Documents to be attached to Transfer Applications:

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 effected 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.**

NOTE :- **Student has to submit his/her Parents Residential Certificate or Aadhar Card.**

IMPORTANT DATES:

Commencement of receipt of applications:	16.**03.2017**
Last date for receipt of applications by the Principal:	**22.04.2017**
Last Date on which applications are to be received by RJD:	29.**04.2017**

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.

Sd/- B.Suryudu,
REGIONAL JOINT DIRECTOR.

ENCL : Proforma

Copy To

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

//T.C.F.B.O//

P. Sujatha 15/03/17
ASSISTANT DIRECTOR (TECH)

ASSISTANT DIRECTOR (Tech)
O/o. Regional Joint Director of Technical Education
TIRUPATI-517 507
15/3 15/3