

Office of the  
Commissioner of Tribal Welfare  
AP., Hyderabad

Rc. No. K2/3514/13

Dt.25-04-2013

**C I R C U L A R**

Sub:- TWD - Esst. - O/o DTW, AP., Hyd. - Transfer and postings by Counseling to the posts of Teachers in TW Ashram Schools, Tribal Welfare, Primary Schools (Erstwhile GVK Schools) and posts of HW Officer in TW Hostels in Tribal Welfare Dept. - Preliminary arrangements for counseling instructs - issued -Reg.

Ref:- 1. G.O.Ms.No.119, SW (TW.Edn. I) Dept., Dt. 22-12-99.  
2. G.O.Ms.No.46, SW (TW.Edn. II) Dept., Dt. 30-5-2000.  
3. G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005.  
4. G.O.Ms.No.169, Finance (W&M) Dept., Dt. 17-06-09.  
5. G.O.Ms.No.100 Fin (DCM-III) Dept. dt.22-4-2013.

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In the G.Os cited, orders were issued to effect the transfer and postings to the post of Teachers/Wardens /Matrons working in Educational Institutions and Hostels etc. of Tribal Welfare Dept, by way of counseling as per G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005.and Govt.Memo No 7402/TW.Ser.III/A1/2011-1 dt.27-5-2011.

In the reference 5<sup>th</sup> cited, Govt. has issued orders lifting of Ban on transfer during this month i.e from 25-04 - 2013 to 15-05-2013.

Since Transfers Counseling has to be completed by 15-05-13, all the Project Officers/Deputy Directors(TW) and District Tribal Welfare Officers are requested to take all steps as mentioned in this circular so as to commence the counseling.

1. The application form for transfer enclosed shall be circulated to all institutions, in the offices of Project Offices and Dist. Tribal Welfare Offices and wide publicity shall be given regarding transfer and it shall be displayed on notice board. All Teachers Associations/Hostel Welfare Officers associations should be informed.
2. A receipt shall be given to the applicants acknowledging the receipt of application.
3. The application received shall be computerized.
4. The list of applicants that applied for the transfer will be arranged in the descending order, applicants with highest entitlement points at the top.
5. The list shall be prepared category-wise, subject wise and medium wise and shall be displayed on the notice board.

6. Transfer shall be considered only for clear vacant posts subject to requirement of each Ashram School / Hostels.
7. The Deputy Directors (TW) are requested to restrict the transfers to the extent of Agency area for S.T Teachers/HWOs to the Agency area vacancies only and the transfers of teachers/HWOs working in plain area are to be restricted to the plain area vacancies. Further, the Non - Tribal teachers/HWOs working in the agency are to be transferred to plain areas as per their seniority and vacancy positions.
8. Counseling shall be taken up as per the Schedule given below.

S.No	Teachers/Hostel Welfare Officers	Date
1.	Last date for receipt of transfer application.	4-5-2013
2.	publication of draft list of vacancies and merit list of applicants in the Notice Board of PO/DTWO office after receipt of objections/suggestions.	6-5-2013
3.	Scrutiny and preparation of category cadre wise list.	8-5-2013
4.	Publication of final list of applicants, merit-list category-wise.	10-5-2013
5.	Counseling date and issue of transfer orders.	13-5-2013
6.	Last date to join in the new station (Place of posting)	15-5-2013

The provisions of G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005 and Govt.Memo No 7402/TW.Ser.III/A1/2011-1 dt.27-5-2011 shall be strictly followed without giving any scope for complaints. Application form along with G.Os concerned are enclosed here-with for ready reference.

The ban on transfers will come into force w.e.f 16-5-2013 strictly.

They should furnish the particulars of applications received, transfers affected in the format enclosed by 17-5-2013 without fail.

Violation of the Guidelines will be viewed seriously.

Sd/- Somesh Kumar  
Commissioner of Tribal Welfare

(G.Mohan Naik)  
Deputy Director (Admn)

To  
All Project Officers of ITDAs.  
All the Deputy Directors (TW) of ITDAs  
All Dist. Tribal Welfare Officers.  
Copy to Stock file.  
Copy submitted to the Principal Secretary to Govt.,  
Tribal Welfare Dept. Secretariat Buildings,  
AP., Hyderabad.

**Annexure - I**

G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005

Vacancies open for filling up by transfer through counseling in April - May '13

Name of the District / ITDA.

Category of posts.

Headmaster/School Asst. (Maths/PS/English /SS) / Telugu Pandit. Gr.I/Gr.II/Hindi  
Pandit/ PET/ MTI/SGBT/Hostel Welfare Officers, Gr.I/Gr.II.

Category:

Sl.No.	Name of the Institution (mandal wise)	Location category (IV/III/II/I)	Total posts existing under the category of posts.	No.of Posts vacant.
1	2	3	4	5

**Annexure - II**

G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005

**Application seeking transfer through counseling**

(to be filled in by the applicant teacher/ Hostel Welfare Officer)

1.1 Name of the teacher / Hostel Welfare Officer:

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1.2 Gender :

M	F
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1.3 Qualification

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1.4 Date of Birth

D	D	M	M	Y	Y

1.5 Present post held

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1.6 Posts and tenure starting with present post.

