

**GOVERNMENT OF TELANGANA
ABSTRACT**

Higher Education Department - Guidelines for transfer of employees working in
Collegiate Education / Technical Education / Intermediate Education, for the year
2024 - Orders - Issued.

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HIGHER EDUCATION (CE) DEPARTMENT

G.O.Rt.No.118

Dated:15.07.2024

Read the following:-

1. G.O.Rt.No. 115, Higher Education (TE) Dept., Dated: 06-06- 2018.
2. G.O.Rt.No.116, H.E.(IE) Dept., dated : 06.06.2018.
3. G.O.Ms.No.80, Finance (HRM.I) Department, Dated:03.07.2024.
4. From the Commissioner of Collegiate Education, Hyderabad Lr No.CCE-SER1/TRNF/1/2024-SER1 dt:08.07.2024.
5. From the DIE, Hyd., Lr.No.CIE/117/2024-SER-3, dated : 06.07.2024.
6. From the CCE, Lr No.CCE-SER1/TRNF/1/2024-SER1, dated:08.07.2024.
7. From the CTE, Hyd., Lr., dated : 09.07.2024.

ORDER:

In the circumstances reported by the Commissioner of Collegiate Education / Commissioner of Technical Education / Director of Intermediate Education in the reference 5th to 7th read above, the Government hereby, issue the Guidelines as appended to this Order, for the transfer of employees working in Commissioner of Collegiate Education / Commissioner of Technical Education / Director of Intermediate Education, for the year 2024.

2. The Commissioner of Collegiate Education / Commissioner of Technical Education / Director of Intermediate Education, Hyderabad, shall take further necessary action, accordingly.

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

**B. VENKATESHAM
PRINCIPAL SECRETARY TO GOVERNMENT**

To

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

Copy to:

The P.S to Secretary to Hon'ble Chief Minister
The P.S to Principal Secretary to Government (Education).
The Finance (HRM.I) Department.
Sf/Sc.

//FORWARDED BY ORDER//

Awarehani
SECTION OFFICER.

ANNEXURE TO G.O.RT.NO.118, HIGHER EDUCATION (CE) DEPARTMENT,
DATED : 15.07.2024

GUIDELINES FOR TRANSFER OF EMPLOYEES IN DEPARTMENT OF
COLLEGIATE EDUCATION/ TECHNICAL EDUCATION /
INTERMEDIATE EDUCATION FOR THE YEAR, 2024.

1. These Transfer Guidelines are applicable to both Teaching and Non-Teaching employees working in Government Degree Colleges/Polytechnics/Junior Colleges in the State of Telangana and shall come into force with immediate effect.
2. All transfers shall be made by way of online web counseling for each New districts/ Zone/Multi zone as per the New PO,2018 as the case may be. For trained NCC Officers / ANOS', Physical Counselling shall be taken up, where the NCC units exists.
3. The Commissioner of Collegiate Education /Commissioner of Technical Education / Director of Intermediate Education will announce Schedule from **16.07.2024 to 31.07.2024** for affecting these transfers.
4. **Criteria for Transfers:-**
 - a) Those who have completed **(05)** years or above stay in a particular station as on 30-06-2024 shall be transferred.
 - b) Those who have put in more than **(02)** years of service in a particular station as on 30-06-2024 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 superannuation on or before **30-06-2026** shall not be transferred even if they have completed 5 years of stay unless there is a specific request from them.
 - e) The Teaching and Non-Teaching employees who have been transferred on the basis of G.O.Ms.No.317 shall be given service weightage of their previous station, subject to a maximum of six years as on 30.06.2024.

5. Criteria for entitlement of points:

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 State/Multi zone/Zone/ District (as the case may be) will be given the first choice and so on.

a. 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.

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- b) The applicants seeking transfer under this category shall produce a latest 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 `2016"
: **15 Points**
- iii) Employees with dependent children who are mentally retarded (Loco motor disability including cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy/Complete Blindness/Intellectual disability including specific learning disabilities and autism Spectrum Disorder/Mental illness) and are under treatment (only one parent can claim these points):
15 Points
- iv) Widows appointed under the compassionate scheme/Widows / Single Woman/legally separated women not remarried:
10 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 grounds shall be given preference in the following descending order:
a) Cancer-grade.III and above
b) Neuro-Surgery
c) Kidney Transplantation
d) Liver transplantation
e) Open heart Surgery
f) Bone T.B.
- Self : **20 Points**
Spouse/dependent children : **10 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.

B. Performance Parameters (Applicable for teaching staff of the CCE/DIE /CTE):

- i). Technical Paper Published in a reputed International/National Level Journal (in Last Five Years as on 30.06.2024) **MAX:5 points**

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

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ii) Additional Responsibilities held: Max 5 Points (1 point per year)
(In last five years as on 30-06-2024).

