



PUBLIC SERVICES – Transfers and
on transfers – Orders– Issued.

postings of employees – Lifting of Ban

FINANCE (W&M) DEPARTMENT

G.O.Ms.No.100

Dated: 01-05-2007.

Read the following:

1. G.O.Ms.No.767, Finance (W&M) Dept, dt.21.08.2002.
- 2) G.O.Ms.No.16, Fin (W&M) Dept, dt.25.1.2005.
- 3) G.O.Ms.No.119, Fin (W&M) Dept, dt.30.04.2005.
- 4) Circular Memo No.18949-A/627/A2/W&M/2005, Finance (W&M) Department, dated 19.07.2005.
- 5) Circular Memo No.18949-A/627/A2/W&M/2005-1, Finance (W&M) Department, dated 03.08.2005.
- 6) G.O.Ms.No.71, Fin (W&M) Dept, dt.01.04.2006.
- 7) G.O.Ms.No.279, Fin (W&M) Dept, dt.23.09.2006.

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ORDER

Orders have been issued in the reference seventh read above imposing ban on transfers except in respect of certain cases referred therein.

2. After careful consideration, Government hereby relaxes the ban on transfers subject to the following conditions:

- i. The relaxation of ban is valid only for the period from **1st May, 2007 to 31st May, 2007**.
- ii. The relaxation of ban applies to School Education Department also and the detailed guidelines for transfer of teachers will be issued by the School Education Department separately in consonance with the guidelines now approved.
- iii. All the transfers have to be effected by the competent authorities as per the existing orders on delegation subject to the existing government orders and conditions prescribed herein. The competent authority shall submit the transfer proposals to the next higher authority where transfers are on administrative grounds, who will not approve the transfers unless absolutely necessary and after recording reasons for accepting the proposals.
- iv. The competent authority as defined shall complete the transfers on or before 31.5.2007. The Head of the Department should be made responsible for the implementation of the transfer orders. In any case, the employee would be deemed to be relieved at the end of 7 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.
- v. All transfers other than the transfers for administrative reasons shall be done by counseling. All the employees seeking transfer will be asked for three preferences and accommodated as far as possible. When more than one employee opts a particular place,

the preference shall be given to the senior most employee subject to the employee not having charges pending against him.

- vi. The employees who are retiring before 01-05-2008 shall not be transferred. The standing instructions on the transfers of Office Bearers of recognized employees unions as issued in Circular Memo No.26135/Ser. Welfare/2002-1 of G.A. (Services) Department, dt.19.6.2002 shall be followed scrupulously.
- vii. No person shall be transferred before completion of two years and no person shall be retained beyond 5 years. However, not more than 20% of the employees in any cadre will be transferred. This is to ensure that there is no dislocation of work. Service in all cadres at a station will be counted while calculating period of stay. While effecting the transfers, the Competent authority shall give priority as given below.
 - a. Longest standing employee downwards.
 - b. Employee working in “hardship areas”.
 - c. Employees with outstanding record on request.
 - d. Husband and Wife cases (Only one of the spouses shall be shifted following the prescribed procedure).
 - e. Cases of compassionate appointment.
 - f. Medical grounds for the diseases (either self or spouse or dependant children) of Cancer, Heart Operations, Neurosurgery, Bone TB, Kidney transplantation to places where such facilities are available.
- viii. If the employees who have put in more than 2 years of service, constitute more than 20% of the total strength, the employees who have put in longer service at a particular station shall be transferred without exceeding the overall ceiling of 20%.
- ix. The transfers shall be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case, persons shall be transferred from one focal post to another focal post. The focal and non-focal post shall be as defined by the department concerned.
- x. The provisions of G.O.Ms.No.610, G.A.(SPF-A) Dept, dt.30.12.1985 will be strictly adhered to and the ratios prescribed maintained.
- xi. Employees holding posts at the 2nd level gazetted and higher levels shall not be posted to the native districts subject to existing instructions on employees retiring shortly, if any.
- xii. Employees shall invariably be transferred from their existing location on promotion, unless no such posts exist at a different location.
- xiii. All the transfers effected by following the procedure where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of T.T.A. and other transfer benefits.
- xiv. The competent authority shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be

viewed seriously. The officer immediately superior to competent authority shall ensure that all the transfers are as per the existing government orders and are kept at barest minimum.

- xv. The transfer policy should be an effective tool in capacity building with departmental employees getting a variety of experience within the department, thus becoming more fit to hold higher responsibilities.
 - xvi. Transfers on compassionate and personal grounds have been misused from time to time. Once transfers are effected, the Head of the Department will verify the truthfulness of the grounds in a few test cases and report to Government if necessary, to curb misuse.
 - xvii. No relaxation proposal will be entertained by any department for a period of three months commencing from 1st June 2007. Thereafter, Secretaries will review department wise, quarterly, the number of relaxations given within their departments and submit the same to Chief Secretary / Chief Minister for information.
 - xviii. G.Os rendered redundant by this order may be treated as superseded.
 - xix. Specific Departments which will be issuing detailed guidelines separately like, Commercial Taxes Department, Transport Department, Registration & Stamps Department, Prohibition & Excise Department and Forest Department as per G.O.Ms.No.115, Fin (W&M) Dept, dt.22.02.2003 and G.O.Ms.No.648, Fin (W&M) Dept, dt.15.09.2004 respectively, will ensure that their guidelines are in consonance with the guidelines prescribed now.
 - xx. The Panchayat Raj Department will be issuing separate guidelines on transfers which should be in consonance with the guidelines prescribed now.
3. The ban on transfers will come into force with effect from 01.06.2007 and necessary orders to that effect will be issued at appropriate time.
 4. This order is available in the internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.RAMAKANTH REDDY
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
The Registrar, High Court of Andhra Pradesh, Hyderabad.
The Secretary, A.P.P.S.C., Hyderabad.
The Registrar, A.P. Administrative Tribunal, Hyderabad.
The Accountant General, Andhra Pradesh, Hyderabad.
The Pay and Accounts Officer, Hyderabad.
The Director of Treasuries and Accounts, A.P., Hyderabad.
All District Treasury Officers.
All Officers/Sections in Finance Department.
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