GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Office of the
Commissioner of Technical Education
Andhra Pradesh: Hyderabad

Cir.Memo.No.C1/5084/2015, DT:02-09-2015

Sub:- Technical Education – Establishment –APTES – Transfers of Employees – Lifting of ban on transfers – Exercising of Optional for posting on transfers in respect of State level posts, Teaching staff, Ministerial Staff, Librarians, Physical Directors and Work Shop staff in Government Polytechnics – particulars called for – Reg.

Ref:- 1. Govt.memo No.4369/TE:A1/2015-1, DT:19-05-2015 of the HE (TE.A1) Dept., along with GO Ms.No.57, Finance (HR.I) Dept,. DT:18-05-2015
2. GO.Ms.No.98, Fin. (HR.I) Dept., DT:4-08-2015.
3. GO.Rt.No.41, HE (TE.A1)Dept., DT:20-08-2015.

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In the GO ref. third above, Government have issued Guidelines for Transfers of employees working in Technical Education Department for the year 2015-2016.

In this context, all the Principals of Government Polytechnics in the state are hereby requested to furnish the details of the Employees of their institutions cadre wise for Ministerial staff, Branch wise for teaching staff, Principal particulars, Work Shop staff particulars, Drivers particulars, Librarians particulars, Physical Directors particulars and other cadre staff particulars if any in the proforma appended to this memo along with soft copy in excel format duly certified by the Principal.

The filled in soft copy of proforma along with option form already communicated should be submitted through 'e' mail ID to venkataraodte@gmail.com from the official mail ID of Principals on or before 03-09-2015 without fail. The Hard copies of the same be sent (in the name cover) to Sri.D/Venkata Rao, Assistant Director (NT) O/o CTE, 6th floor, BRKR Bhavan, Tank Bund Road, Hyderabad -500063 immediately. The Principal concerned is solely responsible for the accuracy of data/information furnished.

All the Principals are requested to treat the Annexure I as option form and should be supplied to the staffs who are seeking transfer. The Principals are requested to add Colum in the option form as **'20 a'** total points entitled and mention total points secured. The Principals are also requested to take Options from the staff members & who have completed five years of service in the present station if willing to opt.

for Commissioner 2/9

To
All the Principals of Government Polytechnics / Institutions.
Copy to the RJD's Tirupati and Kakinada for information and take necessary action
Copy to the Secretary SBTET, A.P. Hyderabad for n/a
Copy to stock file