

ANNEXURE

PROPOSED GUIDELINES FOR TRANSFERS OF EMPLOYEES IN DEPARTMENT OF TECHNICAL EDUCATION FOR THE YEAR 2013

1. Those who have put in more than 2 years of service in a particular station as on 24-04-2013 shall be eligible to apply for transfer. Service rendered in all cadres at a station will be counted while calculating period of the stay in their particular station.
2. The Commissioner of Technical Education will draw schedule for effecting transfers and complete the entire process on or before 15-05-2013.
3. Those who are retiring on or before 31-05-2014 shall not be transferred unless there is a request.
4. A. The Lecturers/ Senior Lecturers/Head of Section in Government Polytechnics working against the posts of Lecturer/ Senior Lecturer/ Head of Section irrespective of the period of stay shall be transferred to the regular posts if there is a request for the said post from the same discipline.
B. The Lecturers/ Senior Lecturers/Head of Section in Government Polytechnics working against the posts of Lecturer/ Senior Lecturer/ Head of Section and completed (5) years of stay in the same station shall be transferred to the regular posts if there is a request for the said post from any discipline.
5. Since SDDGWTTI, Hyderabad is not a notified as a Statewide Institution; teachers working in the said institution and belonging to zones other than Zone VI may be transferred to their native Zones during the present transfers irrespective of the Stay period.
6. Those who have completed 5 years or above Stay in a particular station as on 24-04-2013 shall be transferred if there is any request for the said post.
7. Not more than 20% of the employees in any cadre will be transferred.
8. Transfer will be effected based on the entitlement of total points scored by individual applicants on the criteria as mentioned below. The highest scorer in the respective subject and zone will be given the first choice and so on.

Criteria for entitlement of points:

a) Stay in the present station located in the following areas as on 24-04-2013

For stay in Area of:-

(In respect of those drawing AICTE Revised Pay Scales, 2006)

- (i) Category III (10% HRA) :
 - A) other than District Head quarters : 8 points per every year of stay
 - B) District Head Quarters and Municipal Corporations : 5 points per every year of stay
- (ii) Category II (20% HRA) : 3 points per every year of stay
- (iii) Category I (30% HRA) : 1 point per every year of stay

(In respect of others.)

- (i)** Category IV (12.5% HRA) : 5 points per every year of stay
- (ii)** Category III (14.5% HRA): 3 points per every year of stay
- (iii)** Category II (20% HRA) : 2 points per every year of stay
- (iv)** Category I (30% HRA) : 1 point per every year of stay

Note: In respect of Employees working on deputation, his stay shall be considered at the place of deputation and shall be awarded points with reference to the HRA applicable to the place of deputation

b) Special Categories:

- i) Single Woman : 10 Points
- ii) Physically handicapped:
 - a) 40% - 60% : 5 points
 - b) More than 60% : 8 points
- iii) The Employees/ dependents who are now suffering from the following diseases : 10 points
 - (a) Cancer
 - (b) Heart Operation
 - (c) Neuro-Surgery
 - (d) Bone T.B.
 - (e) Kidney Transplantation
- iv) (a) Applicants with dependant children who are mentally retarded and are under treatment : 5 points
 - (b) Applicants with dependant children suffering from Juvenile Diabetes and children suffering from Holes in the Heart by birth and are under medical Treatment available only at specified places to which they are seeking Transfers : 5 points

Note: For this purpose, a copy of the latest certificate issued by the competent authority i.e., District Medical Board/ State Medical Board may be enclosed for consideration.

- (v) Spouse employment: 10 points.

Note: Employees whose spouses are working in State or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same place opted for transfer to a nearby place. The applicants seeking transfer under this category shall produce a certificate issued by the Head of the Office where the spouse is working in proof of the claim.

