



GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.-F.) DEPARTMENT

INSTRUCTIONS
ON
TRANSFER OF GOVERNMENT EMPLOYEES
FROM ONE PLACE TO ANOTHER

6

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References at serial 1 to 19 are same as included in the 1987 compilation of Govt. Instructions on Transfers. Hence omitted here.

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES--Non-Gazetted Officers posting to native Revenue Division-Further Instructions-Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 24

Dated the 16th January, 1988.

Read the following:

G.O.Ms.No. 224, General Administration (Ser.-A) Dept.,
Dated 25-05-1987.

ORDER:

Orders have been issued in the G.O. read above that no Non-Gazetted Officer other than the employees of Last-Grade Service (Class-IV) and Drivers should be posted in his native Revenue Division except in the case of those working in twin cities of Hyderabad and Secunderabad. In para 2 of the said order it has also been ordered that steps should be taken by the competent authorities to transfer those Non-Gazetted Officers who may be working within their native Revenue Divisions gradually as and when convenient but in any case before completion of the maximum period of two years from the date of issue of the orders.

2. The Government hereby direct, in partial modification of the orders contained in para 2 of the G.O. read above, that the transfer of the Non-Gazetted Officers who may at present be working within their native Revenue Division should be staggered over a period of 3 years as against the present 2 years.

3. The Departments of Secretariat and Heads of Departments are requested to bring these orders to the notice of all the concerned officers.

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

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ECONOMY MEASURES-Economy in expenditure for the financial year
1988-89 - Orders - Issued.

FINANCE AND PLANNING (FINANCE WING - W&M-I) DEPARTMENT

G.O.Ms.No. 100.

Dated 5th April, 1988.

Read the following:--

- (1) G.O.Ms.No. 229, Finance and Planning (FW-W&M-I) Department, dated 18-6-1985.
- (2) From Chief Secretary's D.O. letter No. 42281-B/709/W & M-I/86, dated 13-9-1986.
- (3) From Chief Secretary's D.O. letter No. 42281-B/709/W & M-I/86, dated 8-10-1986.
- (4) From Chief Secretary's D.O. letter No. 839/W&M-I/86, dated 22-12-1986.

ORDER :

In order to ensure that adequate funds are available for taking up priority developmental programmes of Government and pending a detailed review of expenditure by the Cabinet Sub-Committee, the following instructions are issued:

1. No new un-bugetted scheme under Plan or Non-Plan will be taken up.
2. No vacant post should be filled up if the post has been vacant for more than six months.
3. No posts which are temporary should be made permanent.
4. If all it becomes imperative to fill up vacant posts or sanction new posts under Plan, the posts should be filled only by re-deployment of surplus posts to be identified under Non-Plan.
5. No proposal for abolition of existing revenue or concession which results in reduction of the revenues shall be accepted.

6. No proposal for sanction of construction of new buildings either under Non-Plan or State Plan which have not been provided specifically in the Budget shall be entertained.

7. All proposals for purchase of vehicles shall be deferred.

8. No fresh contingent staff or daily wage/casual shall be appointed.

9. Expenditure on wages for the contingent staff etc., shall be limited to the provision in the budget and be confined to the same number of persons who were paid in March, 1988.

10. Entertaining at Government expenditure should be reduced to the barest minimum.

11. All Departments should observe economy in expenditure in holding Conferences/Seminars/meetings.

12. Except where it is considered most in evitable in the interest of the public, no transfers from one place to another shall be effected during the year 1988-89.

13. The tours of the officials in the jurisdiction or outside the jurisdiction shall be limited to the barest minimum and under no circumstances additional provision will be made towards T.A.

14. No new scheme even under Plan which has not been provided for in the Budget shall be entertained.

15. The permission for Air Travel should not be allowed to any officer who is not eligible to travel by air under rules.

16. The supply of the towels, soaps etc., to the officers at Government's cost shall be discontinued.

17. Purchase of Machinery and equipment shall be deferred till a detailed examination has been made and formal Government orders obtained.

18. The expenditure on advertisements shall be limited to the barest minimum and it must be paid from the budget provision of the concerned departments.

19. Incurring of expenditure on any item beyond the powers of the concerned authority will be viewed very seriously and ratification will not be accorded.

20. No expenditure shall be permitted to be booked to suspents until the expenditure so booked in 1987-88 is adjusted.

All Departments of Secretariat and all Heads of Departments are requested to follow the above instructions scrupulously. These instructions are also applicable to Panchayat Raj Institutions. Local Bodies including Municipal Corporations, Universities and all grant-in-aid Institutions.

They are also informed that any failure on the part of the Departments to implement these instructions will be viewed seriously by Government.

They are requested to acknowledge the receipt of these orders.

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

K. SUBRAMANYAM,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Economy Measures - Orders issued on Economy measure - Clarifications -
Regarding.

FINANCE AND PLANNING (FINANCE WING - W&M-I) DEPARTMENT

G.O.Ms.No. 139.

Dated 30th May, 1988.

Read the following:--

G.O.Ms.No. 100, Finance & Planning. (FW-W&M-I) Department,
Dated : 5-4-1988.

-----x-----

ORDER :--

On the Economy measure orders issued in the Government Order cited, certain issues have been referred for clarification. Government after careful consideration issue the following guidelines to be followed by the departments for implementation of the economy measure orders in the Government Order cited.

I. TRANSFERS :--

- i) Transfer may be permitted on request if such transfer does not involve any expenditure towards transfer. Travelling Allowance and does not effect the public interest.
- ii) Transfer may also be allowed in cases where it is considered most inevitable in the interest of the public. Such transfer shall be fully justified and must be effected after obtaining orders through the Minister concerned and the Finance Minister.

II. FILLING UP OF POSTS WHICH ARE VACANT FOR MORE THAN SIX MONTHS :--

The posts which are vacant for more than six months can be filled up only in cases where the dependents of the deceased Government Servants have to be provided appointments on compassionate grounds.

III. CREATION OF SUPERNUMERARY POSTS :--

- i) Supernumerary posts may be permitted to be created only in cases where implementation of Court decisions, warrant such creation; and
- ii) In cases of compassionate appointments of dependents of the deceased Government servants, if vacancies are not available for making such appointments.

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

R. SUBRAMANYAM,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

Memo No. 1986/Ser-A/88-1,

Dated 4th November, 1988.

Sub : Public Services-Gazetted/Non-Gazetted Officers-Transfer and posting/general transfers-Further Instructions-Issued.

- Ref : 1. Govt. Memo.No. 620/Ser-A/84-1, General Administration Department, Dated 1-5-1984.
2. G.O.Ms.No. 309, General Administration (Service-A) Department, Dated : 23-5-1984.
3. Govt. Memo. No. 510/Ser-A/85-1, General Administration Department, Dated : 14-5-1985.

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It has come to the notice of Government that general transfers continue to be taken up by some Departments even long after the commencement of the academic year. Government have decided that the general transfers should not take place in the middle of the academic year and that such transfers may now be taken up only at the end of the academic year.

The Departments of Secretariat and Heads of Departments are requested to bring these orders to the notice of all the concerned officers.

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

Memo No. 882/Ser-A/87-2,

Dated : 15-12-1988.

Sub : PUBLIC SERVICES-State and Subordinate Services-Transfers of Gazetted and Non-Gazetted Officers after completion of 3 years Certain clarification - Issued.

- Ref :**
1. Government Memo.No. 510/Ser-A/85-1, General Administration Department, Dated 14-5-1985.
 2. From the Commissioner, Commercial Taxes, D.O. Letter No. Peshi 3/87, Dated : 21-5-1987.

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Instructions have been issued in the Government Memo. cited, that as a rule no transfer be effected before completion of 3 years of service rendered in either focal or non-focal point posts, except on grounds of promotion or as a measure of penalty or at the Officer's own request in very special cases, with the orders of the competent authority viz., Government in the case of gazetted officers and next higher authority above the appointing authority in the case of Non-Gazetted Officers. However, persons working in the focal point posts or non-focal point posts, whether in the same place or not, may be subjected to transfer immediately after completion of 3 years, except in the case of solitary posts in a Unit of appointment.

The above instructions have been reviewed on the clarification sought for by the Commissioner of Commercial Taxes in the reference cited, and it is clarified that the stay of a Government employee either Gazetted or Non-Gazetted, at the same place should not be more than 3 years irrespective of the posts held by him during the said 3 years period at the same place.

All the Heads of Departments and Departments of Secretariat are requested to bring the above clarification to the notice of all concerned.

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES-Non-Gazetted Officers-posting to native Revenue Mandals-Revised Instructions-Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 206

*Dated the 11th April, 1989.**Read the following :--*

1. G.O.Ms.No. 224, General Administration (Ser-A) Department, Dated : 25-5-1987.
2. G.O.Ms.No. 24, General Administration (Ser-A) Department, Dated : 16-1-1988.

ORDER :

Orders were issued in the G.O. first and second read above that no Non-Gazetted Officer other than employees of Last Grade Service (Class-IV) and Drivers should be posted in his Native Revenue Division except in the case of those working in Twin Cities of Hyderabad and Secunderabad and that the Non-Gazetted Officers already working within their native Revenue Divisions, should be transferred out, gradually as and when convenient, but in any case before the completion of a maximum period of 3 years from the date of issue of the order first read above.

2. On receipt of representations from various Service Associations, the Government have reviewed the policy on transfer of Non-Gazetted Officers and hereby direct that, in partial modification of the orders issued in the G.O. first read above, no Non-Gazetted Officer other than employees of Last Grade Service (Class-IV) and Drivers should be posted in his native Revenue Mandal.

3. The policy of transferring out persons working in their native place will continue as before and Government direct that Non-Gazetted Officers already working within their Native Revenue Mandals should be transferred out gradually before the completion of 3 years from the date of issue of the first read above.

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4. The Departments of Secretariat and Heads Departments are requested to bring these orders to the notice of all the concerned officers.

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

G.R. NAIR,
Chief Secretary to Government.

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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

U.O.Note.No. 1876/Ser-A/88-1,

Dated 8th May, 1989.

Sub : PUBLIC SERVICES-State and Subordinate Services - Transfer of Gazetted and Non-Gazetted Officers - Posting to native District/ Revenue Mandal - Relaxation of rules - Reference to General Administration (Ser-A) Department - Instructions - Regarding.

- Ref: 1. G.O.Ms.No. 468, General Administration (Ser.A) Department, Dated : 27-8-1973.
2. G.O.Ms.No. 309, General Administration (Ser-A) Department, Dated : 23-5-1984.
3. G.O.Ms.No. 206, General Administration (Ser-A) Department, Dated : 11-4-1989.

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In the reference first cited orders have been issued to the effect that no Gazetted Officer should be posted to any place in his native District. These instructions were reiterated in the reference second cited.

In the reference third cited orders have been issued to the effect that no Non-Gazetted Officer other than employees of Last Grade Service (Class-IV) and Drivers should be posted to their native Revenue Mandal.

Instructions have also been issued in U.O.Note No. 322/Ser-C/85-1, G.A.D., dated 30-4-1985 that cases involving relaxation of the orders issued in the references cited for posting officers to their native Districts or native Revenue Mandals as the case may be, should be referred to the General Administration (Ser.) Department. In spite of the above, instances, have come to the notice of this Department that cases relating to relaxation of the nativity rule and for posting of employees in native District/Revenue Mandal, are being submitted direct to Chief Secretary, without prior consultation with General Administration (Ser.) Department. All the Departments of Secretariat are, therefore, requested to ensure that proposals involving relaxation of the orders in regard to postings to native Districts or native Revenue Mandals should invariably be referred to General Administration (Ser.) Department before submission to the Chief Secretary.

C.R. KAMALANATHAN,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES-Transfer and posting of Government employees-
Determination of Native District/Native Revenue Mandal-Instructions-
Issued.

 GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 258

Dated the 9th May, 1989.

Read the following :--

1. G.O.Ms.No. 209, General Administration (Ser.A) Department,
Dated : 23-5-1984
2. G.O.Ms.No. 206, General Administration (Ser.A) Department,
Dated : 11-4-1989

-----X-----

ORDER :

Orders have been issued in the G.O. first read above that no Gazetted Officer should be posted to any place in his native District except in the case of officers working in the twin cities of Hyderabad and Secunderabad. Orders have also been issued in the G.O. second read above that no non-Gazetted Officer, other than Drivers and employees belonging to Last Grade Service (Class-IV) should be posted in his native Revenue Mandal, except in the case of employees working in the twin cities of Hyderabad and Secunderabad.

