

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION  
ANDHRA PRADESH:: AMARAVATI**

**PRESENT: K. SANDHYA RANI, I.Po.S.**

**Rc.No.4102/Estt-III/Clfs/2015**

**Date:18 /06/2017**

Sub:- School Education Department – Norms for Rationalization of Schools, Posts and Staff under various managements i.e., Government, ZillaParishads and Mandal Parishads in the State – Certain Instructions issued – Reg.

Read:-1. G.O.Ms.No.29 School Education (Ser.II) Department, Dated: 22.05.2017.

2. This Office Proc.Rc.No.4102/Estt-III/2015, Dated:24.05.2017.
3. This Office Proc.Rc.No.4102/Estt-III/2015, Dated:24.05.2017.
4. This Office Proc.Rc.No.4102/Estt-III/Clfs/2015, Dated:30.05.2017.
5. G.O.Ms.No.33 SE (ser.II) Department, Dated:04.06.2017.
6. This Office Proc.Rc.No.4102/Estt-III/2015, Dated:05.06.2017.
7. This Office Proc.Rc.No.4102/Estt-III/Clfs/2015, Dated:05.06.2017.
8. This Office Proc.Rc.No.4102/Estt-III/Clfs/2015, Dated:10.06.2017.
9. This Office Proc.Rc.No.4102/Estt-III/Clfs/2015, Dated: .06.2017.
10. Govt. Memo.No.542980/Services.II/A.2/2017 SE (Services.II) Department, Dated:16.06.2017.

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A copy of the Government Memo received in the reference 10<sup>th</sup> read above, is herewith communicated to all the Regional Joint Directors of School Education and District Educational Officers in the State. The Government directed to take up Rationalization of posts / Teachers in Government, ZillaParishad and Mandal Parishad based on the integrated U-DISE data as on 30.04.2017. Any new enrolments done at the school level during "AmmaVodi" or "Mana Vooru – Mana Badi" programmes, such data may also be entered into the integrated U-DISE with proper validations (i.e. Aadhaar No., No duplicate / double enrolment, transfer certificate from previous school, etc.) and consider for arriving at justified posts in respective schools.

There is no proposal to revise/extend the current transfer schedule. The rationalisation process as per the norms given in G.O.Ms.No.29 School Education (Ser.II) Department, Dated: 22.05.2017 and G.O.Ms.No.33 SE (ser.II) Department, Dated:04.06.2017 is more or less completed at the field level and as per the existing schedule 16.06.2017 was the date for publication of the vacancies.

In line with the transfer schedule, as of 18.6.2017, a total of 92,884 Teachers have uploaded their transfer applications, including 61,880 for Compulsory Transfer and 31,004 for Request Transfer.

Keeping in view the above situation, all the DEOs in the State are instructed to obtain the data of un-entered enrolment particulars of the specific schools duly certified by the concerned Headmasters and MEOs in the proforma indicated in Annexure 1. The consolidated list of additional enrolment may be emailed to [udise2016ap@gmail.com](mailto:udise2016ap@gmail.com) by 5 pm on 19 and 20 June 2017.

The rationalisation exercise in the district may be reviewed once again. Where the school is justified to continue or additional number of posts are required to be given in specific schools after taking into consideration the additional enrolments certified by the respective HM and MEO, the same may be done. After ensuring the necessary modifications the final list of schools to be rationalised/consolidated/merged and the final vacancy list arrived at should be uploaded 20.6.2017.

In order to facilitate the above process, the provisional seniority list will be published on 21-6-2017 instead of 19.06.2017. It shall be noted by all concerned that the transfer schedule at Annexure II is to be strictly followed. All the transferred Teachers should join in their new schools by 6.7.2017.

Regional Joint Directors of School Education and District Educational Officers are once again instructed to complete the rationalisation and transfer exercise as per the schedule.

Any manipulation of data of students entered to show higher enrolment will be viewed severely.