Sl.No	Post & place held	From (dd/mm/yyyy)	To (dd/mm/yyyy)
I			
ii			
iii			
iv			
V			

Special Considerations:

- 2.1 Whether seeking retention beyond (8) years at the place/or/transfer without completing (2) years tenure.

Y	N
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- 2.2 If so under which category? (Please fill in the code number and for code numbers see below)

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- 2.3 Whether principal office (Dist. / State Level) bearer of any recognized service association (if so furnish a certificate/ documentary proof from State body)

Y	N
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- 2.4 Whether taking up NCC/ Scouting program in the school?

Y	N
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- 2.5 Whether yourself along with your spouse willing to work in a category - IV institution, if so mention the preferential location.

Y	N
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Name of the institution and place

- 2.6 In case your spouse is working in a non-transferable post, please furnish the details along with a certificate from employer /head of the institution.

Y	N
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## Entitlement points

3.1 places worked for the last (8) years (please see para 11.A (i) of the G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005)

From	To	Name of the institution	Location falls under which category	No.of points earned as per location of the institution

3.2 Results secured in ClassVII in case of UP School / Class X in case of High School (Please see para 11.C (i) of the G.O)

Year	No. appeared	No passed	% Pass	Points earned
2012				

3.3 Status of enrolment /retention as on 23/4/2012 (Academic performance) (for Primary Schools only) (Please see para 11.B(i) of the G.O.)

No. of school age children as per school census register	Admitted as on 31-07-2012	Total children on the rolls of the school as on 23-4-2013	% enrolment	% retention	Points earned for enrolment

Points earned for enrolment and retention put together	Total

3.4 Non-academic participation (for all Schools) (Please see para 11.A(ii) of the G.O)

Sl. No.	Level of various competitions	No. of Children sponsored 2012-13	Event	Date	Points earned
1	District Level				
2	State Level				
3	National Level				

(Please attach proof from Head of the Institution)

3.5 Non-academic achievement (for all Schools): (Please see para 11.A. (iii) of the G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005)

Sl. No.	Level	No. fo Prizes Merit certificates received by the Children during 2012-13	Event	Date	Points earned
1	District Level				
2	State Level				
3	National Level				

(Please attach copies of certificates)

3.6 Professional achievements of staff: (Please see para 11.A(iv) of the G.O)

Sl. No.	Nature of award received	Date	Awarding authority	Points earned
1.				
2.				
3.				

3.7 In case of Primary Schools (for improving retention of girl children) (Please see Para 11.B (ii) of the G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005)

Total girl children enrolled in the school during 2012-13 (as on 31-7-2012)	Total girl children on the roll of the school as on 23-4-13	% retention	Points earned for retention of girl children

3.8 Retention in Upper primary /High Schools (please see para 11.C (ii) of the G.O.Ms.No.53, SW (TW.Ser.III) Dept., Dt. 28-6-2005)

Enrolled as on 31-7-2012	In the roll as on 23-4-2013	% retention	Points earned

3.9 Total entitlement points earned

120

(A) for Upper Primary Schools and High Schools  
(3.1+3.2+3.4+3.5+3.6+3.8)

(B) for Primary Schools  
(3.1+3.3+3.4+3.5+3.6+3.7)

3.10(i) I certify that the above information furnished is true to best of my knowledge. I will be liable for disciplinary/ prosecution in the event any information is found to be wrong .

**Name and Signature of the applicant**



3.10 (ii) I have verified the data with the Service Register of the individual and also with available schools record and I attest the correctness of the data furnished above.

**Signature of the Headmaster/ Headmaster of Paycenter**

(for Teachers of Ashram Schools/ Primary Schools)

I have verified the date with the Service Register of the individual and also with available school/hostel record and I attest to the correctness of the data furnished above.

**Signature of the DTWO**

(for Headmasters of Ashram Schools and Hostel Welfare Officers)

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**Code Numbers:**

Sl. No.	For filling up column 1.3	Code Nos.	For filling up column 2.2	Code
01	P.G. Headmasters	01	Physically challenged (70% and above)	01
02	School Assistant (Maths)	02	Single Women	02
03	School Assistant (Ph.Sci)	03	Major Surgical Operation	03
04	School Assistant (Bio.Sci)	04	Having Mentally challenged children	04
05	School Assistant (Social Studies)	05		
06	School Assistant (Telugu)	06		
07	School Assistant (Hindi)	07		
08	School Assistant (English)	08		
09	School Assistant (PE)	09		
10	L.F.L.HM	10		
11	Telugu Pandit Gr. - II	11		
12	Hindi Pandit Gr - II	12		
13	Secondary Grade Teacher	13		
14	Physical Education Teacher	14		
15	Musical Training Instructor MUSIC/Dance/Craft	15		
16	Hostel Welfare Officer Gr. II	16		
17	Hostel Welfare officer Gr.I	17		



**Statement showing the details fo Transfers made during transfer counseling held in the month of April/ May 2013**

**Name of the District:**

S.No	Category of post	Cadre strength	No of applications received	No of applications eligible for transfer	No of transfer made			Percentage of transfers made	remarks
					More than 8 years (compulsory)	More than 2 years(request)	Total		

**Signature of DD(TW)/DTWO.**

