

**GOVERNMENT OF TELANGANA  
ABSTRACT**

Collegiate and Technical Education Department – Guidelines for transfer of employees working in Collegiate Education and Technical Education Department for the Year, 2018 - Orders - Issued.

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**HIGHER EDUCATION (TE) DEPARTMENT**

**G.O.Rt.No.115**

**Dated:06.06.2018.**

Read the following :-

1. G.O.Ms.No.61, Finance (HRM.I) Department, dt.24-05-2018.
2. From the Commissioner of Collegiate Education (CCE) and Technical Education(CTE), Govt. of Telangana, Hyderabad, Lr.Rc.No.86/Ser.II-1/2018, dt.28-05-2018, 01.06.2018 & 06.06.2018.

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**ORDER:**

In the circumstances reported by the Commissioner of Collegiate and Technical Education, Telangana State, Hyderabad and as per Para 3 (VI) (a) of the G.O. 1<sup>st</sup> read above, the Government hereby issue the Guidelines as appended to this Order as Annexure, for the transfer of employees working in the Collegiate and Technical Education Department, for the year, 2018.

2. The Commissioner of Collegiate and Technical Education, Telangana State, Hyderabad, shall take further necessary action in the matter accordingly.

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

RANJEEV R.ACHARYA  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, Telangana State, Hyderabad.  
The Commissioner of Technical Education, Telangana State, Hyderabad.  
The Regional Joint Director of Collegiate Education, Warangal.  
The Regional Joint Director of Technical Education, Hyderabad.  
All the District Collectors in the State.  
The Pay & Accounts Officer, Telangana State, Hyderabad.  
The Director of Treasuries and Accounts, Telangana State, Hyderabad.  
The District Treasury Officer concerned.

Copy to:-

The Finance (HRM.I) Department.  
The P.S. to Dy.C.M. & Minister (Education).  
SF/SC.

//FORWARDED::BY ORDER//

  
SECTION OFFICER

**ANNEXURE TO G.O.Rt.No.115, Higher Education (TE) Department,  
dt.06.06.2018**

**GUIDELINES FOR TRANSFER OF EMPLOYEES IN HIGHER AND TECHNICAL  
EDUCATION DEPARTMENT FOR THE YEAR, 2018**

1. These Transfer Guidelines are applicable to teaching and non-teaching employees working in the Government Degree Colleges and Government Polytechnics in the State of Telangana and shall come into force with immediate effect.
2. All transfers shall be made by way of online web counselling for each erstwhile district/ existing zone as the case may be.
3. The Commissioner of Technical Education and Collegiate Education will draw up a Schedule and Operational Guidelines for effecting these transfers.

**Criteria for Transfers:-**

4.
  - a) Those who have completed 5 years or above stay in a particular station as on 31-05-2018 shall be transferred.
  - b) Those who have put in more than 2 years of service in a particular station as on 31-05-2018 shall be eligible to apply for transfer.
  - c) Service rendered in all cadres at a station (City, Town, Village) will be counted while calculating period of the stay in the particular station.
  - d) Those who are retiring on or before 31-05-2020 shall not be transferred even if they have completed 5 years of stay unless there is a request from them.
  - e) There is no limit on the number of the employees in any cadre for transfer.
  - f) The Lecturers/ Senior Lecturers/ Heads of Section in Government Polytechnics working against the posts of Lecturers/ Senior Lecturers/ Head of Sections irrespective of the period of stay shall be transferred through counselling process to the regular posts.

**Criteria for entitlement of points:**

5. Transfers will be effected based on the total entitlement points scored by the applicants on the criteria as mentioned below. The highest scorer in the respective category / subject and zone/ district (as the case may be) will be given the first choice and so on.

**a) Stay in the last 7 years located in the following areas as on 31-05-2018**

- |   |                     |
|---|---------------------|
| i. Greater Hyderabad Municipal Corporation area                 | : 1 Point per year  |
| ii. Greater Warangal Municipal Corporation area                 | : 2 Points per year |
| iii. Erstwhile District Head quarters (other than the above)    | : 3 Points per year |
| iv. New District Head quarters (other than Erstwhile Districts) | : 4 points per year |
| v. Municipalities (other than the above)                        | : 5 Points per year |
| vi. Gram Panchayats /Nagara Panchayats                          | : 6 points per year |
| vii. Scheduled areas  | : 7 points per year |

Note:1. In respect of Employees working on deputation including on OD basis, his stay shall be considered at the place of deputation and shall be awarded points with reference to the points allotted to the place of deputation.

