> <li>i. Service in category IV areas: Five (5)</li> </ul> </ul>

points for every year of service and 0.416 for every completed month.

- ii. Service in Category III areas: Three (3) points for every year of service and 0.25 for every completed month.
- iii. Service in the Category II areas: Two (2) points for every year of service and 0.16 for every completed month.
- iv. Service in the Category I areas: One (1) point for every year of service and 0.083 for every completed month.

Note 1:- The Habitations / Towns shall be classified into the following categories namely:-

- i. Category – I: All Habitations / Towns where 20% and above HRA is admissible.
- ii. Category –II: All Habitations / Towns where 14.5% HRA is admissible.
- iii. Category –III: All Habitations / Towns where 12% HRA is admissible.
- iv. Category-IV: All Habitations / Towns where 12 % HRA is admissible, and which do not have connectivity through an all weather road as per the norms of the Panchayath Raj (Engineering) Department.

Note 2:- The District Collector shall publish the list of habitations in the district which do not have connectivity through all weather road as per the norms of Panchayath Raj (Engineering) Department in consultation with the Superintendent Engineer, P.R. of the district for this purpose, and the same shall be final.

(b) For the Service rendered: 0.041 point for every one month of the completed service in the total service in all categories as on 31<sup>st</sup> May of the current year.

## II. Special Points (Extra Points):

- a. The President and General Secretary of the Teachers' Associations having OD facility in terms of G.O.Ms.No.515 GAD dated.16.03.2018 and of the Associations who availed entitlement points based on Recognition in 2013 Teachers Transfers, at the State and District Levels (erstwhile 10 districts only) are eligible for ten (10) points.
- b. Ten (10) points for un-married Head Mistress, Gr- II / Female Teacher.
- c. Ten (10) points for Head Master/ Head Mistress Gr.II (Gazetted)/ Teacher, whose spouse is working in State Government or Central Government or Public Sector

Undertaking or Local Body or Aided Institution in the same District and opted for transfer nearer to and towards the place of working of his/her spouse, benefit of spouse points shall be applicable to the Head Master/ Head Mistress Gr.II (Gazetted) once in (5) years and Teachers once in (8) years. An entry shall be made in this regard in the Service Book. A copy of the Certificate issued by the competent authority shall be enclosed to the application to consider cases under this category.

- d. Only one of the spouse is entitled for spouse points, if both are working as Teacher or HM, Grade-II (Gazetted) in the same district.

**III.** In case the entitlement points of two or more applicants are equal, the inter-se seniority shall be determined as below:

- i. Applicants having disability of more than 40% but less than 70% (Visually challenged/ Ortho-handicap/ Hearing Impaired) shall take priority.
- ii. Subject to the above, the seniority in the cadre shall be taken into account.

7	Performance Related Extra Entitlement Points	<p>Entitlement points for Performance :</p> <p>Results of SSC March, 2018 in the concerned subject for Teachers and overall percentage for HMs Grade-II (Gazetted) of the High Schools only :</p> <ul style="list-style-type: none"> <li>For 100% Results – 2.5 Points.</li> <li>For 99% to 95% Results – 2 Points.</li> <li>For 94% to 90% Results – 1 Point</li> </ul>
8	Preferential categories	<p>The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.</p> <ul style="list-style-type: none"> <li>a. Physically challenged i.e., those with not less than 70% Visually challenged / Ortho-handicap/ Hearing Impaired and has to enclose <i>SADAREM Certificate</i> or Medical Board Certificate with the application.</li> <li>b. Widows.</li> <li>c. Legally separated women and not remarried.</li> <li>d. Head Master/ Head Mistress, Gr.II (Gazetted) / Teacher / their spouse, who is suffering with the following diseases, in which he/she is undergoing treatment: <ul style="list-style-type: none"> <li>I. Cancer.</li> <li>II. Open Heart Surgery.</li> <li>III. Neuro-Surgery.</li> <li>IV. Bone T.B.</li> <li>V. Kidney/Liver/Heart Transplantation.</li> </ul> </li> <li>e. Applicants with dependent children who are mentally retarded/ suffering from Leukaemia (Blood Cancer) and are</li> </ul>

undergoing treatment.

- f. Applicants' Children suffering with hole in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers.

- g. Applicants with dependent children suffering from Juvenile Diabetes

Note 1: For the purpose of (d, e, f & g) above, a copy of the Certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the application for consideration of preferential categories.