(c) Performance Parameters (applicable only for teaching staff):

i) Technical Paper Presented or Published at International/ National Level from 01-07-2012 to 24-04-2013. **MAX: 10 points**

- A. Per each Technical Paper at International Level: 3 Points
- B. Per each Technical Paper at National Level : 2 Points

ii) Additional Responsibilities held: MAX: 10 points

- A. Deputy Warden for Hostel : 3 Points
- B. Placement Officer : 3 Points
- C. Students Advisor : 3 Points
- D. NCC Officer : 3 Points
- E. NSS Programme Officer : 3 Points
- F. SDC Coordinator : 3 Points
- G. CDTP Internal Coordinator : 3 Points
- H. RYK In charge : 3 Points

iii) Best Teacher Award received on 5th September, 2012: **10 Points**

(d) In case of Teaching Staff, following criteria will be followed for allotment of points for the pass percentage of the students in March/April'2012 exams:-

- (i) 0% to 50% : 3 point
- (ii) 51% and above : 5 points

Note: If a teacher is handling (2) or more Theory Subjects the Best of the Subjects he taught shall be taken into account.

E) Total service rendered by the Applicant:

- A) More than 50% of Service Rendered in Non Focal area : 5 Points
- B) Up to 50% of Service rendered in Non focal area : No Points

In case of Principals, the Institution activity report as assessed by the Commissioner of Technical Education will be taken into consideration.

9. In case of Women Polytechnics the order of preference for posting on transfer shall be as follows (Teaching Staff only):

- A. Women
- B. Male above (45) years of age
- C. Male below (45) years of age

10. The service rendered in Foreign Department/ Pursuing M.Tech and Ph.D under QIP shall be treated as Focal Place only. On repatriation/ Return, they shall be posted to Non focal places only.

11. The provisions of G.O.Ms.No. 610 G.A.(SPF.A) Department dated 30-12-1985 shall be strictly adhered to and the Ratios prescribed maintained.

12. The transfer application form may be downloaded from the website www.dte.nic.in

13. The following lists shall be notified in the website of the Department concerned.

(i) The list of names of the persons who applied for transfer with total of the Entitlement points in descending order.

(ii) Subject, college and zone-wise clear vacancy position and the list of posts where persons have been working for 5 years or more.

14. All the employees seeking Transfer shall indicate (3) places in the order of preference when more than one employee opts for a particular place, Preference shall be given to a person who has put in longest service in a particular station, subject to the employee not having charges pending against him/her.

Note: Candidates have to keep in mind the focal and non focal places while exercising the places of option.

15. Counseling will be held on specified dates and the persons attending the Counseling will not be entitled to any TA/DA. However it will be treated as "On Duty". The Orders of Transfers shall be given immediately at the end of Counseling up to the cadre of Senior Lecturers.

16. Lists of applicants will be arranged subject-wise and zone-wise in the descending order of total points scored. Such lists shall be displayed on the notice board at the counseling camp and the website. The applicants called in the order of merit shall choose any of the vacant posts available at the point of time and exercise his/her option in writing. In case two or more applicants secure equal score, preference shall be given to the employee who has put in longer Stay in the present station.

17. Video counseling may be held wherever deemed necessary by competent authority.

18. Transfers will be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only, in no case, transfers will be from one focal post to another focal post.

Area Category	Area	Category
I	30% HRA (under state pay scales Area)	Focal
II	20% HRA Area	Non-Focal
III	14.5% HRA Area	Non-Focal
IV	12.5% HRA Area	Non-Focal

19. The transfers effected shall be displayed on the Website after completion of counseling.

20. Those who are transferred shall be relieved from the present place of working immediately on receipt of the transfer orders.

21. Under any circumstances the person will be deemed to have been 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.

22. Those who are transferred shall not be entitled to any TA/ DA and joining time since the transfers are at their request.

23. Anybody who has submitted false information and/ or certificates and also the officers, who have countersigned such false information, are liable for disciplinary action, as well as criminal action.

SD/- Ajay Jain
Commissioner.

For Commissioner