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.

HIGHER EDUCATION (TE) DEPARTMENT

G.O.Rt.No.115 Dated:06.06.2018.

Read the following:-

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. 1st 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)

RANJEER 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//

SECTIION 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
ii. Greater Warangal Municipal Corporation area
iii. Erstwhile District Head quarters (other than the above)
iv. New District Head quarters (other than Erstwhile Districts)
v. Municipalities (other than the above)
vi. Gram Panchayats /Nagara Panchayats
vii. Scheduled areas

: 1 Point per year
: 2 Points per year
: 3 Points per year
: 4 points per year
: 5 Points per year
: 6 points per year
: 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

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 5th 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:

<table>
<thead>
<tr>
<th>I</th>
<th>0 to 40%</th>
<th>0 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>41% to 60%</td>
<td>4 Points</td>
</tr>
<tr>
<td>III</td>
<td>61% to 80%</td>
<td>6 Points</td>
</tr>
<tr>
<td>IV</td>
<td>81% and above</td>
<td>8 Points</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Area Category</th>
<th>Area (as per UGC/AICTE scales)</th>
<th>Category of Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>30% HRA Area</td>
<td>Focal</td>
</tr>
<tr>
<td>II</td>
<td>20% HRA Area</td>
<td>Focal</td>
</tr>
<tr>
<td>III</td>
<td>10% HRA Area</td>
<td>Non-Focal</td>
</tr>
</tbody>
</table>

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) 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 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 a 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 counselling 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 work 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. 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

GOVERNMENT OF TELANGANA

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA STATE: HYDERABAD

Endt., No. F/4076/2018

Dated: 06.06.2018

A copy of the G.O.Rt.No.115, Higher Education (TE) Department, dt. 06.06.2018 is herewith communicated to the Principals of Government Polytechnics in the State.

Sd/- Navin Mittal
COMMISSIONER

To
The Principals of Government Polytechnics in the State.
Copy to stockfile/Spare.

//F.B.O//

SUPERINTENDENT

6/6/18
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applying for Transfer through online and submission of Printout copy along with certificates to CCE/CTE</td>
<td>08.06.2018 to 11.06.2018</td>
</tr>
<tr>
<td>2</td>
<td>Publication of Vacancy Lists</td>
<td>09.06.2018</td>
</tr>
<tr>
<td>3</td>
<td>Objections on vacancy position to CCE/CTE</td>
<td>10.06.2018 to 11.06.2018</td>
</tr>
<tr>
<td>4</td>
<td>Rectification of objections and display of finalized vacancy list</td>
<td>12.06.2018</td>
</tr>
<tr>
<td>5</td>
<td>Submission of Web Options by the applicants through online</td>
<td>13.06.2018 to 16.06.2018</td>
</tr>
<tr>
<td>6</td>
<td>Validation of application by CCE/CTE online</td>
<td>09.06.2018 to 13.06.2018</td>
</tr>
<tr>
<td>7</td>
<td>Provisional eligibility list as per entitlement points</td>
<td>14.06.2018</td>
</tr>
<tr>
<td>8</td>
<td>Submission of Objections if any to CCE / CTE on entitlement points</td>
<td>15.06.2018 to 16.06.2018</td>
</tr>
<tr>
<td>9</td>
<td>Redressal of objections on entitlement points</td>
<td>16.06.2018 to 17.06.2018</td>
</tr>
<tr>
<td>10</td>
<td>Display of final eligibility list as per entitlement points</td>
<td>18.06.2018</td>
</tr>
<tr>
<td>11</td>
<td>Download the transfer list for Approval</td>
<td>19.06.2018</td>
</tr>
<tr>
<td>12</td>
<td>Issue of Transfer orders by Govt./CCE/CTE</td>
<td>20.06.2018</td>
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</tbody>
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