

GOVERNMENT OF ANDHRA PRADESH
OFFICE OF THE
SPECIAL COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Circular Memo No: F/54/2018

Dated: 08-05-2018

Sub: Technical Education – Establishment – General Transfers – 2018 –
Transfers and postings of employees – Guidelines / Instructions –
Applications – Called for – Reg.

Ref: G.O.Ms. No. 54, Finance (HR.I-PIG. & POLICY) Department,
Dated: 02-05-2018.

In the GO reference above, Government have issued guidelines for transfer of employees working in the Department of Technical Education for the year 2018-19.

2. The attention of the Regional Joint Directors of Technical Education, Kakinada, Tirupati and all the Principals in the Government Polytechnics are hereby requested to furnish the proposals of the applicants on request/ mutual transfers who have completed 3 years or more service as per GO under reference cited, to be submitted in the prescribed proforma and also they have requested to upload the same to the 'e' mail ID "**adfopcte@gmail.com**" should reach this office on or before 15.05.2018. However, the applicants have to upload their request through IT application which will be available subsequently.

3. The copy of this memo shall be acknowledged.

Sd/-V.S.DUTT
For SPECIAL COMMISSIONER

To
All the Principals of Government Polytechnics/ Institutions
in the State for necessary action.

Copy to the RJDTE, Kakinada and Tirupati for information.

Copy to the Secretary (FAC), SBTET, A.P., Vijayawada.

//F.B.O./

P. Rajeswari
SUPERINTENDENT 8/5/18

Department of Technical Education

Ref G.O.Ms. No. FINANCE (HR.I-PLG. & POLICY), DEPARTMENT, dt: 02-05-2018

Proforma for General Transfers 2018-19

Last dated for submission for application to the O/o CTE, A.P., Vijayawada is 15.05.2018

1	Name of the Applicant with Designation	
2	Name and place of the Government Polytechnic /Institution working	
3	Date of Birth	
4	Date of Retirement	
5	Date from which working in the present station and no. of years completed in various cadres	
6	Grounds for transfer (tick appropriate)	Mutual /Request
7	If on Mutual grounds, furnish the details of the employee, willing to opt your place	Name of the Applicant with Designation
		Name and place of the Government Polytechnic /Institution working
		Date from which working in the present station and no. of years completed in various cadres
8	If on Request, furnish the grounds for transfer, as mentioned in 3 (C) (i) (a to f) of the G.O. duly enclosing the support documents.	
9	In case of 3 C (i) (c), date on which lastly the spouse was shifted - furnish details	
10	Place of preferences, if applied on request	
11	If any charges/ACB/Vigillance cases pending against him/her	
12	Other information if any	

Date:

Certified that the information furnished above is correct as per the records available

Counter signature of the Principal

Signature of the applicant

Sd/- V.S.DUTT
SPECIAL COMMISSIONER