Note 2: The Head Master/ Head Mistress, Gr.II (Gazetted) should avail either the preferential category (Rule 8) or the Special Points (Rule 6 (II) (c) once in (5) years, and Teachers should avail either the preferential category (Rule 8) or the Special Points (Rule 6 (II) (c) once in (8) years, and an entry be made in the Service Book.

Note 3 : For the purpose of (e, f, g) only one parent is entitled for preference if both are working as Teacher/ HM Grade-II (Gazetted).

9	Online Application	<ul style="list-style-type: none"> <li>1) The applicants have to submit only one application online in the proforma prescribed in the web counseling website.</li> <li>2) The Head Master/ Head Mistress Gr.II (Gazetted) / Teacher who is eligible as per the criteria prescribed in Rule 5 shall apply online through counseling website in the prescribed proforma and the particulars furnished in the proforma shall be final and no modifications shall be allowed.</li> <li>3) The applicants shall thereafter obtain the printout of the application from the counseling website and submit the same duly signed to their respective authorities, viz., Mandal Educational Officer/Head Master/ Head Mistress of the High School, as the case may be.</li> <li>4) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with the application, the latest Certificate from the competent authority in that regard.</li> <li>5) If any Head Master/Head Mistress, Gr.II (Gazetted) / Teacher who is compulsorily transferable under Rule 5 does not apply online, he/she will be transferred to the available, left over, needy vacancy.</li> </ul>
10	Notification of vacancies	<p>The following vacancies shall be notified for the purpose of online web counseling in the specified website and also displayed in the O/o DEO, concerned.</p> <ul style="list-style-type: none"> <li>a) All the vacancies arising due to compulsory transfers as per Rule 5.</li> <li>b) All the existing clear vacancies except the</li> </ul>

11 Notification of seniority list etc.	<p>leave vacancies.</p> <p>1) The following lists shall be displayed in the counseling website and also displayed at the O/o Regional Joint Director of School Education and District Educational Officer concerned:-</p> <ul style="list-style-type: none"> <li>i. The lists of category wise schools (Category I, II, III and IV),</li> <li>ii. The School wise vacancy position of Head Master/ Head Mistress Gr.II (Gazetted) / School Assistant / Secondary Grade Teacher and equivalent categories for web counseling.</li> <li>iii. Subject to the procedure prescribed in clause (2) below, the list of names of the Head Master/ Head Mistress, Gr.II (Gazetted) / Teacher who applied for transfer with entitlement points.</li> </ul> <p>2) After the last date for applying for transfers as per Schedule and validation of the information provided in the applications by the competent authority, the seniority list shall be generated by the web counseling software based on the entitlement points, management wise; district wise / zone wise; category wise; subject wise; medium wise (except for Language Teachers and HMs Grade-II (Gazetted); area wise i.e. agency / plain area and the seniority list with entitlement points shall be displayed in the counseling website and also on the notice board of the District Educational Office / Regional Joint Director of School Education Office concerned.</p>
12 Receipt and disposal of objections	<p>1) Objections if any in respect of the vacancy list and seniority list as per entitlement points, published as per Rule 11, shall be filed in writing before the District Educational Officer / Regional Joint Director of School Education, as the case may be, by the applicant, together with evidence in support of such objection, within the time specified for this purpose in the Schedule.</p> <p>2) The District Educational Officer / Regional Joint Director of School Education, 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 District Educational Officer (DEO)/ Regional Joint Director (RJD) of School Education make the necessary corrections in the vacancy / seniority list concerned and display the same in the counseling website and also display at the O/o the DEO / RJD of School Education as the case may be.</p>
13 Committees for approving the transfers	<p>The applicants shall exercise options online in the counseling website for the vacancies mentioned at Rule 10. Based on the seniority as per entitlement points and the options exercised for the vacancies mentioned at Rule 10 and also the resultant vacancies that will arise during the web counseling, the web counseling software will generate transfer posting lists.</p>

The following Committees are constituted for the purpose of approving the transfer posting lists:-

**(I) For Transfer of Head Master/ Head Mistress, Gr.II (Gazetted) in Government High Schools :**

- (a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.
- (b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary.
- (c) The District Educational Officer concerned as a Member.

Note:

- i. The senior most officer shall be the Chairman of the Committee.
- ii. The Committee shall approve the transfer posting lists of all the Head Masters/ Head Mistresses, Gr.II (Gazetted) in the Government High Schools in the respective Zone, as generated by the web counseling software.
- iii. The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer and posting orders of the Head Masters/ Head Mistresses, Gr.II (Gazetted) working in Government High Schools, after the approval of the Committee.