2. For a period less than a year, the points will be awarded on prorata basis for every completed month

**b) Special Categories:**

i) Spouse employment

**: 20 points.**

Note:a) Employees whose spouses are working in State or Central Government or Public Sector undertaking or Local Body or Aided Institution and opted for transfer to the same place or a nearby place are eligible for these points.

b) The applicants seeking transfer under this category shall produce a Certificate issued by the Head of the Office where the spouse is working as proof of the claim.

c) Only one of the spouse is entitled to claim these entitlement points or benefit.

ii) Employees with disability of 70% or more as certified by a Competent Authority as per "Persons with Disabilities Act'1995" **: 10 Points**

iii) Employees with dependent children who are mentally retarded and are under treatment (only one parent can claim these points) **: 5 Points**

iv) Widows appointed under the compassionate scheme **: 5 Points**

v) Medical grounds for the following diseases (self/spouse/dependent children) to places where facilities are available for treatment. The employees who applied for priority under medical ground shall be given preference in the following descending order:

- a) Cancer
- b) Neuro-Surgery
- c) Kidney Transplantation
- d) Liver transplantation
- e) Open heart Surgery
- f) Bone T.B.

Self **: 20 Points**  
 Spouse/ dependent children: **: 5 Points**

Note: For this purpose, a copy of the latest Certificate issued by the Competent Authority i.e., District Medical Board/ State Medical Board shall be enclosed for consideration with the application. In case the same is not submitted, no points shall be awarded.

**c) Performance Parameters (applicable only for teaching staff):**

i) Technical Paper published in a reputed International / National Level Journal (in last five years as on 31-05-2018) **MAX: 5 Points**

A. Technical Paper at International Level	: 2 Points per paper
B. Technical Paper at National Level	: 1 Point per paper

ii) Additional Responsibilities held: **MAX: 5 points (1 point per year)**  
 (In last five years as on 31-05-2018)

1. Deputy Warden for Hostel
2. Placement Officer/ NAAC Co-ordinator
3. Students Advisor/Counsellor/ Career guidance officer
4. NCC Officer
5. NSS Programme Officer
6. SDC/ TSKC Coordinator
7. Academic Co-ordinator
8. IQAC Coordinator

Note: For period less than a year the points will be awarded on prorata basis for every completed month.



- iii) Best Teacher Award received on 5<sup>th</sup> September, 2017 : **5 Points**  
 Best Teacher Award in Yuva Tarangam 2017-18 : **3 Points**

**d) In case of Teaching Staff, following criteria will be followed for allotment of points for the pass percentage of the students in March/April'2017 exams:-**

i	0 to 40%	: <b>0 Points</b>
ii	41% to 60%	: <b>4 Points</b>
iii	61% to 80%	: <b>6 Points</b>
iv	81% and above	: <b>8 Points</b>

Note: If a teacher is handling (2) or more Theory Subjects the average of all the subjects taught shall be taken into account.

**e) Total service rendered by the Applicant:**

- A) More than 50% of Service Rendered in Non Focal area : **5 Points**  
 B) Up to 50% of Service rendered in Non focal area : **No Points**

**f) In case of Principals, the Institution Activity Report as assessed by the Commissioner of Technical Education/Collegiate Education will be taken into consideration**  
**Maximum 10 Points**

6. In case of Women Polytechnics/ Women Degree Colleges the order of preference for posting on transfer shall be as follows (Teaching Staff only):-

- A. Women
- B. Male above (50) years of Age
- C. Male between 45 – 50 years of Age
- D. Others

7. Transfers will be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case, transfers will be from one focal post to another focal post (other than city cadre).