2. A question has arisen as to which place of the Government employee, should be treated as native place for purposes of implementing the orders issued in the G.Os. read above.

3. The Government after careful examination of the matter hereby direct that for purposes of transfer, nativity should be determined with reference to the place of birth, permanent residence of parents/grand-parents of the officer, the place where the person possesss immovable property or the "Home Town" declared under L.T.C. Rules. The Transferring Authority should exercise sufficient care while deciding the issue in case there is a doubt or request for change of Native place.

4. All the Heads of Departments and Departments of Secretariat and requested to bring the above instructions to the notice of all the Unit Officers under their administrative control for strict compliance.

C.R. KAMALANATHAN,
Secretary to Government

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer of Government Servants during specified months - Instructions - Issued.

 GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 531

Dated the 23rd September, 1989.

Read the following :--

1. G.O.Ms.No. 1289, General Administration (Ser-A) Department, Dated 6-11-1963.
2. G.O.Ms.No. 210, General Administration (Ser-A) Department, Dated 5-2-1965.
3. Government Memo. No. 3645/Ser-A/65-1, General Administration Department, Dated 6-12-1965.
4. G.O.Ms.No. 277, General Administration (AR & T.I.) Department, Dated 13-6-1985.
5. From the President, Telugu Desam Party, Letter dated 27-6-1986.
6. G.O.Ms.No. 375, General Administration (AR & T. Desk) Department, Dated 9-7-1986.
7. G.O.Ms.No. 327, General Administration (AR & T. Desk) Department, Dated 17-7-1987.
8. G.O.Ms.No. 411, General Administration (AR & T. Desk) Department, Dated 12-7-1988.

-----X-----

ORDER :

Government have reviewed the instructions issued on transfer of Government Servants mentioned in the references cited, in the light of the recommendations of the Cabinet Sub-Committee on Administrative Reforms. Government reiterate the guidelines issued in the Government orders first and second cited and the Memo third cited and direct that as a rule, no Government servant should ordinarily be transferred from one place to another before he has put in ordinarily three years of service in the post, and that

such transfers may be mainly effected around the school vacation time. While ordering such transfers, special disabilities of the officer concerned with particular reference to health and education of his children may be kept in view.

2. Whenever transfers are effected by competent authorities within a period of three years, the previous sanction of the higher authority immediately above the authority competent to effect transfers should be obtained before the transfer is actually effected except in cases where the transfer is intended to facilitate enquiry by Anti-Corruption Bureau or on strong administrative grounds.

3. The Cabinet Sub-Committee has also recommended and accordingly Government have decided that each Department may evolve further guidelines for transfer with particular reference to special circumstances, if any, applicable to individual Departments.

4. All the Departments of Secretariat are requested to formulate and issue guidelines of their own, if necessary, for transfer of personnel of Departments, under their administrative control, keeping in view the recommendations of the Cabinet Sub-Committee and having regard to the peculiar circumstances of those Departments, which warrant issue of such instructions, to supplement the instructions issued in the order second read above. Before doing so, General Administration (Services) Department may be consulted at the appropriate stage. They are also requested to issue instruction to the authorities competent to make transfers to follow strictly the guidelines and come up to Government in case of deviation, in exceptional cases.

5. The Committee has, recommended, among others, that in the case of Irrigation Department, transfer of Government Servants may be at the end of two years instead of the usual three years period. The Irrigation Department are requested to consider issue of instructions, in partial modification of the orders issued in the G.O. first read above, for effecting transfers in the light of the recommendatons of the Cabinet Sub-Committee.

6. The Cabinet Sub-Committee has also recommended and the Council of Ministers in its Resolution No. 128/88, dt. 18-10-1988 have resolve that posts in each Department should be classified as 'highly preferred' and 'others', having regard to the nature of work, level of responsibility, location,

special perquisites, if any, attached to the post etc. Transfer of officer should be so effected that all officers holding posts in respect of a category have an opportunity liability to work in all the three types of posts in the category in an equitable manner.

7. Instructions have been issued in the reference first read above to make out in all Government Departments/Offices a list of focal points (posts) and to take suitable action to ensure that the employees are not allowed to continue indefinitely on such posts in order to prevent malpractices and corruption. In the references second and third read above, certain posts dealing with the aforesaid items of work have been specified duly informing that they are only illustrative and not exhaustive, while actual listing of such focal points (posts) has been left to the discretion of the Secretary to Government of the Department concerned.

8. The Government, after due consideration, have decided to accept the above Resolution of the Council of Ministers dated 18-10-1988 and in pursuance of the said resolution, direct that the posts shall be classified as (a) highly preferred (b) preferred and (c) normal, depending upon the location of such post in the offices situated in the (a) Capital City (b) District Headquarters and (c) in other places respectively and employees shall be given postings to these places on rotation.

9. The Departments of Secretariat and the Heads of Departments shall be required to categorise the posts accordingly and issue necessary orders.

10. A copy of the orders so issued shall be marked to this Department. While issuing orders, care shall be taken to avoid legal complications.

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

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer and posting of Gazetted/Non-Gazetted Officers in their native District/Revenue Mandals-Instructions-Issued.

 GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 116.

Dated the 21st February, 1990.

Read the following :-

1. G.O.Ms.No. 468. G.A. (SER.A) Dept., dt. 27-8-1973.
2. G.O.Ms.No. 774. G.A. (SER.A) Dept., dt. 18-11-1975.
3. G.O.Ms.No. 408. G.A. (SER.A) Dept., dt. 25-5-1979.
4. G.O.Ms.No. 221. G.A. (SER.A) Dept., dt. 2-5-1981.
5. G.O.Ms.No. 309. G.A. (SER.A) Dept., dt. 23-5-1984.
6. G.O.Ms.No. 396. G.A. (SER.A) Dept., dt. 24-8-1987.
7. G.O.Ms.No. 224. G.A. (SER.A) Dept., dt. 25-5-1987.
8. G.O.Ms.No. 226. G.A. (SER.A) Dept., dt. 11-4-1989.
9. Representation of the Chairman, Joint Action Committee of Employees, Teachers and Workers, Andhra Pradesh, Hyderabad. dt. 14-12-1989.

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ORDER :

In the G.O. first read above orders were issued to the effect that no Gazetted Officer shall be posted to any place in his native District except in the case of Officers working in the Twin Cities of Hyderabad and Secunderabad. In the G.O. second read above orders were issued that the orders in the G.O. first read above shall Mutatis Mutandis apply to the Gazetted Officers on Foreign Service on deputation. However, orders were issued in the G.O. third read above with the following modifications to the G.O. first read above :-

- (i) Veterinary Officers, Assistant Agricultural Officers, Officers working in Educational Institutions and Medical Officers not entrusted with the duties of medico-legal cases may be posted to their home Districts; and

- (ii) Tahsildars and Block Development Officers be posted to their home Districts but outside the Revenue Divisions comprising their native taluks.

Orders were also issued in G.O. Rt. No. 3551, Genl. Admn. (Ser.A) Department, dt. 3-9-1982, that Deputy Executive Engineers (formerly Assistant Engineers), Roads and Buildings may also be posted to their native District but not to the jurisdiction comprising their native taluks or places where they have any property.

In the G.O. fifth read with G.O. sixth read above, orders were issued to the effect that no Gazetted Officer should be posted in any place in his native District except in the case of Officers working in Twin cities of Hyderabad and Secunderabad and in Scheduled Areas of Adilabad District, with the result no Gazetted category of post has been exempted from ban on posting to any place in the native District.

Orders were issued in the G.O. seventh read above to the effect that no Non-Gazetted Officer other than the employees of the Last Grade Service and Drivers should be posted in his native Revenue Division except in the case of those working in the Twin Cities of Hyderabad and Secunderabad. However, the above orders were modified in the G.O. eighth read above to the effect that no Non-Gazetted Officer other than employees of Last Grade Service (Class-IV) and Drivers should be posted in his native Revenue Mandal.

In the Representation ninth read above, the Chairman, Joint Action Committee of Employees, Teachers and Workers, Hyderabad, has requested, among other things, to remove the restrictions imposed in respect of Gazetted and Non-Gazetted employees to work in their native places/native Division/native District.

The Government after careful consideration hereby direct, that no Gazetted Officer should be posted to any place in his native District except in the case of Officers working in the Twin Cities of Hyderabad and Secunderabad, in the scheduled Areas District and also the following:--

1. Veterinary Officers;
2. Assistant Agricultural Officers;
3. Officers in Educational Institutions; and
4. Medical Officers not entrusted with the duties of medico-legal cases.

Mandal Revenue Officers and Deputy Executive Engineers, Roads and Buildings, can also be posted to their native District but not to the jurisdiction comprising their native Mandals or places where they have any property.

The Government also direct that the restrictions imposed on posting of the Non-Gazetted Officers in their native Revenue Division/Mandal in the G.Os. seventh and eighth read above should be removed and they be permitted to be posted to their native Revenue Divisions/Mandals.

The Departments of Secretariat and Heads of Departments are requested to bring these orders to the notice of all the concerned officers.

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

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

*Memo No. 2291/Ser.A/89-2.**Dated the 28th February, 1990.*

Sub: PUBLIC SERVICES--State and Subordinate Services-Transfer of Gazetted and Non-Gazetted Officers after completion of 3 years-Further Instructions-Issued

Ref: 1. Govt. Memo No. 510/SER.A/85-1, GAD., dt. 14-5-1985.
2. Govt. Memo No. 882/SER.A/87-2, GAD., dt. 15-12-1988.

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Instructions have been issued in the Memo first cited, that as a rule no transfer be effected before completion of 3 years of service rendered in either focal or non-focal point posts, except on grounds of promotion or as a measure of penalty or at the officer's own request in very special cases, with the orders of the competent authority viz., Government in the case of Gazetted Officers and next higher authority above the appointing authority in the case of Non-Gazetted Officers. However, persons working in the focal point posts or non-focal point posts, whether in the same place or not, may be subjected to transfer immediately after completion of 3 years, except in the case of solitary posts in a unit of appointment.

2. It has been clarified in the Memorandum second cited that the stay of a Government employee, either Gazetted or Non-Gazetted, at the same place should not be more than 3 years irrespective of the posts held by him during the said 3 years period.

3. It has come to the notice of Government that very often employees, both gazetted and non-gazetted, who are transferred on administrative grounds before completion of three years at a station, are rushing to the courts for obtaining relief. Keeping this in view, the following further instructions and norms to be followed are issued.

(a) It may be noted that the power of the Government or the competent authority to transfer its employees is un-bridled or inherent.

- (b) The competent authority may order transfer of an employee even before he has completed 3 years for good and sufficient reasons to be recorded in writing which shall be subject to scrutiny by the next higher authority.
- (c) The persons so transferred can appeal to the authority next higher to the authority who has ordered the transfer, if they feel aggrieved in the matter.

4. All the Heads of Departments and Departments of Secretariat are requested to bring the above instructions to the notice of all the officers and staff under their administrative control for compliance.

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES--Transfer and posting of Gazetted/Non-Gazetted Officers in their native districts/Revenue Mandals-Further Instructions-Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O. Ms. No. 301.

Dated the 12th April, 1990.

Read the following:--

G.O.Ms.No. 116, Genl. Admn. (Ser.A) Dept., dt. 21-2-1990.

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ORDER :

In partial modification of the G.O. read above, Government direct that **Mandal Development Officers** may also be posted to their native Districts but **not to the jurisdiction** comprising their native Mandals or places where they **have any property**.

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

G.R. NAIR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICE-A) DEPARTMENT

*Memo No. 1031/Ser-A/90-I.**Dated 5th May, 1990.*

Sub:- Transfers and postings-Immediate implementation of transfers orders-Instructions on handover charge-Issued.

