

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION**

**Office of the
Regional Joint Director of
Technical Education,
KAKINADA**

MEMO

Cir. Memo. No.A3/ 274 /2019

Date: 13 -03-2019

Sub: TECHNICAL EDUCATION – A.U REGION – Office of the. Regional Joint Director of Technical Education, Kakinada - Transfer of Students from one Polytechnic to another Polytechnic at II Year(3rd semester) stage for the academic year 2019-20 - Receiving & processing of applications – Certain instructions - Issued – Regarding.

- Ref:**
1. G.O. Ms. No. 271 LEN & TE (TE-I) Dept Dated: 16-7-1985
 2. Memo No. H1/38531/95 Dated: 30-11-1995 of the CTE, AP, Hyderabad.
 3. G.O. Rt No. 759, HE (TE-II) Dept Dated. 21-9-2005
 4. Memo No.H1/8910/2010,Dt.11-10-2010 of the CTE,AP,Hyderabad
 5. G.O.Rt No.355,HE (TE-II) Dept, Dt.28-05-2011
 6. G.O.Rt No.356,HE (TE-II) Dept,Dt.28-05-2011

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The Principals of the Government, aided & un-aided private Polytechnics, Diploma II shift in Private Engg Colleges and Pharmacy institutions are requested to refer the above mentioned G.Os and Memos with respect to student transfers. Similar to earlier years, the Principals are requested to invite & receive applications from the students seeking transfer at **II year (3rd semester)** stage for the next academic Year 2019-2020. The application shall be in the standard format only (copy as enclosed).The students appearing for I year examinations in March/ April 2019 are eligible to apply.

The Principals shall do the following in the same sequence, and forward the applications to this office:

1. Display this NOTICE in the Notice Board at Polytechnic & Hostel, duly calling for the applications. Principal shall see to that it has reached to all students. **This can be achieved by reading the circular in class room and collecting the faculty's signature with date and class mentioned.**
2. The last date of receipt of applications shall be mentioned clearly.
3. The standard application format may be provided to the student.
4. The Principal shall scrutiny the applications in all respects, including enclosures.
5. A Consolidated list may be prepared with such scrutinized applications.
6. The list along with applications shall be sent to this office.
7. No second list will be accepted by this office.
8. Applications of the students who are seeking transfers to other regions shall be sent to the respective RJD's by the Principal.

The Applications must be accompanied by the attested photo copies of the following certificates only which are eligible for transfer as per **G.O Ms. No. 271 LEN & TE Dept dated 16.07.1985)**

- a. Residential certificate of the **parents** (issued by an officer not below the rank of Tahsildar)
- b. Service certificate of parents.
- c. Higher Education study certificate (not below Intermediate), of own brother or sister, presently studying at the station where seeking transfer and shall be issued by the head of the institution.
- d. 'No Objection Certificate' from both sides (Present and Transfer sought institutions) shall be enclosed in case of Private Polytechnics. Where to where transfers?
- e. The transfers are affected on merit basis only.
- f. Government Polytechnic to Government or Private polytechnic (No Transfer from Private Polytechnic to Govt. Polytechnic).
- g. GMR Polytechnic to GMR Polytechnic or any other Polytechnic.(No Transfer from other Govt./Private Polytechnic to G.M.R. Polytechnic).
- h. Private Polytechnic to Private Polytechnic only.
- i. Aadhar Card of the Student / Parent (both).

NOTE:- For transfer to Polytechnics located in Guntur and Prakasam Districts, the Regional Joint Director of Technical Education, Tirupathi, is the competent authority.

IMPORTANT DATES:

Commencement of receipt of applications: 18.03.2019
Last date for receipt of applications by the Principal: 18.04.2019
Last Date on which applications are to be received by RJD: 27.04.2019

The principals are directed to scrutinize the applications thoroughly as per guidelines given and shall forward the applications to this office by the stipulated date only. Applications received without relevant enclosures / in appropriate will not be accepted and the concerned Principals are held responsible.

ENCL: Application

REGIONAL JOINT DIRECTOR
REGIONAL JOINT DIRECTOR
OF TECHNICAL EDUCATION
KAKINADA

To,

1. All the Principals of the Polytechnics (Govt., Aided & Private Polytechnics, Polytechnics as II shift in private Engineering Colleges and Pharmacy Institutions) in A.U Region.
2. The Regional Joint Director, S.V.U. Region, Tirupathi for information
3. The Secretary, State Board of Technical Education & Training, A.P., Vijayawada for information.
4. Submitted to the Commissioner of Technical Education, A.P., Vijayawada for favour of kind information.

APPLICATION FOR TRANSFER FROM STUDENTS OF POLYTECHNICS AT II YEAR STAGE

(To be filled by the Student only)

1. Name of the student :
2. PIN (Permanent Identification Number) :
3. Name of the Parent :
4. Permanent Address :

5. Address for Communication :

Phone no with STD Code:

Cell No:

6. Month & Year of Examination, in which
The student appeared as a regular
Candidate in I Year. :

7. Name of polytechnic at which he/she
studying :

8. Seeking transfer to which Polytechnic :

1.

2.

3.

9. Reasons for seeking transfer :

10. Any other information :

11. Aadhar Number : 1. Parent :

2. Student:

I solemnly affirm that the facts mentioned above are true to the best of my knowledge and I will abide by the rules of transfer.

Date:

Signature of the student

(To be filled by the Principal of the present Polytechnic & shall be forwarded to RJD (TE)-KKD)

The candidate has appeared for the I year/ IV Semester examination and has passed in one attempt/compartmentally in the examinations held in the month of _____ Year _____.

The following are the marks obtained by Mr. / Ms _____

With PIN _____.

No. of backlogs

Max Marks

Marks secured

Head of Department

Principal