Area Category	Area (as per UGC/AICTE scales)	Category of Post
I	30% HRA Area	Focal
II	20% HRA Area	Focal
III	10% HRA Area	Non-Focal

8. The employees facing disciplinary cases will not be posted to focal posts.

9. In case of autonomous Degree Colleges the transfers shall be effected subject to the recommendations of the Committee constituted vide G.O.Ms.No.42, Higher Education (UE.I-1) Department, dated:04-06-2001. Candidates with NET/SLET will be treated on par with Ph.D as per UGC Regulations.

10. Vacancy position i.e.

- (a)
- (i) clear existing vacancies
  - (ii) compulsory vacancies of employees who completed 5 years of service in present place.
  - (iii) probable vacancies of the employees who completed 2 years of service in the present place and opted for transfer,

will be notified in the specified website and also displayed in the office of the RJD, Collegiate Education, Warangal; Commissioner of Technical Education (CTE), Hyderabad & Commissioner of College Education (CCE), Hyderabad.

(b) Objections, if any, on the vacancy list have to be submitted to the CCE/CTE by the applicant (in writing) with necessary evidences/ justification, as per the Schedule. The CCE/CTE after due verification, shall dispose off these objections and carry out necessary corrections if any in the vacancy list and the final list shall be uploaded in the specified website by the CCE/CTE accordingly and also displayed in the office of the RJD, Collegiate Education, Warangal; Commissioner of Technical Education (CTE), Hyderabad & Commissioner of College Education (CCE), Hyderabad.

11. (a) Applications shall be submitted online in the prescribed proforma in the specified website. Only one application shall be submitted by the applicant. Printout of the hard copy of application along with the supporting documents/ certificates duly countersigned by the Principals of the Institutions concerned shall be submitted to the CTE/CCE through special messenger as per the Schedule.

(b) The CCE/CTE shall verify the data provided in the application with the certificates and accordingly validate the data online in the specified website after duly carrying out corrections, if any.

12. (a) Based on the validated data, the entitlement points will be generated by web counselling software, which will be displayed in the web counseling website and office of the RJD, Collegiate Education, Warangal; Commissioner of Technical Education (CTE), Hyderabad & Commissioner of College Education (CCE), Hyderabad.

(b) Objections, if any, on the entitlement points have to be submitted to the CCE/CTE by the applicant (in writing) with necessary evidences/ justification, as per the Schedule. The CCE/CTE after due verification, shall dispose off these objections and carry out necessary corrections if any in the entitlement points and the final list shall be uploaded in the specified website by the CCE/CTE accordingly and also displayed in the office of the RJD, Collegiate Education, Warangal; Commissioner of Technical Education (CTE), Hyderabad & Commissioner of College Education (CCE), Hyderabad.

13. All the applicants seeking transfer will exercise options online in the web counselling. They shall indicate maximum number of places(as per the vacancies notified in the order of preference). In case of those who are not getting place as per their options, they shall be allotted posting after exhausting all the applicants who have exercised options.

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

14. (a) Lists of applicants will be arranged category-wise / subject-wise and district wise/zone-wise (as the case may be) in the descending order of total points scored. The applicants, in the order of merit shall be allotted vacant posts available as per his/her option online by the web counselling software.

(b) In case two or more applicants secure equal score, preference will be given to the cadre seniority.

15. Final list of transfers and postings will be displayed in the website.

16. Based on this final list, transfers will be effected only by the Competent Authority i.e., Commissioner of Collegiate and Technical Education for all posts except that of the Regional Joint Directors of Technical Education; Regional Joint Director of Collegiate Education; Principals of Government Polytechnics and Heads of Sections in Government Polytechnics, for which Government is the Competent Authority.

17. The transfer orders issued by the Competent Authority shall be final and no review or modification of the orders shall be permitted.

18. Those who are transferred shall be deemed to have been relieved from the present place of working immediately on receipt of the transfer orders within 3 days from the date of issue of transfer orders. Any violation of this condition by the concerned shall be viewed seriously and action taken as per relevant rules.

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19. Those who are transferred on request shall not be entitled to any TA/ DA and joining time since the transfers are at their request.

20. If any applicant submits false information and/or false certificates and the officers, who countersign such false information, are liable for disciplinary action, as well as criminal action as per rules.

RANJEEV R.ACHARYA  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

//FORWARDED::BY ORDER//

  
SECTION OFFICER