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The general practice presently in regard to transfers is that an Officer transferred waits for his successor to report to duty and relieve him and proceeds to his place of posting thereafter. This is found to take ordinarily a long time particularly when a chain of postings is ordered. Government have reviewed the matter and consider that it is essential that an Officer under orders of transfer should handover charge immediately without waiting for his substitute and proceed to take up his assignment at his new station straightaway and that this procedure should be adopted in all departments and in respect of all categories. Government consider that while issuing orders of transfer the orders of transfer will invariably specify the Officer to whom the person transferred should handover charge.

All Departments of Secretariat and all Heads of Departments are instructed to make sure that these orders are implemented scrupulously. Government further direct that there shall be no case of an officer under orders of transfer continuing in the post without handing over charge.

G.R. NAIR,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES-State and Subordinate Services-Transfers of employees-
Guidelines-Regardings.

FINANCE & PLANNING (F.W. W&M) DEPARTMENT*G.O. Ms. No. 317.**Dated the 28-7-1990.*

ORDER :

According to the orders issued in G.O. Ms. No. 100, Finance & Planning (FW W&M) Department, dated 5-4-1988 read with G.O.Ms.No. 139, Finance & Planning (FW W&M) Department, dated 30-5-1988, no transfers from one place to another shall be effected except in the following cases:

- (i) Transfer on request which does not involve any expenditure towards transfer and does not effect public interest:
- (ii) Where the transfer is considered most inevitable in the interest of public. Such transfers shall be fully justified and must be effected after obtaining the orders through the Minister concerned and the Finance Minister.

2. These orders were made applicable during the years 1988-89 and 1989-90 also.

3. After a careful review of the above said orders, Government issue the following guidelines for making transfers:

- (i) Transfer may be made on mutual request without involving any expenditure on transfer T.A.
- (ii) Transfers on request to vacant posts without involving payment of tranfer T.A.
- (iii) Transfers may also be allowed which are inevitable on Account of disbandment of posts, on account of reversions, retirements, repatriation, deputation disciplinary proceedings.

- (iv) Transfers may also be allowed in the case of revenue earning departments like Commercial Tax Department, Motor Vehicles State Excise Department Registration & Stamps Department, Forest Department and in addition Police Department and Civil supplies Department in the case of employees who have put in more than five years of service at one place.

4. In the case of transfers as per the guidelines mentioned at items (iii) and (iv) above it should be ensured that they are kept at a minimum and such situations should not be used to effect transfers of persons who need not be disturbed. Further all the transfers as per guidelines in para 3 (iii) and (iv) above shall be made as far as practicable before and of the June in any year.

5. In cases where some transfers have to be affected which are not covered by the guidelines mentioned above and if the transfers are considered most inevitable in public interest, such transfers after obtaining orders through the Minister concerned and the Finance Minister.

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

C.S. RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer and posting of 1st Level Gazetted Officers to their Native-Districts-Instructions-Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.418.

*Dated the 24st June, 1991.**Read the following :--*

1. G.O.Ms.No. 468. G.A. (Ser.A) Dept., dt. 27-8-1973.
2. G.O.Ms.No. 774. G.A. (Ser.A) Dept., dt. 18-11-1975.
3. G.O.Ms.No. 408. G.A. (Ser.A) Dept., dt. 25-5-1979.
4. G.O.Ms.No. 221. G.A. (Ser.A) Dept., dt. 2-5-1981.
5. G.O.Rt.No. 3551. G.A. (Ser.A) Dept., dt. 03-9-1982.
6. G.O.Ms.No. 309. G.A. (Ser.A) Dept., dt. 23-05-1984.
7. G.O.Ms.No. 396. G.A. (Ser.A) Dept., dt. 24-08-1987.
8. G.O.Ms.No. 116. G.A. (Ser.A) Dept., dt. 21-02-1990.

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ORDER :

The Government have been contemplating for sometime the revision of policy regarding posting of Gazetted Officers to their native Districts. According to the G.O. first read above, no Gazetted Officer shall be posted to any place in his native District, except in the case of Officers working in the Twin Cities of Hyderabad and Secunderabad. After careful consideration of the representations made by certain Service Associations the Government modified the policy, enabling the competent authorities concerned, to post certain categories of Gazetted Officers in their native Districts. According to G.Os. 3rd, 5th and 7th read above, the following categories of Gazetted Officers can be posted to their native Districts with certain restrictions as indicated below:--

- (i) Veterinary Officers, Assistant Agricultural Officers, Officers working in Educational Institutions and Medical Officers not entrusted with the duties of Medico-legal cases.

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- (ii) Tahsildars and Block Development Officers may be posted to their Native Districts but outside the Revenue Divisions comprising their native Taluks;
- (iii) Dupty Executive Engineers (formerly Assistant Engineers) Roads and Buildings Department, may be posted to their native Districts but not the jurisdictions comprising their native Taluqs or where they have any properties; and
- (iv) Gazetted Officers in the Scheduled Areas in Adilabad District.

All other Gazetted Officers are however, not allowed to be posted to their native Districts.

2. After careful consideration and in modification of the orders in the G.O. 8th read above, Government hereby direct that all the 1st level Gazetted Officers, except those belonging to the Police Department, may be allowed to be posted to their Native District, but not to the jurisdiction comprising their native Mandals/divisions. Orders already issued that there shall be no restriction on the posting of Gazetted Officers in the twin cities of Hyderabad and Secunderabad and in the Scheduled Areas of Adilabad District, shall, however, continue to be in force.

3. The Departments of Secretariat and all Heads of Departments are requested to bring these orders to the notice of all the concerned officers.

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

K. V. NATRAJAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services-Transfer of employees during the financial year, 1992-93 - Regarding.

FINANCE AND PLANNING (FINANCE WING-W & M.I) DEPARTMENT

G.O.Ms.No.63.

Dated the 6th April, 1992.

Read the following :--

1. G. O. Ms.No. 100. Fin. & Plg. (FW. W & M.I) Dept., dated 05-4-1988.
2. G. O. Ms.No. 139. Fin. & Plg. (FW. W & M.I) Dept., dated.30-05-1988.
3. G.O.Ms.No. 317. Fin. & Plg. (FW. W&M.I) Dept., dated. 28-07-1990.

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ORDER :

In the reference 1st read above orders were issued imposing economy in expenditure and restrictions on transfers was one of them. These orders were liberalised in the subsequent Government Orders.

The matter has been reviewed further and afer careful consideration, it has been decided no transfers shall be effected till the end of May, 1992.

3. All the Departments of Secretariat and all Heads of Departments are requested to follow the above instructions scrupulously. These instructions are also applicable to Panchayuat Raj Institutions, Local Bodies including Municipal Corporations, Universities and All Grant-in-aid Institutions.

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

C.S. RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services-Transfer of employees
certain guidelines for the year, 1992-93 Issued,

FINANCE AND PLANNING (FINANCE WING-W & M.I) DEPARTMENT

G.O.Ms.No.97.

Dated 18-06-1992.

Read the following :--

1. G.O.Ms.No. 317. Fin. & Plg. (FW. W&M.I) Dept., dated 28-07-1990.
2. G.O.Ms.No. 63. Fin. & Plg. (FW. W&M.I) Dept., dated.06-04-1992.
3. This Department Memo No. 10614/231/A2/W&M.I/92 dated. 04-06-1992.

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ORDER :

In the reference 2nd read above orders were issued not to effect any transfer till the end of May, 1992 and this was extended in the reference 3rd read above.

2. After careful review of the above said orders. Government issue the following guidelines for making transfers. These orders shall remain in force till such time as fresh orders are issued.

- (i) Transfer may be made mutual request without involving any expenditure on transfer T.A.
- (ii) Transfers on request to vacant posts without involving payment of Transfer T.A.
- (iii) Transfers may also be allowed which are inevitable on account of disbandment of posts, on account of reversions, retirements, promotions, repatriation, deputation, disciplinary proceedings.

- (iv) Transfers may also be allowed in the case of revenue earning departments like Commercial Tax Department, Motor vehicles department, state excise department Registration & Stamps Department, and Civil Supplies Department in the case of employees who have put in more than five years of service at one place.

3. In the cases of transfers as per the guidelines mentioned at items (iii) and (iv) above it should be ensured that they are kept at a minimum and such situations should not be used to effect transfers of persons who need not be disturbed. Further all the transfers as per guidelines in para 2 (iii) and (iv) above shall be made before the end of July, 1992.

4. In cases where some transfers have to be effected which are not covered by the guidelines mentioned above and if the transfers are considered most inevitable in public interest, such transfers should be fully justified and must be effected after obtaining orders through the Minister concerned and the Finance Minister.

5. All the Departments of Secretariat and all Heads of Departments are requested to follow the above instructions scrupulously. These instructions are also applicable to Panchayat Raj institutions. Local Bodies including Municipal Corporation, University and All Grant-in-aid Institutions.

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

C.S. RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES-State and Subordinate Services-Period of tenure for transfer of staff in Flying Squads-Instructions-Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No. 122.

Dated the 12th March, 1993.

Read the following :-

1. G.O.Ms.No. 1289, G.A. (Ser.A) Dept., dt. 6-11-1963.
2. G.O.Ms.No. 210, G.A. (Ser.A) Dept., dt. 6-2-1965.
3. Govt. Memo. No. 510/Ser.A/85-1, GAD., dt. 14-5-1985.
4. Govt. Memo. No. 882/Ser.A/87-2, GAD., dt. 15-12-1988.

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ORDER :

Instructions were issued in the G.O. first and second read above that no Government Servant should be transferred from one place to another before he had put in at least three years in the post except on grounds of promotion or as a measure of penalty or at the Officer's own request in very special cases, and that if transfers are to be effected by the competent authority before expiry of three years, the sanction of the immediate higher authority should be obtained. The said instructions cover transfers of all categories of employees under State Government irrespective of the nature of duties they are required to discharge.

2. It is brought to the notice of Government that persons working in Flying Squads in Forest Department and similar parties in certain other departments stand on a different footing. Though the work of the personnel of Flying Squads is arduous as they have to perform duties round the clock, yet it is considered, they may gain undue familiarity with the local people. To avoid such a situation, it is considered desirable to restrict the duration of stay of such personnel at a station relatively to a shorter period.

3. Government after careful consideration, direct that personnel of the Flying Squads (other than in Forest Department) or the parties engaged in similar work, should not ordinarily be transferred from a place before

completion of one year not be retained for more than two years at a place. Where it becomes necessary to transfer a person within a period of one year, the reasons justifying, such transfer should be recorded writing.

4. All the Heads of Departments and the Departments of the Secretariat are requested to follow the above instructions scrupulously.

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

D. AURORA,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services-Transfer of
Employees Further instructions-issued.

FINANCE AND PLANNING (FINANCE WING-W & M.I) DEPARTMENT

G. O. Ms. No. 275.

Dated 13-07-1993.

Read the following :-

G.O.Ms.No. 97 Fin. & Plg. (FW. W&M.I) Department dt. 18-06-92.

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ORDER :

In the reference read above guidelines for effecting transfers during the year 1992-93 were issued.

2. The Government reviewed the above orders and decided that the above guidelines with some marginal modifications indicated in this order should be followed as a matter of general policy in future also. Accordingly, the following guidelines are issued.

- (i) Transfers may be made on mutual request without involving any expenditure on Transfer Travelling allowance.
- (ii) Transfers may be made on request to vacant posts without involving payment of Transfer Travelling Allowance.
- (iii) Transfers may also be allowed which are inevitable on account of disbandment of posts, reversions, retirements, promotions, repatriation, deputation and disciplinary proceedings.
- (iv) Transfers are also allowed in revenue earning departments like Commercial Tax Department, Motor Vehicles Department, State Excise Department, Registration and Stamps Department, Forest Department and in addition Police Department and Civil Supplies Department in the case of employees who have put in more than five years of service at one place.

3. Even in respect of transfers as per the guidelines mentioned at items (ii) & (iv) above, efforts should be made to keep them at the minimum and such occasions should not be utilised for ordering general transfers on a large scale.

4. In case some transfers, which are not covered by the guidelines mentioned above, are considered inevitable in public interest, such transfers should be fully justified and must be effected after obtaining orders of the Minister concerned and the Finance Minister.

5. All the Departments of Secretariat and all Heads of Department are requested to follow the above instructions scrupulously. These instructions are also applicable to Panchayat Raj Institutions. Local Bodies including Municipal Corporations. Universities and All Grant-in-aid institutions.