**(II) For Transfer of Head Master/Head Mistress Gr. II (Gazetted) in Zilla Parishad High Schools:**

- (a) Chairman, ZP – Chairperson
- (b) Collector – Vice Chairperson
- (c) Joint Collector – Member.
- (d) Chief Executive Officer Z. P. – Member.
- (e) RJDSE or his nominee -- Member Secretary.

Note:-

- i. The Committee shall approve the transfer posting list of all the Head Masters/ Head Mistresses Gr.II (Gazetted) in the ZP High Schools in the district as generated by the web counseling software.
- ii. The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer and posting orders of the Head Masters/ Head Mistresses Gr.II (Gazetted) working in ZP High Schools, after the approval of the Committee.

**(III) For Transfer of Teachers in Government High Schools**

- (f) Collector - Chairperson
- (g) Joint Collector - Vice Chairperson

- (h) Chief Executive Officer Z. P. – Member  
 (i) District Educational Officer – Member Secretary

**iv. For Transfer of Teachers in Zilla Parishad / MPP Schools**

- a) Chairman, ZP – Chairperson.
- b) Collector – Vice Chairperson .
- c) Joint Collector - Member.
- d) Chief Executive Officer Z. P. – Member.
- e) District Educational Officer – Member Secretary.

Note: The District Educational Officer as per Rule 4 shall be the competent authority to issue transfer posting orders to all the Teachers working in the Government Schools and ZPP / MPP Schools after the approval of the Committees III & IV above respectively.

14	<b>Issue of transfer orders</b>	:	<ul style="list-style-type: none"> <li>1) The Teacher / HM, Grade-II (Gazetted) who are to be compulsorily transferred and who do not opt for web counseling, shall be given posting orders for the left over, available, needy vacancies at the end of the web counseling of that particular category of Teachers, after the approval of the Committee concerned by the Competent Authority.</li> <li>2) Head Master/ Head Mistress Gr.II (Gazetted) / Teacher shall not be posted in the Schools located in the same Gram Panchayat, if they have completed (5) years and (8) years of service respectively.</li> <li>3) Once transfer orders are issued by the Competent Authority after the approval of the Committee concerned, review or modification of the orders shall not be considered either by the Committee or by the Competent Authority.</li> <li>4) The transfers affected shall be displayed in the counseling website and also at the office of the Regional Joint Director of School Education and District Educational Officer concerned.</li> </ul>
15	<b>Date of relief and joining</b>	:	<ul style="list-style-type: none"> <li>1) The Head Master/Head Mistress Gr.II (Gazetted) / Teachers who are on transfer shall be relieved from their present place of working on receipt of the transfer orders and he / she shall join in the school where they are posted on the next day of serving of the orders.</li> <li>2) A Head Master/ Head Mistress Gr.II (Gazetted) / Teacher who does not so join</li> </ul>

**16 Appeal**

cannot claim compulsory wait under any circumstances for any reason.

- 1) An appeal against the orders of the District Educational Officer shall lie with the Regional Joint Director of School Education concerned, and an appeal against the orders of the Regional Joint Director of School Education shall lie with the Commissioner and Director of School Education. Such appeal should be submitted within 10 days of the receipt of the transfer orders.

- 2) All such appeals shall be disposed off by the Appellate authorities concerned, within 15 days from the date of receipt of the appeal.

**17 Punishment for furnishing false information / violation of rules**

- 1) Anybody who submits false information and Certificates and the officers who countersign such false information, shall be liable for disciplinary action in addition to prosecution, as per rules.

- 2) If any Member-Secretary issues orders in violation of these rules or instructions issued by the Commissioner & Director of School Education from time to time in the matter, he / she shall be liable for disciplinary action as per rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

RANJEEV R. ACHARYA  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To,

The Commissioner of Printing and Stationery, Telangana State, Hyderabad for publication in the Telangana State Gazette and furnish 1000 copies to the Government.

The Commissioner and Director of School Education, Telangana, Hyderabad  
All the 31 District Collectors in the State.

All the Project Officers, ITDA in the State.

All the District Educational Officers in the State.

All the Chief Executive Officers, Zilla Parishad in the State.

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

The Pay and Accounts Officer, Hyderabad.

The P.S. to Dy. Chief Minister and Minister for Education.

The PS to Special Chief Secretary, Education.

Copy to:

The Finance (HRM) Department

The PR & RD Department / Law Department.

The Commissioner, Panchayat Raj.

Copy to SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER