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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – Transfers and postings of employees – Lifting of ban on transfers – Orders – Issued.

FINANCE (W&M) DEPARTMENT

G.O.Ms.No.169

Dated: 17.06.2009
Read the following:-

- 1) G.O.Ms.No.100, Finance (W&M) Department, dt.01.05.2007.
- 2) G.O.Ms.No.143, Finance (W&M) Department, dt.21.06.2007.
- 3) G.O.Ms.No.154, Finance (W&M) Department, dt.04.07.2007.
- 4) G.O.Ms.No.23, Finance (W&M) Department, dt.23.01.2008.
- 5) G.O.Ms.No.134, Finance (W&M) Department, dt.09.05.2008.
- 6) G.O.Ms.No.143, Finance (W&M) Department, dt.31.05.2008.
- 7) G.O.Ms.No.169, Finance (W&M) Department, dt.26.06.2008.

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ORDER

Orders were issued in the G.O seventh cited imposing ban on all transfers except in respect of certain cases referred therein.

2. The Government after careful consideration hereby relaxes the ban on transfers subject to the following conditions.

3)

- i) The relaxation of ban is valid only for the period from 17th June, 2009 to 16th July, 2009.
- ii) The relaxation of ban applies to Education Department also and the detailed guidelines for transfer of Teachers / Lecturers will be issued by the School Education / Higher Education Department separately in consonance with the guidelines now approved.
- iii) All the transfers have to be effected by the competent authorities as per the existing orders on delegation, subject to the existing government orders and conditions prescribed herein. The competent authority shall submit the transfer proposals to the next higher authority where transfers are on administrative grounds, who will not approve the transfers unless absolutely necessary and after recording reasons for accepting the proposals (such transfers also be within the ceiling prescribed herein).

- iv) The competent authority as defined shall complete the transfers on or before 16th July, 2009. The Head of the Department should be made responsible for the implementation of the transfer orders. In any case, the employee would be deemed to be relieved at the end of 7 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.
- v) All transfers other than the transfers for administrative reasons shall be done by counseling. All the employees seeking transfer will be asked for three preferences and accommodated as far as possible. When more than one employee opts for a particular place, the preference shall be given to the employee who has put in longest service in a particular station subject to the employee not having charges pending against him/her.
- vi) The employees who are retiring before 31.07.2010 shall not be transferred. The standing instructions on the transfers of Office Bearers of recognized employees unions as issued in Circular Memo No.26135/Ser. Welfare/2002-1 of G.A. (Services) Department, dt.19.6.2002 shall be followed scrupulously.
- vii) No person shall be transferred before completion of two years of service in a particular station as on 17.06.2009 and no person shall be retained beyond 5 years of service. However, not more than 20% of the employees in any cadre will be transferred. This is to ensure that there is no dislocation of work. Service in all cadres at a station will be counted while calculating period of stay. While effecting the transfers, the Competent authority shall give priority as given below.
- a. Longest standing employee downwards.
 - b. Employee working in "hardship areas".
 - c. Employees with outstanding record on request.
 - d. Husband and Wife cases (Only one of the spouses shall be shifted following the prescribed procedure).
 - e. Cases of compassionate appointment.
 - f. Medical grounds for the diseases (either self or spouse or dependant children) of Cancer, Heart Operations, Neurosurgery, Bone TB, Kidney transplantation to places where such facilities are available.
- viii) If the employees who have put in more than 2 years of service, constitute more than 20% of the total strength, the employees who have put in longer service at a particular station shall be transferred without exceeding the overall ceiling of 20%.

- ix) The transfers shall be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case, persons shall be transferred from one focal post to another focal post. The focal and non-focal post shall be as defined by the department concerned.
- x) The provisions of G.O.Ms.No.610, G.A.(SPF-A) Dept, dt.30.12.1985 will be strictly adhered to and the ratios prescribed maintained.
- xi) The existing instructions on posting of second level and higher level Gazetted Officers to their native districts shall be followed.
- xii) Employees shall invariably be transferred from their existing location on promotion, unless no such posts exist at a different location.
- xiii) All the transfers effected by following the procedure where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of T.T.A. and other transfer benefits.
- xiv) The competent authority shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously. The officer immediately superior to competent authority shall ensure that all the transfers are as per the existing government orders and are kept at barest minimum.
- xv) The transfer policy should be an effective tool in capacity building with departmental employees getting a variety of experience within the department, thus becoming more fit to hold higher responsibilities.
- xvi) Transfers on compassionate and personal grounds have been misused from time to time. Once transfers are effected, the Head of the Department will verify the truthfulness of the grounds in a few test cases and report to Government if necessary, to curb misuse.
- xvii) No relaxation proposal will be entertained by any department for a period of three months commencing from 17th July 2009. Thereafter, Secretaries will review department wise, quarterly, the number of relaxations given within their departments and submit the same to Chief Secretary / Chief Minister for information.

3. It is also ordered that the revenue earning departments viz. 1) Commercial Taxes Department, 2) Prohibition & Excise Department and 3) Stamps & Registration Departments shall follow the separate guidelines issued in G.O second read above. The Transport Department and Forest Department shall make the general transfers as per the guidelines issued in G.O.Ms.No.147, TR&B (Ser.IV) Dept, dt.12.06.2007 and G.O.Ms.No.81, EFS&T (For.V) Dept, dt.8.7.2008 respectively.

4. The ban on transfers will come into force with effect from 17.07.2009 and necessary orders to that effect will be issued at appropriate time.

5. This order is available in the internet and can be accessed at the address <http://goir.ap.gov.in>

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

I.Y.R.KRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
The Registrar, High Court of Andhra Pradesh, Hyderabad.
The Secretary, A.P.P.S.C., Hyderabad.
The Registrar, A.P. Administrative Tribunal, Hyderabad.
The Accountant General, Andhra Pradesh, Hyderabad.
The Pay and Accounts Officer, Hyderabad.
The Director of Treasuries and Accounts, A.P., Hyderabad.
All District Treasury Officers.
All Officers/Sections in Finance Department.
Copy to SF/SCs.

GOVERNMENT OF ANDHRA PRADESH
HEALTH MEDICAL & FAMILY WELFARE (A1) DEPARTMENT

Memo No. 10203/A1/2009.

Date: 25.06.2009

Sub: P.S. – Transfers & Postings of Employees – Lifting of ban on transfer –
Further instructions issued – Reg.

Ref: G.O.Ms.No.169, Fin. (W&M) Dept., Dt:17.6.2009

A copy of the G.O.Ms.No.169, Finance (W&M) Department, Dated:17.6.2009 is communicated to all the Heads of Department mentioned in the address entry for information and necessary action.

All the HODs are requested to follow the above orders, as amplified below:

- i) Application / Proposal for transfers shall be called for and received upto 02.07.2009, scrutinised by 9.7.2009 and the transfers shall be effected on or before 16.7.2009 as per the conditions stipulated by the Government in Finance Department by counselling wherever necessary, based on seniority and priority.
- ii) A format for application / request for transfer is enclosed. HODs may communicate it to all offices in their control.
- iii) In respect of 3rd level gazetted officers for which the Government is the Competent Authority, the HODs shall receive requests, scrutinize and submit proposals to Government by 10.07.2009 for issue of orders.
- iv) Transfers shall not be effected against 'mismatch posts'. Orders of deputation shall not be issued.

The guidelines on transfers specified in the G.O. shall be strictly followed. Any deviation from these guidelines will be viewed seriously and necessary disciplinary action will be taken as per rules.

All the HODs are requested to communicate these guidelines to all the concerned authorities.

J. SATYANARAYANA
PRINCIPAL SECRETARY TO GOVT.

To

All HODs under the control of HM & F W Dept., (w.e.)

// FORWARDED :: BY ORDER //

S. Pruthi
SECTION OFFICER

H.C.-D.N

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HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT
APPLICATION FOR TRANSFER
 UNDER G.O. Ms.No.169, Fin. (W&M) Dept., Dt:17.6.2009

Date :

1	Name	:	
2	Designation	:	
3	Present post and station of working	:	
4	Date from which working at present station (including all posts)	:	
5	Posts and Stations to which transfer is sought	:	1
			2
			3
			4
			5
6	Grounds on which he is seeking transfer.	:	1
			2
			3
7	Belongs to which Zone / District :	:	
8	Any other information	:	

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

9	Whether his request fulfils the pre-conditions for transfer laid down in the G.O. :		
10	Vacancy position at places opted for	Place	Status
		1	
		2	
		3	
11	Any Remarks:		

Senior Asst.

Superintendent

Dy. Director