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

A.R. JAYAPRAKASH,
Special Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services-Transfer of Employees
Further Instructions-Order-Issued.

FINANCE AND PLANNING (FINANCE WING-W & M.I) DEPARTMENT

G.O.Ms.No.25.

Dated 20-01-1994.

Read the following :--

1. G.O.Ms.No. 275 Finance & Plg. (FW. W&M.I) Department dated 13-07-1993.
2. Govt. Memo No. 41937-A/392/A2/W&M-1/93. Dated 3-1-1994.

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ORDER :

Orders were issued under reference 1st Read above prescribing guidelines for transfer of Government Employees. Transfers not falling within these guidelines are to be referred to the Government for the approval of the Minister concerned and the Finance Minister.

2. It has been observe that a large number of transfers are being effected in violation of these guidelines. Government are also receiving proposals seeking ratification of transfer orders already issued and implemented. Proposals for post-facts ratification and violation of the guidelines defeat the intent of effecting economy.

3. In order to ensure that these orders are followed scrupulously and n supression of the Memo, second cited, the following further instructions re issued.

- (i) The Sub-Treasury Officer/The District Treasury Officer/Pay & Accounts Officer shall not pass the Transfer Travelling allowance bills where transfers are made in violation of the orders read above unless the Transfer Travelling Allowance bill is accompanied by a Government Order issued with the specific concurrence of the Finance Department relaxing the guidelines issued in the Government Order 1st read above.

- (ii) In case transfers are made in violation of the guidelines issued in Government Order read above and the Transfer Travelling Allowance bills concerning those transfers are passed such amounts shall be recovered from the salary of the Officer who issued the transfer order in violation of the Government Order read above. Disciplinary action should also be initiated against such officer.
- (iii) Disciplinary action should also be initiated against the Sub-Treasury Officer/District Treasury Officer Pay Accounts Officer if he/she passes Transfer Travelling Allowance bills in case of transfers which are made in violation of the guidelines issued in the Government Order read above and the instructions issued in this order.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICE-State and Subordinate Services-Transfer of Employees-
Lifting of ban- Orders - Issued.

 FINANCE & PLANNING (FW. W&M.I) DEPARTMENT

G.O.Ms.No. 130.

Dated 17th May, 1995.

Read the following :-

1. G.O.Ms.No.1289, General Administration (Ser.A) Department
Dated 06-11-1963.
2. G.O.Ms.No.210, General Administration (Ser.A) Department
Dated 06-02-1965.
3. Memo No.510/Ser.A/85-1,, General Administration (Ser.A)
Department Dated 14-05-1985
4. G.O.Ms.No. 275, Fin. & Plg. (FW. W&M I.) Department dated
13-07-1993.

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ORDER :

In the reference 1st and 2nd read above, Government issued orders banning transfers Government employees until the employee has put in atleast 3 years of service at any place of posting except on grounds of promotion or as a measure of penalty or at the employee's own request in very speical cases.

2. In reference 3rd read above, instructions were issued to the effect that employees in both focal and non-focal posts should be transferred after completion of 3 years.

3. In the reference 4th read above. Government in Finance and Planning (Finance Wing) Department have issued orders banning all transfers as an economy measure except those covered by the following proviso.

- (i) Transfers may be made on mutual request without involving any expenditure on Transfer Travelling Allowance.

- (ii) Transfers may be made on request to vacant posts without involving payment of Transfer Travelling Allowance.
- (iii) Transfers may also be allowed which are inevitable on account of disbandment of posts, reversions, retirements, promotions, repatriation, deputation and disciplinary proceedings.
- (iv) Transfers are also allowed in revenue earning departments like Commercial Tax Department, Motor Vehicles Department, State Excise Department, Registration and stamps Department, Forest Department and in addition Police Department and Civil Supplies Department in the case of employees who have put in more than five years of service at one place.

4. Government after careful consideration of the matter hereby decided to lift the ban on transfers imposed in the reference 1 to 4th read above from 17th May 1995 to 6th June, 1995. Transfer orders not implemented within this period will lapsed automatically.

5. All the Departments of Secretariate and Heads of Departments are requested to minimize the transfer to the extent possible so as to minimize the commitment on transfer Travelling Allowance. Transfers made at request of employees will not be eligible for payment of Transfer Travelling Allowance.

6. All the Departments Secretariat and Heads of Departments are also requested to ensure that no transfer shall be effected in accordance with this order after 6 June 1995.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer and postings of Gazetted Officers in the native District of Adilabad District - Instructions - Issued.

GENERAL ADMINISTRATION (SERVICE-A) DEPARTMENT

G.O.Ms. No. 1066.

Dated: 15-12-1995.

Read the following :--

1. G.O.Ms. No.116, G.A. (Ser.A) Department Dated 21-2-1990.
2. G.O.Ms. No. 97, Finance & Planning (FW. W&M.I) Department Dated 18-6-1992.
3. G.O.Ms. No.275, Finance & Planning (FW.W&M.I) Department Dated 13-7-1993.

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ORDER :

In the G.O. 1st read above, orders were issued directing that no Gazetted Officer should be posted to any place in his native District except in the case of Officers working in the twin cities of Hyderabad and Secunderabad, in the scheduled areas of Adilabad District and also the following:--

- (1) Veterinary Officers.
- (2) Assistant Agricultural Officers.
- (3) Officers in Educational Institutions; and
- (4) Medical Officers not entrusted with the duties of medico-legal cases.

It was also directed that Mandal Revenue Officers and Deputy Executive Engineers, Roads and Buildings can also be posted to their native District but not to the jurisdiction comprising their native Mandals or places where they have any property and permitted the Non-Gazetted Officers to be posted to their native Revenue Division/Mandals.

2. In the G.O. 3rd read above, orders were issued that the guidelines on transfers issued in the G.O. 2nd read above with certain modifications indicated therein should be followed as a matter of general policy in future also.

3. Now, it has come to the notice of the Government, that there are large number of vacancies in the Adilabad District which resulted as a major hurdle in implementing the developmental programmes. Even though there are some backward Districts in so far as development is concerned, the problem of avoidance of a posting is acute in Adilabad District. For a variety of reasons Officers are not willing to serve in this District. The Government, after due consideration decided to relax native District rule for filling up vacancies in Adilabad District and to permit Officers to serve in native District of Adilabad.

4. The Government accordingly direct that, the cases of request of Officers for transfer to Adilabad District who are natives of Adilabad District shall be considered on a case to case basis in a slightly liberal manner on merits depending on the circumstances of the case subject to the guidelines issued in G.O. 3rd read above.

5. The Departments of Secretariat and Heads of Departments are requested to keep these orders in view while posting Officers to Adilabad District.

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

M.S. RAJAJEE,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer of Government Servants - Transfer on medical grounds on identified diseases (either to self or spouse) to the place where such medical facilities are available for undergoing treatment - Instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms. No.236.

Dated 27-5-1996.

Read as following :-

1. G.O.Ms. No.1289, G.A. (Ser.A) Department dated 6-11-1963.
2. G.O.Ms. No. 210, G.A. (Ser.A) Department dated 5-2-1965.
G.O.Ms.No.97, Finance & Planning (F.W.W&M.I) Department dated 18-6-1992.
4. G.O.Ms. No.275, Finance & Planning (F.W.W&M.I) Department dated 13-7-1993.
5. From the A.P.N.C.Os Association representation, dated 14-8-1992.

ORDER :

Instructions were issued from time to time regarding the transfer of Government employees from one post to other and from one place to another. Based on the recommendations of the Administrative Reform Committee the Government issued instructions in the G.O. first read above that no Government servant should be transferred from one place to another before he has put in at least three years of service in either focal or non-focal point to the post except on grounds of promotion or as a measure of penalty, or at the Officer's own request in very special cases. While ordering such transfers, special disabilities of the Officer concerned with particular reference to health or education of his children may be kept in view.

2. Subsequently, in the G.O. third read above, Government have issued certain guidelines for effecting transfers during the year 1992-93 and in the G.O. fourth read above, it was directed to follow the guidelines issued in the G.O. third read above with some marginal modifications indicated therein, as a matter of general policy in future also.

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3. The Andhra Pradesh Non-Gazetted Officers Association in their representation fifth read above have made certain requests among others, the said Association requested to give permission to effect transfers on the request of the individuals on medical grounds on identified diseases (either to self or spouse) such as Cancer, Heart Operation, Neuro Surgery, Bone T.B. Kidney Transplantation to the places where such medical facilities are available, so as to enable them to undergo treatment.

4. The Government, after due consideration, hereby accept the above request of the Association and direct that requests for transfers of the Government servants on medical grounds for diseases (either to self or spouse) of Cancer, Heart Operation, Neuro Surgery, Bone T.B. Kidney Transplantation to places. Where such medical facilities are available, to undergo treatment, be considered on selective basis and it should not be accepted as a matter of routing, subject to the guidelines issued in the G.O. fourth read above. The request for transfer on aforesaid grounds should not be for focal posts.

5. These orders will not, however, be applicable to the transfers involving inter local cadres under the provisions of the Andhra Pradesh Public Employment (Organisation of Local cadres and Regulation of Direct Recruitment) Order, 1975.

6. All the Departments of Secretariat and Heads of Departments shall follow the above instructions scrupulously.

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

M.S. RAJAJEE,
Chief Secretary to Government.

738-6*

GOVERNMENT OF ANHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfer of Government Servants - Restriction on Transfer of employees who are going to retire within one year from the places where they are presently working - Instructions - Issued.

 GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms. No.379.

Dated 29-8-1996.

Read the following :--

1. G.O.Ms.No.1289, G.A. (Ser.A) Department dated 6-11-1963.
2. G.O.Ms. No. 210, G.A. (Ser.A) Department dated 5-2-1965.
3. From the A.P.N.G.Os Association representation, dated 20-5-1996.

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ORDER :

Instructions were issued from time to time regarding the transfer of the Government employees from one post to another and from one place to another. Based on the recommendations of the Administrative Reforms Committee, the Government issued instructions in the G.O. first read above that no Government servant should be transferred from one place to another before he has put in at least three years of service in either focal or non-focal point to the post except on grounds of promotion or as measure of penalty, or at the Officer's own request in very special cases. While ordering such transfers, it was also instructed special disabilities of the Officer concerned with particular reference to health or education of his children may be kept in view.

2. The Andhra Pradesh Non-Gazetted Officers Association in their representation 3rd read above have now made certain requests, among others, to give instructions restricting the transfer of employees who are going to retire within one year from the places where they are presently working.

3. The Government after careful consideration, hereby direct that employees who will attain superannuation within one year from the day on which the authority propose to transfer him may not be transferred from the

places, where they are presently working except on grounds of promotion or as a measure of penalty or at one's own request in very special cases.

4. All the Departments of Secretariat, Heads of Departments and District Collectors shall follow the above instructions scrupulously.

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

M.S. RAJAJEE,
Chief Secretary to Government.

GOVERNMENT OF ANHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Transfer of
Employees - Ban Orders - Issued.

FINANCE & PLANNING (FW. W&M.I) DEPARTMENT

G.O.Ms. No.293.

Dated 01-10-1996.

Read the following :--

1. G.O.Ms. No.97, Finance and Planning (FW.W&M.I)
Department dated 18-06-1992.
2. G.O.Ms. No. 275, Finance and Planning (FW.W&M.I)
Department dated 05-07-1993.

-----oOo-----

ORDER :

Government hereby has decided to impose ban on transfer of
Government employees with immediate effect.

2. The above ban order is not aplicable in respect of transfers which
are inevitable on account of disbandment of posts, reversions, retirements,
promotions, repatriation, deputation and disciplinary proceedings.

3. All the Departments of Secretariat and all Heads of Departments
are reuested to follow the above instructions scrupulously. These orders are
also applicable to Panchayat Raj Insititutions, Local Bodies including
Municipia Corporations, Universities and all Grant-in-Adi Institutions.

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

M. SAHOO,
Secretary to Government.

GOVERNMENT OF ANHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfers in Family Welfare Department for implementing intensive Family Planning Drive - Transfer and posting of docotors skilled in tubectomy/vasectomy operations within the District - Relaxation of ban orders on transfer - Orders - Issued.

 FINANCE & PLANNING (FW. W&M.I) DEPARTMENT

G.O. Rt. No.405.

Dated 25-03-1997.

Read the following :--

G.O.Ms.No. 293, Finance & Planning. (FW. W&M.I) Department, dated 01-10-1996.

-----oOo-----

ORDER :

In the G.O. read above orders were issued imposing ban on transfer of Government employees with immediate effect. However these orders are not applicable in respect of transfers which are inevitable on account of disbandment of posts, reversions, retirements promotions repatriation, deputation and disciplinary proceedings.

2. District Collectors have brought to the notice of the Government that they are facing difficulties in implementing the Family Planning Programme as doctors who are not trained in performing sterilisations have been posted to Family planning Service Centres. Therefore, they wish to effect transfers within the district posting doctors skilled in tubectomy/vasectomy operations to the Family Planning Service Centres within the district.

3. Government, after careful consideration of the importance of the programme and the necessity to utilise the services of the skilied doctors in tubectomy/vasectomy operations at the Family Planning Service Centres, in a better manner hereby relax the ban on transfers of doctors in the Andhra Pradesh Medical & Health Services and permit the District Collectors to effect transfer of docotors within the district to this limited extent.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and subordinate Services - Ban on transfer -
of employees - Exemption to Adilabad District Orders - Issued.

 FINANCE & PLANNING (FW, W&M.I) DEPARTMENT

G.O. Rt. No. 455.

Dated 27-03-1997.

Read the following:---

1. G.O.Ms.No. 293, Finance and Planning (FW, W&M.I) Department, dated 01-10-1996.
2. From General Administration (Ser.A) Department, U.O. No. 15187/Ser.A/97, dated 12-03-1997.

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ORDER :

In the G.O. read above, orders were issued imposing ban on transfer of Government employees with immediate effect. However, exemption has been provided in respect of transfers which are inevitable on account of disbandment of posts, reversion, retirements, promotions, repatriation, deputation and disciplinary proceedings.

2. In the reference 2nd read above, it has been brought to the notice of the Government that delay in filling-up the vacant posts in districts where extremist activity is wide spread, provides a handle to extremist elements to make adverse propaganda against the Government which needs to be arrested at all costs. To arrest such propaganda and to achieve the targets in implementing welfare schemes in the backward & tribal districts of Adilabad it has been proposed that the ban on transfers be relaxed to fill-up the posts in Adilabad District.

3. Government, after careful consideration, hereby order that the ban orders imposed in the G.O. read above are hereby relaxed in respect of transfers proposed within the Adilabad District, and for transfers from outside into Adilabad District. However, these orders are confined only to the Adilabad District and no consequential transfers shall be made out of Adilabad District.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

ABSTRACT - Public Services - State and subordinate Services - transfer -
Lifting of ban orders - Issued

FINANCE & PLANNING (FW W&M.I) DEPARTMENT

G.O.Ms.No. 63.

Dated 05-05-1997.

Read the following:--

1. G.O.Ms.No. 97, Finance and Planning (FW.W&M.I) Department, dated 18-06-1992.
2. G.O.Ms.No. 175, Finance and Planning (FW-W&M-I) Department, dated 13-07-1993.
3. G.O.Ms.No. 293, Finance and Planning (FW-W&M-I) Department, dated 01-10-1996.

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ORDER

Government have been issuing orders from time to time imposing certain restriction on transfers. In the G.O. 3rd read above a total ban was imposed on transfers except when necessiated by disbandment of posts, reversions, retirements, promotions, repatriation, deputation and disciplinary proceedings.

2. After reviewing the position, Government have decided to relax the ban imposed on transfers and order that any transfer required in the interest of the administration shall be effected between 10th May, 1997 and 10th June, 1997. All the Departments of Secretariat and all Heads of Departments are requested to minimise transfers as far as possible and effect only those transfers which are strictly warranted in the interest of administration.

3. These orders are also applicable to Panchayat Raj Institutions, Local Bodies including Municipal Corporations, Universities and all grant-in-aid Institutions.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SER.A) DEPARTMENT

*Memo. No. 44041/Ser.A/97-1**Dated 4-6-1997.*

Sub :- Public Services - State and subordidnate Services - Transfer-
Lifting of ban on transfers - Certain further instructions for
implementation of Orders on transfers in Adilabad District -
Reg.

- Ref :-
1. G.O.Ms.No. 292, Finance and Planning (FW.W&M.I) Department, dated 01-10-1996.
 2. G.O.Rt.No. 455, Finance and Planning (FW.W&M.I) Department, dated 27-03-1997.
 3. G.O.Ms.No. 63, Finance and Planning (FW.W&M.I) Department, dated 05-05-1997.
 4. From the District Collector, Adilabad D.O.Lr. No. A2/3096/97, dated 27-05-1997.

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In the G.O. first cited, orders were issued imposing total ban on transfers of Government employees except when necessiated by disbandment of posts, reversions, retirements, pormotions, repatriation, deputation and disciplinary proceedings.

In orders to achieve the targets of the Government and to see that the welfare measures of Government reach the public in the Backward & Tribal District of Adilabad, orders have been issued in the G.O. second cited relaxing the ban orders on transfers imposed in the G.O. first cited for effecting transfers within the Adilabad District and also for transfers from outside into Adilabad District. However these orders are confined only to the Adilabad District and no consequential transfers shall be made out of Adilabad District.

In the G.O. third cited, while relaxing the ban imposed on transfers in the G.O. first cited, orders have been issued that any transfer required in the interest of administration shall be effected between 10th May, 1997 and 10th June, 1997.

The District Collector in his letter fourth cited has brought to the notice of Government that with lifting of ban on transfers in the G.O. thrid cited,

several District Officers in Adilabad District are making efforts to get themselves transferred out of Adilabad District and therefore requested not to transfer any Officer from Adilabad District without providing a suitable substitute.

All the Departments of Secretariat and all the Heads of Departments are therefore requested not to transfer any officer from Adilabad District without providing a suitable substitute.

M.S. RAJAJEE,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Transfers - Extention of time limit to effect the transfers upto 11th July 1997 in respect of Revenue and Irrigation Departments - Orders - Issued.

FINANCE & PLANNING (FW W&M.I) DEPARTMENT

G.O.Ms.No. 103.

Dated 09-07-1997.

Read the following:--

1. G.O.Ms.No. 293, Finance and Planning (FW-W&M-I) Department, dated 1-10-1996.
2. G.O.Ms.No. 63, Finance and Planning (FW-W&M-I) Department, dated 05-05-1997.

-----oOo-----

ORDER :

In the G.O. 2nd read above, Government have relaxed the ban on transfers for effecting the transfers in various Departments by stipulating specific period i.e., 10th May 1997 to 10th June, 1997.

2. Subsequently, it has been brought to the notice of the Government that due to conducting of "Water Users Association" elections, transfers could not taken place in respect of Revenue Department and Irrigation Department. The process for effecting the transfers in these Departments is being under active consideration. Since transfers in these Departments could not be carried out due to exigency of Government work, it is decided to extend the time limit prescribed in G.O. 2nd read above upto 11th July, 1997 only for the Revenue Department and Irrigation Department.

3. The Revenue and Irrigation Departments shall effect the transfers on or before 11th July, 1997. No further extention will be granted after 12th July, 1997.

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

D. SUBBA RAO,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - State and Sub-ordinate Services Transfers of employees -
Certain clarification - Orders - Issued.

 FINANCE & PLANNING (FINANCE WING; W&M-I) DEPARTMENT

G.O.Ms.No. 177

Dated : 16-10-1997.

Read the following :--

1. G.O.Ms.No. 293, Finance & Planning (FW:W&M-I) Department, Dated 01-10-1996.
2. G.O.Ms.No. 405, Finance & Planning (FW:W&M-I) Department, Dated 25-03-1997.
3. G.O.Ms.No. 455, Finance & Planning (FW:W&M-I) Department, Dated : 20-07-1993.
4. G.O.Ms.No. 63, Finance & Planning (FW:W&M-I) Department, Dated : 05-05-1997.

* * * * *

ORDER :

In the G.O. 1st read above, Government issued orders imposing ban on transfers of Government employees except transfers which are inevitable on account of disbandment of posts, reversions, retirements, promotions, repatriation, deputation and disciplinary proceedings. These orders have also been made applicable to Panchayat Raj Institutions, Local Bodies including Municipal Corporations, Universities and all Grant-in-aid Institutions.

2. In the G.O. 2nd read above, this ban on transfers was relaxed in a limited manner in respect of skilled Doctors in-tubectomy/vasectomy. The District Collectors were permitted to effect the transfers of Doctors within the district to this limited extent.

3. In the G.O. 3rd read above, this ban was relaxed in respect of transfers proposed within Adilabad District and transfers from outside into Adilabad on Administrative grounds.

4. To facilitate general transfers, a relaxation was issued in the G.O. 4th read above to effect the transfers between 10-05-1997 and 10-06-1997. The time period for relaxation was extended upto 11-07-1997 only in respect of Irrigation and Revenue Departments.

5. These ban orders on transfers are also relaxed in cases involving posting together of married couples. Should such cases involve relaxation of the six point formula, such relaxation should be obtained separately following the due procedure.

6. The general ban on transfers came back into effect from 11-06-1997 (12-07-1997 in respect of irrigation and Revenue Department). Reading together all relevant orders and instructions, the current position on transfers of Government employees is as follows. All transfers are banned except those covered under the following cases :

(i) Transfers which are inevitable on account of disbandment of posts, reversions, retirements, promotions, repatriations, deputations and disciplinary Proceedings (G.O.Ms.No. 293, dt : 01-10-1996).

(ii) In respect of skilled Doctors in Tubectomy/Vasectomy in A.P. Medical and Health Services. District Collectors are permitted to effect the transfer of Doctors within their district only. (G.O.Rt.No. 405, dt: 25-3-1997).

(iii) In respect of transfers proposed within the Adilabad Districts and for transfers from outside into Adilabad District. These orders are restricted only to Adilabad District. (G.O.Rt.No. 455, dt: 27-3-1997).

(iv) Transfers involving posting of married couples in the same place. Only one of the spouses can be shifted following the prescribed procedure.

(v) Transfers approved by Government following prescribed procedure with specific approval of Finance and Planning (Fin. Wing. Ways and Means-I) Department.

7. The position in para-6 above is also applicable to employees of Panchayat Raj Institution, Local Bodies including Municipal Corporations, Universities and all grant-in-aid Institutions.

8. Any transfers, made in deviation of the above orders will be viewed seriously and necessary disciplinary action shall be taken against such officers.

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

D. SUBBA RAO,
Secretary to Government.

Copy of :

GOVERNMENT OF ANDHRA PRADESH

FINANCE AND PLANNING (FIN.WING. W & M) DEPARTMENT

CIRCULAR MEMO No. 49376-A/736/A2/W & M/98, dated : 11-02-1999.

Sub :- Establishment - Transfer - Clarification on transfers falling under Six Point Formula - Issued.

- Ref :-
1. U.O.Note No. 540/SPF.A/96-1, General Administration (SPF) Department, dt. 17-9-1996.
 2. G.O.Ms.No. 177, Finance and Planning (Fin.Wing.) (W&M. I) Department, dt. 16-10-1997.

In the G.O. 2nd cited, orders were issued exempting certain transfers from the purview of ban orders and the administrative department have been requested to obtain specific permission from Government in Finance and Planning (F.W. W & M-I) Department in respect of other than these transfers.

2. In the reference 1st cited, G.A. (S.P.F.) Department have issued orders that the inter-local transfers for all eligible cases, which are in accordance with the Presidential order and the orders/instructions issued thereon be delegated to the Chief Secretary to Government.

3. In the light of the above instructions and keeping in view the administrative reforms, all the Department of Secretariat are requested that the files relating to transfers falling under local cadre transfers in eligible cases which are in accordance with the Presidential orders and where ban on transfers have to be invoked as per sub-para (v) of para 6 of G.O.Ms. No. 177 Finance and Planning (F.W. W&M I) Department dated 16-10-1997 shall be circulated to the Chief Secretary to Government. In all other cases where Six Point Formula is not involved, the Department may be advised to obtain orders in circulation to Chief Minister through Finance Minister, concerned Minister and Secretariat Head of the Department.

