

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF
THE COMMISSIONER OF TECHNICAL EDUCATION,
HYDERABAD

MEMO NO. C/1959/2/2016,

Dated 14-06-2016

Sub: TE-GUIDELINES FOR GENERAL TRANSFERS - 2016

Ref: Video conference held by Hon'ble CM at 3.00 P.M. on 14-6-2016

It is hereby informed to all the RJDTs, Principals of all the Government Polytechnics in the State that G.O. No.102, dated 10-6-2016, has been issued by the Government for transfers of employees and the same has been communicated vide this Office Memo No.C/1959/1/2016, dated 14-6-2016. Now additional guidelines as mentioned hereunder are being communicated to all concerned with instructions to circulate the same to all the teaching and Non-teaching staff members:

1. The Government have informed all the Departments that an online application is developed for effecting the transfers and will be hosted either on Hon'ble CM's dashboard/IT & C website, wherein provisions are made for uploading/accessing the online application form at three levels i.e., applicant, Principal/RJD and the competent authority.
2. All staff members who have already completed 5 years of service in the present station as on 01-6-2016 shall apply for transfer exercising their options on 15-6-2016 up to 3.00 pm in the online application hosted in Hon'ble CM's dashboard/IT & C website. A self performance appraisal form duly evaluated and signed by the applicant and scanned should be uploaded.
3. The Principals shall open the DDO login in the CM's dashboard/IT & C website by the A.N. of 15-6-2016 and verify the correctness of the information furnished by the applicants and make necessary corrections wherever required and upload the same to the competent authority. He /She shall also evaluate the self performance appraisal submitted by the applicant.

4. The Principals should ensure that all the staff who completed 5 years of service in the present station shall invariably apply. If any staff does not apply the principal concerned should upload the data.
5. Branch / subject wise, zone wise and State wide vacancy positions are placed in the Department website i.e. dteap.nic.in
6. Total transfers shall not exceed 20% of the employees in any cadre.
7. While effecting the transfers, rationalization based on the student strength and work load in the subject will be taken into consideration.
8. Employees under categories listed in para 3(iv) of the G.O.Ms No.102, shall invariably apply online along with attested scanned copies of the supporting documents justifying their claim. Hard copies shall also be submitted to the O/o CTE by 5.00 P.M. of 17-06-2016
9. A hard copy of the online application, options, self performance appraisal duly evaluated by the principal are to be furnished by the Principals to the office of the CTE by 5.00 P.M. of 18-06-2016 through special messenger without fail.

Sd/-

COMMISSIONER


For COMMISSIONER

To
The principals of all Govt. Polytechnics
The RJDTs of Kakinada & Tirupati