Receipt of these proceedings should be acknowledged forthwith.

Encl: As above

**Sd/- K. SANDHYA RANI**  
Commissioner of School Education

To

All the District Educational Officers in the State

All the Regional Joint Directors of School Education in the State.

Copy to all the District Collectors and District Magistrates in the State.

Copy to Estt-II and Estt-IV Sections of this office.

Copy submitted to the Special Chief Secretary to Government, School Education Department, Government of Andhra Pradesh, Velgapudi for information.

Copy to all the observers nominated to oversee the Rationalization exercise in the Districts for necessary action and compliance.

PS to Hon'ble Minister HRD

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SUPERINTENDENT



**ANNEXURE - II**  
**TIME SCHEDULE FOR RATIONALIZATION OF PRIMARY / UPPER PRIMARY**  
**AND HIGH SCHOOLS AND H.Ms Gr.II and TEACHERS TRANSFERS**  
**COUNSELLING - 2016-17**

**Dated: 18 -06-2017**

SL. No.	Activity	Timeline
1	Review of Rationalization of Primary, Upper Primary and High Schools on the basis of additional student enrolment data duly certified and submitted by the HM/MEO as per Govt. Memo No542980/Services.II/A.2/2017 SE (Services.II) Department, Dated:16.06.2017.	19-06-2017 to 20-06-2017
2	Display of List of vacancies Management wise, Category Wise, subject Wise, Medium Wise in website in respect of Primary, Upper Primary and High Schools	20-06-2017
3	Modifications in the data on the transfer applications submitted by HM / Teacher if effected by the revised student enrolment, conditions, if any. Submission of print out application form to the concerned M.E.O. / Dy.E.O.	21-06-2017 to 22-06-2017
4	Receiving print out of the application form by the D.E.O. after verification by M.E.O. / Dy.E.O. and preparation of seniority list.	18.06.2017 to 23-06-2017
5	Display of provisional Seniority lists based on performance points and entitlement points on website	24-06-2017
6	Submission of uploaded objections in the website and the proof, if any, to the District Educational Officer	25-06-2017
7	Redressal of Objections and Final Seniority on website by District Educational Officer.	26-06-2017
8	Conformation and willingness of application to participate in transfer counseling by H.M. / Teacher	23-06-2017 to 27-06-2017
9	Display of final Seniority list with performance points and entitlement points in website	27-06-2017
10	Submission of online web option by the Headmaster/teacher (He can submit his option in multiple occasions)	27-06-2017 to 30-06-2017
11	Displaying of provisional allotment places list	4-07-2017
12	Grievances, if any, on provisional allotment list and redressal of Grievances on provisional allotment list by District Level Committee	05-07-2017
13	Displaying of final allotment places list and Display of transfer orders in the Web and issue of orders (hard copy) by the concerned authorities (Allotment should be generated for all categories of the posts to the applied candidates (District wise, category wise, Medium wise and subject wise basing on the web-options given by the individuals.	05-07-2017
14	Date of Joining in New Schools	06-07-2017

**Sd/- K. SANDHYA RANI**  
**Commissioner of School Education**

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**SUPERINTENDENT**

## Annexure 1

### PROFORMA

**Student Data Capture Format (In Sync with U-DISE)**  
**Academic Year: 2016-17**

Child Address																		Admission Details		
Sl.No	Class*	Medium*	Aadhar Number (Aadhar/EID) *	District Name*	Mandal Name*	Revenue Village Name*	UDISE code of School*	Sur Name* (Should be in Capital Letters)	Name* (Should be in Capital Letters)	Gender* (Boy/Girl /Other)	Father Name* (Should be in Capital Letters)	Mother Name* (Should be in Capital Letters)	Date of Birth* (DD/M M/YYYY Y)	Social Category* (SC/ST/ BC/OC)	Religion *	Type of Disability (if any) *	Date of Admission (DD/M M/YYYY Y)*	Admission Number *	Class in which Admitted*	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	