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Transfer of employees - certain Clarification - Orders - Issued.

 FINANCE AND PLANNING (FIN. WING. W&M) DEPARTMENT

G.O.Ms.No. 127,

Dated: 24-08-1999.

Read the following :-

1. G.O.Ms.No. 177, Finance and Planning (FW W&M) Department, dated 16-10-1997.
2. G. O.Ms.No. 236, G. A. (Ser.A) Department, dated 27-05-1996.

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ORDER :

The Following Amendment is issued to the G.O.Ms.No. 177, Finance and Planning (FW W&M) Department, dated 16-10-1997.

Add the following item to para 6 of the above G.O.

- "vi. Transfers of Government Servants on medical grounds for the diseases (either self, or spouse or dependant children) of Cancer, Heart Operation, Neuro Surgery, Bone T.B. Kidney Transplantation to places where such facilities are available as ordered in G.O.Ms. No. 236 G.A. (Services. A) Department dated 27-05-1996".

The Departments of Secretariat are authorised to issue transfer orders on this ground after satisfying themselves with the genuineness of the cases duly verifying the medical certificates etc., with the concurrence of Finance Department.

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

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
FINANCE & PLANNING (FINANCE WING-W&M) DEPARTMENT
Circular Memo No. 5423/342/A2/W&M/2000. Dated 09-08-2000.

Sub:- PUBLIC SERVICES - State and Subordinate Services
Transfers of Employees - Regarding.

- Ref:- 1. G.O.Ms.No. 177, Fin. & Plg. (FW.W&M) Department,
dated 16-10-1997.
2. G.O.Ms.No. 507, General Administration (AR&T.I)
Department, dated 03-12-1999.

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Kind attention of all the Departments of Secretariat and Heads of Department are invited to the orders issued in the reference cited. Government have issued instructions vide G.O.Ms.No. 177, Fin. & Plg. (FW. W&M) Department, dated 16-10-1997 imposing ban on transfers of Government employees except the transfers which are inevitable on account of disbandment of posts reversions retirements, promotions repatriations, deputations and disciplinary proceedings. Orders have been issued in G.O.Ms.No. 507, G.A. (AR &T.I) Department, Dated 03-12-1999 to effect the transfers through counseling system in the month of May. These orders have also been made applicable to Public Sector Institutions/Local bodies including Municipal Corporations and all Grants-in-aid institutions. These ban orders are relaxed in some cases without the knowledge of the Finance & Planning (Fin. Wing - Ways & Means) Department and in violation of G.O.Ms.No. 177, Fin. & Plg. (FW.W&M) Department, dated 16-10-1997.

2. It is once again brought to the notice of all the Departments of Secretariat and Heads of Department to follow the instructions scrupulously.

3. All the District Treasury Officers and Assistant Treasury Officers/ Sub-Treasury Officers and Pay and Accounts Officer, Hyderabad, including Pay & Accounts Officers of Projects Wing are directed not to admit the salary bill of the employees who are transferred without the concurrence of Finance and Planning (Finance Wing - Ways & Means) Department.

S.K. ARORA,
Principal Secretary to Government.

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - State and Subordinate Services Transfers of employees -
Certain clarificatio - Orders - Issued.

FINANCE AND PLANNING (FINANCE WING-W&M) DEPARTMENT

G.O.Ms.No. 139.

Dated: 29-09-2000.

Read the following:--

1. G.O.Ms.No. 177, Fin. & Plg. (FW.W&M) Department,
dated 16-10-1997.

---oOo---

ORDER :

1. In the G.O. read above, Government issued orders imposing ban on
transfers of Government employees.

2. The ban orders on transfers is relaxed for Excise Department only.
The Commissioner, Prohibition & Excise is authorised to exercise the powers
as per guidelines for transfers indicated in the Annexure to this order and to
streamline the Department.

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

S.K. ARORA,
Principal Secretary to Government.

ANNEXURE

DEPARTMENT OF PROHIBITION AND EXCISE
GUIDELINES FOR TRANSFERS

1. Transfers will be effected basing purely on the evaluation of performance of the employees according to certain objective criteria:
 - * In respect of employees working in the Regular Wing (Excise Stations) the cumulative growth in revenue during the current year over that of last year shall be taken into account. Benchmarking will be done basing on the average growth performance of the State/concerned District.
 - * In respect of employees working in the Enforcement Wing performance in the field of crime detection/control will be taken into account.

Employees with meritorious service will be encouraged. Employees with dubious record and employees who lack competence would be accommodated in relatively unimportant posts.
2. Subject to (1) above, for the purpose of Transfers ordinarily a tenure of 3 years of stay in a particular post shall be observed. In respect of employees working at check-posts the tenure shall be 2 years.
3. No posting will be given in the employee's native district.
4. To the extent possible transfers will be made from focal to non-focal posts and vice versa.
5. Instructions of the Government relating to posting of spouses of Government employees will be adhered to as far as possible.
6. Attempt will be made to give officers in different cadres exposure to various wings such as Regular Wing, Distillery Wing, Enforcement Wing and A.P.B.C.L.
7. Deviations from the above guidelines can made for administrative exigencies to be recorded in writing e.g., on disciplinary grounds, for implementation of Court Orders, filling up of vacant posts etc.,
8. All care would be taken to ensure that the transfers are limited to the minimum required for bringing about improvement in revenue performance of the Department.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - State and subordinate services - Transfer of employees
certain clarifications - orders - issued.

 FINANCE & PLANNING (F.W.W&M) DEPARTMENT

G.O.Ms.No. 179.

Dated 28-11-2000.

Read the following:--

1. G.O.Ms.No. 177, Finance & Planning (F.W. W&M) Dept, dated 16-10-1997.
2. G.O.Ms.No. 127, Finance & Planning (FW W&M) Dept, dated 24-8-1999.
3. Cir. Memo No. 49376-A/736/A2/W & M/98, Finance & Planning (FW W&M) Department, dated 11-2-1999.
4. G.O.Ms.No. 507, General Administration Department dated 3-12-1999.
5. Cir. Memo No. 5423/342/A2/W&M/2000, Finance & Planning (FW W&M) Department, dated 9-8-2000.
6. G. O. Ms. No. 139, Finance & Planning (FW W & M) Department dated 29-9-2000.

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ORDER :

In the reference 1st cited orders were issued indicating the position on transfer of Government employee. Accordingly all transfers are banned except those covered under the following cases.

1. Transfers which are inevitable on account of disbandment of posts, reversions, retirements, promotion, repatriations, deputations and disciplinary Proceedings (G.O.Ms.No. 293, dated 01-10-1996).
2. In respect on skilled Doctors in Tubectomy/Vasectomy in A.P. Medical and Health Services. District Collectors are permitted to effect the transfers of Doctors within their district only. (G.O.Rt.No. 405, dated 25-3-1997).

3. In respect of transfers proposed within the Adilabad District and for transfers, from outside into Adilabad District. These orders are restricted only to Adilabad District. (G.O.Rt.No. 455. dated 27-3-1997.)
4. Transfers involving posting of married couples in the same place. Only one of the spouses can be shifted following the prescribed procedure.
5. Transfers approved by Government following prescribed procedure with specific approval of Finance & planning (Fin. Wing - Ways & Means -I) Department.

2. Further in the G.O. 2nd read above orders were issued effecting :--

Transfers of Govt. Servants on medical grounds for the diseases (either self or spouse or dependent children) of Cancer. Heart Operation, Neuro Surgery, Bone T.B. Kidney Transplantation to places where such facilities are available as ordered in G.O.Ms.No. 236, G.A. (Ser.A) Dept., dt. 27.05.1996.

3. Orders were issued in the reference 3rd cited indicating the procedure to be followed on the transfers proposals.

4. In the reference 4th read above the orders issued on the transfers are as follows:

There shall be counseling relating to transfers in all Departments. All transfers shall be taken up and completed in the month of May every year in all Departments excepting the Irrigation Department. In the Irrigation Department, the transfers shall be taken up and completed in December every year. All the Departments will prepare guidelines for counseling. The Evaluation and allotment of marks to the employees shall be done quarterly. The evaluation results shall be published quarterly to promote healthy competition.

5. Instructions were also issued in the Cir. Memo.No. 5423/342/A2/W&M/2000, dt. 09-08-2000 to all the Treasury Officers and P.A.Os. not to admit the Salary bills of the employees who are transferred without the concurrence of Fin. & Plg. (FW. W&M) Department.

6. In the reference 6th cited orders were issued relaxing the ban orders in respect of Excise Department duly following the guidelines indicated therein.

7. The Departments of Secretariat are referring the files to Finance Department for relaxation of ban orders to effect the transfers. Further in respect of certain cases the Depts., of Secretariat are obtaining orders in circulation and referring the files to Fin. Dept., for concurrence. In certain other cases after issue of the transfer orders, files are being referred to Fin. Dept., for ratification of the transfer orders already issued. With a view to streamline the procedure to effect the the transfers by giving more autonomy to the heads of the departments and the Secretariat heads, the following instructions are issued on procedure to effect the transfers.

- (i) The District Collectors and the Heads of the Departments are authorised to effect the transfers in respect of Class. IV employees and Non-Gazetted Officers respectively for all such cases covered under the exemption clauses (i) to (iv) under Para (6) of G.O.Ms.No. 177, Finance & Plg. (FW: W&M) Department dated 16-10-97 and under G.O.Ms.No. 127, Finance & Planning, (FW; W&M) Department dated 24-8-1999 without seeking any concurrence of Finance Department.
- (ii) Secretaries of the concerned department are authorised to effect transfers in respect of gazetted officers for all such cases covered under the exemption clauses (i) to (iv) in para (6) of G.O.Ms.No. 177, Finance & Plg. (F.W: W&M) Department dated 16-10-97 and under G.O.Ms.No. 127, Finance and Planning (FW: W&M) Department dated 24-8-99 without any concurrence of the Finance Department.
- (iii.) Orders issued under clause 7 (i) & (ii) above shall not require the concurrence of Finance Department. However it shall be mandatory for the District Collectors/Heads of Departments/ Secretaries to certify the specific exemption clause under which the transfer has been ordered in the order of transfer to be signed by the concerned District Collectors/Heads of Departments/Secretaries of the Departments, failing which the Treasury Officers/Pay & Accounts Officers concerned shall not admit T.T.A. bills into audit.
- (iv) In respect of all other cases (both Gazetted and Non-Gazetted) for which relaxation of ban orders is required, on receipt of transfers proposals from the Heads of Departments the Secretary

of the Department of Secretariat shall process the proposals giving due justification for the proposed transfer and shall obtain orders in circulation upto C.M. through the concerned Minister of the department concerned and the Finance Minister. After obtaining orders in circulation the Department of Secretariat shall send the proposal to Finance & Planning (Fin. Wing-W&M) Department for concurrence.

8. All the Departments of Secretariat and Heads of the Departments are requested to note that the instructions issued in the present G.O. does not mean that the general ban on transfers is relaxed. General ban on transfers is still in force including mutual transfers and the transfers without any financial implications. General transfers will be effected only as per the guidelines issued in G.O.Ms.No. 507, G.A. (AR&T) Department, dated 03-12-1999 with specific approval of the Government following the procedure prescribed in para 7 (iv) above. Instructions issued in this G.O. are to facilitate the Departments to effect transfers covered under the exemption clauses where the general ban on transfers does not apply. It also prescribes the procedure to be adopted to effect the transfers for such special cases which are not covered under the exemption clauses stated above and for which specific relaxation of general ban orders is required.

9. All the District Treasury Officers and Pay and Accounts Officer are directed not to honour any transfer orders until and unless the exemption clause under which the transfer is effected, is indicated specifically and the order is signed by the designated authorities as per para 7 (iii) above. They are also directed to note that no transfer orders shall be honoured until and unless specific concurrence of Finance and Planning (FW W&M) Department is mentioned for the transfers orders issued vide para 7 (iv) above

10. All the Departments of Secretariat, Heads of Departments and District Collectors are requested to follow the above instructions scrupulously.

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

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Service - State and Subordinate Service - Transfer of Employees -
Certain Clarifications - Orders - Issued.

FINANCE & PLANNING (FW W&M) DEPARTMENT

G.O.Ms.No. 23.