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/Task 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 5th September : 5 Points
during 2018-2023 at State level:

C) In case of Teaching Staff, following criteria will be followed for allotment of points for the pass percentage of the students during last Five Years exams:-

- | | | |
|-----|---------------|------------|
| i | 0 to 40% | : 0 Points |
| ii | 41% to 60% | : 2 Points |
| iii | 61% to 80% | : 4 Points |
| iv. | 81% and above | : 6 Points |

Note: If a teacher/lecturer as the case may be, Subject wise performance shall be taken as Criteria. In case of Principals, the College performance will be taken as Criteria.

D) 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.

E) Stay in the last 6 years located in the following areas as on 30-06-2024.

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

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- Note:** 1. In respect of Employees working on deputation including on OD basis, his/her stay shall be considered at the place of deputation/OD basis and shall be awarded points with reference to the points allotted to the place of deputation/OD basis.
2. For a period less than a year, the points will be awarded on prorata basis for every completed month
6. In case of Women Junior Colleges / Degree Colleges/ Polytechnics 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. The following HRA criteria as per the G.O.Ms.No.15, HE(UE) Dept., dt:29.06.2019 / G.O.Ms.No.26 H.E.(TE) Dept., Dt 31.07.2021 in respect of staff drawing AICTE Pay Scales and as per the G.O Ms No 53 Finance (HRM-IV) Dept., Dt 11.06.2021 in respect of staff drawing State Scales-2020 will be followed as applicable :

a)

Classification of Cites/towns	HRA rates in respect of staff drawing UGC/AICTE Pay Scales 2016	Category of Post
X	27%HRA Area	Focal
Y	18% HRA Area	Focal
Z	09% HRA Area	Non-Focal

b)

Area Category	Area (as Per State Scales)	Category of Post
I	24%HRA Area	Focal
II	17% HRA Area	Focal
III	13% HRA Area	Non-Focal
IV	11%HRA Area	Non Focal

Note: X=Hyderabad, Y=Warangal, Z=All other places of Telangana.

8. The employees facing disciplinary cases will not be posted to focal posts.
9. **Vacancy position** : Display of Vacancy Position shall be in the following categories
- (i) Clear existing vacancies.
 - (ii) Compulsory vacancies of employees who completed (5) years of service in present place.

- (iii) Objections, if any, on the vacancy list have to be submitted to the CCE/CTE/DIE by the applicant (in writing) with necessary evidences/ justification, as per the Schedule. The CCE/CTE/DIE 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/DIE accordingly and also displayed in the office of the Commissioner of Collegiate/ Technical Education (CCE/CTE/DIE), Hyderabad.
10. (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 CCE/CTE/DIE through special messenger as per the Schedule.
- (b) The CCE/CTE/DIE 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.
11. (a) Based on the validated data, the entitlement points will be generated by web counseling software, which will be displayed in the web counseling website and office of Commissioner of Collegiate/Technical Education (CCE/CTE/DIE), Hyderabad.
- (b) Objections, if any, on the entitlement points have to be submitted to the CCE/CTE/DIE by the applicant (in writing) with necessary evidences/ justification, as per the Schedule. The CCE/CTE/DIE 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/DIE, accordingly and also displayed in the office of the Commissioner of Collegiate Education / Technical Education/ Intermediate Education (CCE/CTE/DIE), Hyderabad.
12. All the applicants seeking transfer will exercise options online in the web counseling. They shall indicate maximum number of places(as per the vacancies notified in the order of preferences). 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.

13. (a) Lists of applicants will be arranged category-wise / branch Wise / subject-wise and State wise/Multi Zone wise/Zone wise/ District wise(as the case may be) in the descending order of total points scored. The applicants, in the order of merit shall be allotted to the vacant posts available as per his / her option online by the web counseling software.

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

14. Competent Authority for Transfers :

All transfers shall be effected by the competent authorities as per the existing rules and the orders on delegation. However the transfers shall be effected, with the approval of the committees constituted for this purpose as given in Table below :

S.No	Cadre	Committee
1	State Cadre	(1) Prl. Secretary of the Department. (2) HoD concerned (Convener). (3) Special Secretary .
2	Multi- Zonal/ Zonal Cadre	(1) HoD concerned (2) Joint Secretary / Deputy Secretary concerned (3) The Regional Officer or Addl./ Joint Director in the HoD (Convener).
3	District Cadre	(1) District Collector. (2) Additional Collector / DRO (3) The District Head of the Department (Convener)

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 CCE/CTE/DIE, for all posts(except that of the RJD /JDs in DIE/CCE /CTE and the 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.
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. To avoid complete migration of the staff to the focal areas from Non Focal areas, vacancies will be notified as per the academic and administrative requirements.
21. The Administrative officers/Assistant Director who were allotted to different multi zones in P.O-2018 and who are not posted yet in their respective Multi Zones shall be transferred to their newly allotted Multi- zones respectively.

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22. 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.

**B. VENKATESHAM
PRINCIPAL SECRETARY TO GOVERNMENT**

//FORWARDED BY ORDER//

Anarhari
SECTION OFFICER