GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Office of the
Regional Joint Director of
Technical Education,
KAKINADA

MEMO

Cir. Memo. No. A3/370/2018 Date: 13-3-2018

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 stage for the academic year 2018-19 - Receiving & processing of applications – Certain instructions - Issued – Reg.

Ref: 1. G.O. Ms. No.271 LEN & TE (TE-1) Dept Dt:16-7-1985
2. Memo No.H1/38531/95 Dt: 30-11-1995 of the CTE, AP, Hyderabad
3. G.O. Rt No.759, HE (TE-II) Dept Dt: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.O and Memo 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 stage** for the next academic Year 2018-2019. The application shall be in the standard format only (as enclosed).The students appearing for I year, March/ April 2018 examinations are eligible to apply.

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

1. Display this NOTICE in the Notice Board at Polytechnic & Hostel, duly calling for the applications. Principal shall see 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 is to 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.