Dated : 09-02-2001.

Read the following :-

1. Circular Memo No. 49376-A/736/A2/W&M/98, dated 11-2-1999.
2. G.O.Ms.No. 179, F&P(FW W&M) Department dated 28-11-2000.

ORDER :

The following Amendment is issued to the G.O.Ms.No. 179, Finance & Plg. (FW W&M) Department, dated 28-11-2000.

2. Add the following item to para 7 of the G.O. 2nd read above.

- (v) In the reference 1st read above, powers to effect transfers were delegated to Chief Secretary where Six Point Formula was involved. Such transfers cleared by G.A.(SPF) Department shall also be dealt with in accordance to para 7 (iv).

3. All the Departments of Secretariat, Heads of Departments and District Collectors are requested to follow the above instructions scrupulously.

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

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
FINANCE (W&M) DEPARTMENT

Memo. No. 10252-A/200/A2/W&M/2001.

Dated 22-06-2001.

Sub :- PUBLIC SERVICES - State and Subordinate Services -
Transfer of Employee - certain clarification - Orders - Issued.

Ref :- 1. G.O. Ms.No. 177, Fin. & Plg. (FW W&M) Department,
dated 16-10-1997.

2. G. O. Ms. No. 507, G. A. (AR & T) Department dated
3-12-1999.

3. Cir. Memo No. 5423/342/A2/W & M/2000, dated 9-8-2000.

4. G. O. Ms.No. 179, Fin. & Plg. (FW W&M) Department,
dated 28-11-2000.

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Kind attention of all the Department of Secretariat and Heads of Departments are invited to the orders issued in the references cited.

2. It has come to the notice that several transfers are made without following the orders issued in the reference cited. Hence, after careful examination and consideration, it is ordered now to stop the salary of the transferred employee and also of the officers who made the transfers in violation of the orders. Further the Officers liable for effecting such transfers would also be required to furnish the explanation for effecting the transfers in violation of existing orders.

3. Therefore once again it is brought to the notice of all the Departments of Secretariat / Heads of Departments and District Collectors to follow the instructions contained in the reference cited.

4. All the District Treasury Officers/ Assistant Treasury Officers/ Sub-Treasury Officers / Pay & Accounts Officer, Hyderabad including pay & Accounts Officers of Projects Wing are directed not to admit the salary bill of the transferred employee and also of the Officer who made the transfers in violation of the orders in force.

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - State and Sub-ordinate Services - Transfer of Employees -
Certain Clarification Issued - Amendment - Regarding.

FINANCE (W & M) DEPARTMENT

G.O.Ms.No. 387.

Dated : 19-07-2001.

Read the following:--

1. G.O.Ms.No. 177, F&P (FW W&M) Department, dated 16-10-1997.
2. G.O.Ms.No. 127, F&P (FW W&M) Department, dated 24-08-1999.
3. Cir. Memo. No. 49376-A/736/A2/W&M/98 F&P (FW&M) Department dated 11-02-1999.
4. G.O.Ms.No. 507, General Administration Department, dated 3-12-1999.
5. Cir. Memo. No. 5423/342/A2/W&M.2000. F&P (FW W&M) Department, dated 09-08-2000.
6. G.O.Ms.No. 139, F&P (FW W&M) Department, dated 29-09-2000.
7. G.O.Ms.No. 179, F&P (FW W&M) Department, dated 28-11-2000.
8. G.O.Ms.No. 23, F&P (FW W&M) Department, dated 09-02-2000.
9. From D.T.A. A.P., Hyderabad, Lr. No. C1/28433/98, dated 8-5-2001.
10. From the Director, State Audit, A.P., Hyderabad, Lr. No. 10863/Q/2001, dated 25-04-2001.

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ORDER :

The Director of Treasuries and Accounts and Director, State Audit through the reference 9th & 10th read above have sought for a clarification on the competent transferring authorities in the light of G.O.Ms.No. 179, F&P (FW W&M) Department dated 28-11-2000 and previous orders on transfers.

2. After careful examination of the above proposals, it is hereby clarified that it is not the intention of the Government to curtail the existing power of the transferring authorities. Hence, the following amendments to

para 7 of G.O.Ms.No. 179, Fin. & Plg. (FW W&M) Department, dated 28-11-2000 are issued, with a view to further clarify and streamline the procedure to effect the transfers by the competent transferring authorities.

3. The following Amendment is issued to the G.O.Ms.No. 179, Finance and Planning (FW W&M) Department, dated 28-11-2000.

AMENDMENT

Para 7 (i) to (iii) of G.O.Ms.No. 179, shall be substituted by para 7 (i) & (ii) as follows and Para 7 (iv) shall be re-numbered as para 7 (iii).

- Para 7 (i) The authority competent to transfer is authorised to effect the transfers of employees for all such cases covered under the exemption clauses (i) to (iv) under para (6) of G.O.Ms.No. 177, Finance & Plg. (FW W&M) Department, dated 16-10-1997 and under G.O.Ms.No. 127, Finance & Plg. (FW W&M) Department, dated 24-08-1999 without seeking any concurrence of Finance Department.
- (ii) However, it shall be mandatory for the transferring authority to certify the specific exemption clause under which the transfer has been made in the transfer orders failing which the Treasury Officers / Pay & Accounts Officers concerned shall not admit T.T.A. bills into audit.
- (iii) In respect of all other cases (both Gazetted and Non-Gazetted) for which relaxation of ban orders is required on receipt of transfer proposals from the Heads of Departments the secretary of the Department of Secretariat shall process the proposals giving due justification for the proposed transfer and shall obtain orders in circulation upto C.M. through the concerned Minister of the department concerned and the Finance Minister, After obtaining orders in circulation the Department of Secretariat shall send the proposal to Finance (Ways & Means) Department for concurrence.

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

P.K. RASTOGI,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Sub-ordinate Services - Transfer of Employees - Certain Clarification - Amendment - Orders - Issued.

FINANCE (W & M) DEPARTMENT

G.O.Ms.No. 613.

Dated : 9th October, 2001.

Read the following :--

1. G.O.Ms.No. 177, Fin. (W&M) Department dated 16-10-1997.
2. G.O.Ms.No. 127, Fin. (W&M) Department dated 24-08-1999.
3. Cir. Memo. No. 49376-A/736/A2/W&M/98, Fin. (W&M) Department Dated 11-02-1999.
4. G.O.Ms.No. 507, General Administration Department, Dated 03-12-1999.
5. Cir. Memo. No. 5423/342/A2/W&M/2000, Fin. (W&M) Department dated 09-08-2000.
6. G.O.Ms.No. 139, Fin. (W&M) Department dated 29-09-2000.
7. G.O.Ms.No. 179, Fin. (W&M) Department dated 28-11-2000.
8. G.O.Ms.No. 23, Fin. (W&M) Department dated 9-02-2001.
9. G.O.Ms.No. 387, Fin. (W&M) Department dated 19-07-2001.

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ORDER :

The following Provisions shall be added under Para 7 (iii) in the Amendment is issued to the G.O.Ms.No. 387, Finance (W&M) Department, dated 19-07-2001.

Para 7 (iii) :-

- Proviso (i)** The persons on leave for less than three months shall be given posting orders to the places from where they proceeded on leave. Reposting orders should also be indicated in the orders granting leave. These posts should be kept vacant during leave period.

Proviso (ii) For leave of more than three months, it is not necessary to keep the post vacant for so long. In such cases, for Gazetted/Non-Gazetted Officers returning from leave of more than three months the authority competent to transfer is authorized to issue posting orders at his level to any vacant post available in the Department. If however, the proposal is to post him to a post by transferring someone else in such cases the approval of the Finance Minister shall be obtained and then the proposal would be sent to Finance (Ways & Means) Department for concurrence.

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

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Sub-ordinate Services - Transfer of
Employees - Certain Clarification - Amendment - Orders - Issued.

 FINANCE (W & M) DEPARTMENT

G.O.Ms.No. 591.

Dated : 20-052002.

Read the following :--

1. G.O.Ms.No. 177, Fin. (W&M) Department dated 16-10-1997.
2. G.O.Ms.No. 127, Fin. (W&M) Department dated 24-08-1999.
3. Cir. Memo. No. 49376-A/736/A2/W&M/98. Fin. (W&M) Department dated 11-02-1999.
4. G.O.Ms.No. 507, General Administration Department, dated 03-12-1999.
5. Cir. Memo. No. 5423/342/A2/W&M/2000. Fin. (W&M) Department dated 09-08-2000.
6. G.O.Ms.No. 139, Fin. (W&M) Department dated 29-09-2000.
7. G.O.Ms.No. 179, Fin. (W&M) Department dated 28-11-2000.
8. G.O.Ms.No. 23, Fin. (W&M) Department dated 09-02-2001.
9. G.O.Ms.No. 387, Fin. (W&M) Department dated 19-07-2001.
10. G.O.Ms.No. 613, Fin. (W&M) Department dated 09-10-2001.

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ORDER :

The following Amendment is issued to the G.O.Ms.No. 177, Finance & Planning (FW. W&M) Department, Dated : 1-10-1997.

AMENDMENT

The following item shall be added under para 6 of the above G.O.

- (vii) Transfers involving posting persons who have served in the 32 interior or difficult Mandals in Schedule areas identified by T. W. Department (List of such Mandals is enclosed to this order) for a period of 3 years to a posting of their choice within their unit of appointment, if necessary by transferring the present incumbents whoever have completed 3 years of services.

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

S.K. ARORA,
Principal Secretary to Government.

**LIST OF MANDALS HAVING INTERIOR OR DIFFICULT AREAS IN
SHCHEDULED AREAS**

<i>S.No.</i>	<i>District</i>	<i>ITDA</i>	<i>Mandals</i>
1.	Srikakulam	Seethampeta	Seethampet, Meliaputti
2.	Vizianagaram	Parvathipuram	Paehipenta, G.L. Purma
3.	Visakhapatnam	Paderu	Koyyur, G.K. Veedhi G. Madugula Munchingput
4.	East Godavari	R.C. Puram	Y. Ramavaram, Maredimilli Addategala Rajavornani Devipatnam
5.	West Godavari	K.R. Puram	Buttaigudem, Jeelugumilli
6.	Khamman	Badhrachalam	Gundala, Wazedu, Chintoor Pinapaka, Valiarpadu, V.R. Puram
7.	Warangal	Eturnagaram	Eturnagaram, Mangapaeta Tadrai Gudur
8.	Adilabad	Uttoor	Bejjur Tiryani Sirpur Narnoor Dahegaon
9.		Sundipenta	Lingal and Amarabad in Mahabubnagar District

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Sub-ordinate Services - Transfer - Lifting of ban orders - Issued.

 FINANCE (W & M) DEPARTMENT

G.O.Ms.No. 603.

Dated : 23-05-2002.

Read the following :--

1. G.O.Ms.No. 177, Fin. (W&M) Department dated 16-10-1997.
2. G.O.Ms.No. 127, Fin. (W&M) Department dated 24-08-1999.
3. Cir. Memo. No. 49376-A/736/A2/W&M/98. Fin. (W&M) Department dated 11-02-1999.
4. G.O.Ms.No. 507, General Administration Department, dated 03-12-1999.
5. Cir. Memo. No. 5423/342/A2/W&M/2000. Fin. (W&M) Department dated 09-08-2000.
6. G.O.Ms.No. 139, Fin. (W&M) Department dated 29-09-2000.
7. G.O.Ms.No. 179, Fin. (W&M) Department dated 28-11-2000.
8. G.O.Ms.No. 23, Fin. (W&M) Department dated 09-02-2001.
9. G.O.Ms.No. 387, Fin. (W&M) Department dated 19-07-2001.
10. G.O.Ms.No. 613, Fin. (W&M) Department dated 09-10-2001.
11. G.O.Ms.No. 591, Fin. (W&M) Department dated 20-05-2002.

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ORDER :

Government have been issuing from time to time imposing certain restrictions on transfers. In the G.O. 1st read above a total ban was imposed on transfers, except when necessitated by disbandment of posts, reversions, retirements, promotions, repatriation, deputation and disciplinary proceedings. In the G.Os. 2nd to 11th cited, certain clarifications and modifications were ordered from time to time.

