

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION,
TELANGANA :: HYDERABAD**

Rc.No. 565/Trans/Ser.IV-2/2022

Dated: 26.01.2023

Sub: School Education –Telangana Teachers Transfers (Regulation of Transfers) and Promotions Rules, 2023 – Guidelines - Communicated- Reg.

Read: 1. G.O.Ms No. 5 School Education (Ser.II Department) Dt: 25-01-2023.
2.This office Proceedings Rc.No. 565/Trans/Ser.IV-2/2022
Dated:25.01.2023

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The attention of all District Educational Officers and Regional Directors of School Education is invited to the references read above and detailed Guidelines are herewith communicated for taking further necessary action to conduct the Teachers Transfers and Promotions in their districts.

This reference should be treated as **MOST URGENT**



Director of School Education

To
All the Regional Directors of School Education in the state.
All the District Educational Officers, in the state.
All the District Collectors, , in the state.
All the Chief Executive Officers of Zilla Parsihad in the state.
Copy submitted to the Secretary to Government, Education Department.

GUIDELINES FOR TRANSFER AND PROMOTIONS COUNSELING- 2023
APPLYING FOR TRANSFER THROUGH ONLINE:

All transfers shall be made by way of online Web Counseling for each revenue district / existing multi-zone for Head Master Gr-II / Teachers .

1. Criteria for transfers and postings :

The following Teacher/ HMs shall compulsorily apply for transfer :

- 1) The following categories of Head Masters/ Head Mistresses, Gr.II (Gazetted) / Teachers in the Government/ ZPP/MPP schools shall be transferred:
 - a) Head Masters/ Head Mistresses, Gr.II (Gazetted), who have completed (05) years of service in a particular School as on 01.02.2023 shall be compulsorily transferred, provided those who are going to retire within (03) years from 01.02.2023 shall not be shifted until and unless the incumbent requests for such transfer.
 - b) Teachers, who have completed (08) years of service in a particular School as on 01.02.2023 shall be compulsorily transferred, provided those who are going to retire within (03) years from 01.02.2023 shall not be shifted until and unless the incumbent requests for such transfer.
 - c) The Head Master Grade-II (Gazetted) / Male Teacher aged below 50 years as on 01.02.2023 and working in Girl's High School.
- 2) If no Head Mistress Grade-II (Gazetted)/ women Teachers are available to work in Girl's High Schools, then Head Master Grade II (Gazetted)/ Male Teachers who are over and above 50 years of age may be considered for posting to such schools.
- 3) Head Master/Head Mistress Gr.II (Gazetted) / Teacher who has completed a minimum period of **two years** service in a category of post in a School as on 01.02.2023 shall be eligible to apply for transfer.

4) The Head Master/ Head Mistress, Gr.II (Gazetted) who has completed (05) years of service and Teacher who has completed (08) years of service as NCC Officer, shall be posted in a vacancy in a School where there is a NCC unit.

5) All transfers shall be affected within the present Management.

2. Online Application:

1. The applicants have to submit only one application online in the proforma prescribed in the web counseling website.
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.
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.
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.
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, vacancy.

The competent authorities shall ensure that ;

- i. The Teachers / HMs who apply for transfer shall take print out copies from the website viz., filled in application form duly attested. One print out copy should be retained with individual and another Print out application form along with original certificates of evidence, shall be submitted to the HM/MEO/ D.E.O.
- ii. The MEO/ HM /D.E.O shall maintain a register with the particular of each applicant Teacher /H.M.