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2. After reviewing the position, in partial modification of the orders cited above, Government have decided to relax the ban imposed on transfers for a limited period till 30th June, 2002 subject to the following conditions :

1. The norm for effecting transfers shall be four years as on 1-4-2002. i.e., those who have completed four years service in a particular station as on 1-4-2002 shall be eligible for consideration.
2. Performance appraisal for the year 2001-2002 shall be the main criterion for such transfers and all transfers shall be purely on administrative considerations based on counselling and performance appraisal and 4 years norm.
3. No transfer on mutual consent basis or without T.T.A. shall be permitted since these tend to put personal consideration above administrative requirements.
4. Each Department may workout the actual extent of transfers on the basis of above guidelines and then obtain specific approval orders in circulation to Hon'ble C.M. duly indicating the total number of employees (category wise), the number (with percentage) of employees being proposed for transfers.
5. Then the file may be sent to Finance Department with the details and draft order to give concurrence to enable T.T.A. claims to be admitted by Treasury Officers.

3. All the Departments of Secretariat and all Heads of Departments are requested to minimize transfers as far as possible and effect only those transfers which are strictly warranted in the interest of administration.

4. This order is available on the internet and can be accessed at the address <http://apts.gov.in/apgos>.

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

S.K. ARORA,

Principal Secretary to Government.

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GOVERNMENT OF ANDHRA PRADESH
FINANCE (W&M) DEPARTMENT

Circular Memo. No. 18893-A2/W&M/2002. Dated: 24-06-2002.

Sub :- Lifting of ban on transfer of employees - Clarification - Issued - Regarding.

- Ref:-
1. G. O. Ms. No. 177, Fin. (W & M) Department dated 16-10-1997.
 2. G. O. Ms. No. 127, Fin. (W & M) Department dated 24-08-1999.
 3. Cir. Memo. No. 49376-A/736/A2/W&M/98. Fin. (W&M) Department dated 11-02-1999.
 4. G.O.Ms.No. 507, General Administration Department, dated 03-12-1999.
 5. Cir. Memo. No. 5423/342/A2/W&M/2000. Fin. (W&M) Department dated 09-08-2000.
 6. G.O.Ms.No. 139, Fin. (W & M) Department dated 29-09-2000.
 7. G.O.Ms.No. 179, Fin. (W & M) Department dated 28-11-2000.
 8. G.O.Ms.No. 23, Fin. (W & M) Department dated 09-02-2001.
 9. G. O.Ms.No. 387, Fin. (W&M) Department dated 19-07-2001.
 10. G.O.Ms.No. 613, Fin. (W & M) Department dated 09-10-2001.
 11. G.O.Ms.No. 591, Fin. (W & M) Department dated 20-05-2002.
 12. G.O.Ms.No. 603, Fin. (W & M) Department dated 23-05-2002.

In the reference 12th cited orders were issued lifting the general ban on transfers for a limited period up to 30-06-2002 subject to certain conditions laid therein.

It is clarified that all the exemption clauses in the reference 1st to 11th cited shall be in force during the above period.

S.K. ARORA,
Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.A) DEPARTMENT

Memo. No. 29883/Ser.A/2002.1.

Dated : 25-06-2002.

Sub:- Public Service - Ensuring the residence of Government Employees at their Headquarters - Regarding.

Ref:- G.O.Ms.No. 20, Finance & Planning (FW.TA) Department, dated 8-2-2001.

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In the G.O. cited Government have instructed all controlling officers to take immediate steps to ensure that all officers and employees under their control reside at Headquarters and are available at their Headquarters for urgent call or duty and further directed the Administrative Secretaries and Heads of Departments to take action against the staff violating the instructions.

2. The Government have received complaints that the orders issued in G.O.Ms.No. 20, Finance & Planning (FW.TA) Department, dated 8-2-2001 are not being complied with. Government reiterate the instructions issued in the G.O. cited and hereby instruct that all controlling officers shall ensure that all employees and officers under their control reside at their respective Headquarters. Necessary disciplinary action shall be taken against the staff who violate these instructions.

SATHI NAIR
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Sub-ordinate Services - Transfer - Lifting of ban orders - Extension of date - Issued.

FINANCE (W&M) DEPARTMENT

G.O.Ms.No.667

Dated: 29-06-2002.

Read the following:-

1. G.O.Ms.No. 603, Fin. (W&M) Department, Dt. 23-05-2002.
2. Memo.No. 18893-A/605/A2/W&M/2002, Fin (W&M) Dept., Dated: 24-06-2002.

—ooOoo—

ORDER :

In the reference first read above orders were issued lifting the general ban on transfers for a limited period up to 30-06-2002 subject to certain conditions laid down.

2. After careful consideration, Government hereby further extend the date for effecting general transfers up to 15-07-2002. All Departments of Secretariat are requested to complete the process of general transfers through counseling by 15-07-2002.

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

S.K. ARORA

Principal Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and sub-ordinate Services - Transfer - Lifting of ban orders - Issued - Certain instructions in respect of Officers and staff working in Tribal and Backward areas - Orders - Issued.

GENERAL ADMINISTRATION (SER.A) DEPARTMENT

G.O.Ms.No. 311

Dated: 18-07-2002.

Read the following:-

1. G.O.Ms.No. 603, Finance (W&M) Department, Dated: 23-05-2002.
2. G.O.Ms.No. 274, General Administration (Spl.A) Department, dated 15-06-2002.

ORDER :

In the G.O. 1st read above, orders were issued lifting ban orders on transfers. It has been the experience of the Government that when general transfers are made, there will be an exodus of officers and staff from Tribal and Backward areas to other areas and posts in tribal and Backward areas remain vacant for a long time. As a result, administration in Tribal and Backward areas gets effected adversely.

2. The Government have, therefore, decided that no officer or staff member working in Tribal and Backward areas be relieved on transfer, unless a substitute joins in his/her place. All the Heads of Departments/Collectors/Project Officers, Integrated Tribal Development Agencies are requested to follow the above instructions scrupulously.

3. The receipt of this G.O. shall be acknowledged.

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

K. SWAMINATHAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Transfer of
Employees Consolidated Instruction - Orders - Issued.

 FINANCE (W & M) DEPARTMENT

G.O.Ms.No. 767.

Dated : 21-08-2002.

Read the following :--

1. G.O.Ms.No. 177, Fin. (W&M) Department dated 16-10-1997.
2. G.O.Ms.No. 127, Fin. (W&M) Department dated 24-08-1999.
3. Cir. Memo. No. 49376-A/736/A2/W&M/98. Fin. (W&M) Department dated 11-02-1999.
4. G.O.Ms.No. 139, Fin.(W&M) Department, dated 29-09-2000.
5. G.O.Ms.No. 179, Fin.(W&M) Department, dated 28-11-2000.
6. G.O.Ms.No. 23, Fin. (W&M) Department dated 09-02-2001.
7. G.O.Ms.No. 387, Fin. (W&M) Department dated 19-07-2001.
8. G.O.Ms.No. 613, Fin. (W&M) Department dated 09-10-2001.
9. G.O.Ms.No. 591, Fin. (W&M) Department dated 20-05-2002.
10. G.O.Ms.No. 603, Fin. (W&M) Department dated 23-05-2002.
11. Memo. No. 18893-A/605/A2/W&M/2002, Fin.(W&M) Department dated 24-06-2002.
12. G.O.Ms.No. 667, Fin. (W&M) Department dated 29-06-2002.
13. From G.A. (Services Welfare) Department Cir. Memo. No. 26135/Ser.Wel/2002-1. dated 19-06-2002.
14. G.O.Ms.No. 311, G.A. (Ser.A) Department, dated 18-07-2002.

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ORDER :

Orders were issued in reference 10 and 12 read above lifting the general ban on transfers for a limited period. After careful consideration, Government hereby further impose the ban on general transfers with immediate effect and issue following orders on the transfer Policy of the Government in partial modification of the earlier orders issued in the references 1st to 9th read above.

2. All transfers are henceforth banned with immediate effect except in respect of the following exemption clauses indicated below :

- (i) Transfers which are inevitable on account of disbandment of posts, reversions, retirements, promotions, repatriations, deputations, and disciplinary Proceedings.
- (ii) Transfers in respect of skilled Doctors in Tubectomy/vasectomy in A.P. Medical Health Services. District Collectors are permitted to effect the transfer of Doctors within their district only.
- (iii) Transfers in respect of employees within Adilabad and from outside to Adilabad district.
- (iv) Transfers from outside to any of the Backward Mandals notified by the Planning Department.
- (v) Transfers involving posting of married couples in the same place. Only one of the spouses can be shifted following the prescribed procedure.
- (vi) Transfers of Government Servants on medical grounds for the diseases (either self, or spouse or dependent children) of Cancer, Heart Operation, Neuro Surgery, Bone T.B. Kidney Transplantation to places where such facilities are available.
- (vii) Transfers of employees on account of poor performance following due procedure laid down in para 4 below.
- (viii) The employees on leave for less than three months shall be given posting orders to the places from where they proceeded on leave. For leave of more than Three months, it is not necessary to keep the post vacant for so long. In such cases for Gazetted and Non-Gazetted Officers returning from leave of more than three months the authority competent to transfer is authorised to issue posting orders at his level to any vacant post available in the Department.
- (ix) Transfers approved by the Government following due procedure.

3. In respect of cases covered under exemption clauses referred to above, the competent authority to transfer is authorised to effect the transfer at his level without referring the proposal to Finance Department, provided there is clear existing vacancy. The competent authority shall issue necessary

certificate prescribed in G.O.Ms.No. 179, Finance (W&M) Department, dated 28-11-2000 to enable the Treasury Officers to admit claims. No other employee shall be transferred just to accommodate the cases covered under exemption clause.

4. In respect of all other cases (both Gazetted and Non-Gazetted) for which relaxation of ban orders is required and transfers covered under para 2 (vii), the following procedure is laid down.

- (i) On receipt of transfers proposals from the Heads of Departments, the Secretary of the Department of Secretariat shall process the proposals giving due justification for the proposed transfer and shall obtain orders in circulation upto Finance Minister through the Minister of the department concerned. After obtaining orders in circulation, the Department of Secretariat shall send the proposal to Finance (W&M) Department for concurrence indicating financial implication of the proposal.
- (ii) In respect of the transfer proposal cleared by G.A. (SPF) Department, where six point formula is involved, the above procedure shall be followed.

5. Government hereby also order that the ban on transfers will be relaxed in the months of May and June every year subject to the following conditions :

- (i) The norms for effecting transfers shall be four years as on 1st April of the year i.e., those who have completed four year service in a particular station as on 1st April shall be eligible for consideration.
- (ii) Performance appraisal for the year shall be the main criteria for such transfers and all transfers shall be purely on administrative considerations based on counselling and performance appraisal and 4 years norm. No transfer on mutual consent basis or without T.T.A. shall be permitted since these tend to put personal consideration above administrative requirements.
- (iii) Each Department shall workout the actual extent of transfers on the basis of above guidelines and then obtain specific approval orders in circulation upto Finance Minister through the Minister

of the department concerned following procedure laid down in para (4) above duly indicating the total number of employees (category wise), the number (with percentage) of employees being proposed for transfers and the financial implication involved.

- (iv) The Departments of Secretariat and Heads of Departments shall complete the process of consoling system in the month of May as per G.O.Ms.No. 507, G.A. Department. dated 03-12-1999 and issue posting orders in the month of June when the general ban on transfers is temporarily lifted.
- (v) The norms of four years service in a particular station is not applicable to office bearers of the Recognised Service Association as per the orders issued in the reference 13th read above. They should not be transferred till they complete six years at that particular place.
- (vi) No officer or staff members working in tribal and Backward areas be relieved on transfer unless a substitute joins in his/her place as ordered in the reference 14th read above.
- (vii) All the departments should ensure that officers with good record and efficiency are posted to the backward and tribal area to expedite the speed of implementation of all the welfare and development scheme of the Government.
- (viii) All the Departments of Secretariat and the Heads of Department shall effect only those transfers which are strictly warranted in the interest of administration.

6. This order is also available in the internet and can be accessed at the address <http://aps.gov.in/apgos>.

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

S.K. ARORA

Principal Secretary to Government.

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