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**PROCEEDINGS OF THE SECRETARY, AP SOCIAL WELFARE RESIDENTIAL  
EDUCATIONAL INSTITUTIONS SOCIETY, TADEPALLI, GUNTUR DISTRICT**

**Present: Sri PRASANNA VENKATESH V, I.A.S.**

**Rc.No.HR-II/2831702/2025**

**Dated: 23.05.2025**

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**Sub:** APSWREIS – HR-II – Transfer Counselling 2025 for DCOs, Principals, Teachers, Special Teachers, Non-Teaching and Class-IV Staff – Transfer Guidelines for the year 2025 – Orders – Issued.

**Ref:**

1. G.O.Ms.No.23, Finance (HR.I-Plg. & Policy) Dept., dated 15.05.2025
  2. Memo No.2837597/SW-RS-2025, Social Welfare (RS) Dept., dated 22.05.2025
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**ORDER:**

In the reference 1st cited, the Government has relaxed the ban on transfers and issued detailed guidelines for employee transfers for the year 2025, permitting transfers from **16.05.2025 to 02.06.2025**, to ensure optimal employee placement and enhance efficiency and service delivery.

In the reference 2nd cited, the Government has accorded permission to conduct transfers for DCOs, Principals, Teaching, Non-Teaching, and Class-IV staff of APSWREI Society, strictly following the norms outlined in the above G.O.

Accordingly, the following **Transfer Guidelines for 2025** are hereby issued for implementation:

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**1. Applicability:**

These guidelines shall apply to all cadres within APSWREI Society, including DCOs, Principals, Teachers, Special Teachers, Non-Teaching and Class-IV staff (hereinafter referred to as “Employees”) and shall come into immediate effect.

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**2. Principles Governing Transfers:**

- a) Transfers shall be effected either **on request** or on **administrative grounds**.
- b) Employees with a continuous stay of **five years or more** at a station as on **31.05.2025** shall **invariably be transferred**. Others are also eligible for transfer upon personal request.
- c) Station means city/town/village of posting and not the institution. Service across all cadres at a station will be considered for calculating stay.
- d) As per the instructions of the Juvenile Justice Committee of Hon’ble High Court.
  - All **male staff in Girl’s institutions** shall be compulsorily transferred to Boys institutions.
  - Only **female staff** shall be allowed to opt for Girl’s institutions.

- If sufficient regular female Teachers are not available to work in the Girls institutions, then the female Contract / Part time teachers shall be re-allotted / engaged in such institutions in due course. Male Contract / Part time teachers should not be positioned in any of the Girls School.
  - e) Employees in **Categories I & II** stations shall opt only for **Category III & IV**. Employees in **Categories III & IV** may opt for any category.
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### 3. Exemptions from Transfers:

- a) Employees retiring on or before **31.05.2026** shall not be transferred, except on request or for administrative reasons.
  - b) Visually challenged employees are exempted from transfers, except when they make a specific request for transfers, as far as possible, these categories of employees may be posted at a place of their choice subject to availability of clear vacancy.
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### 4. Notification of Vacancies:

**The following vacancies shall be notified for the purpose of Transfer Counselling:**

- a. Clear vacancies in all **Regular Institutions, RPRP, DPIP** and limited posts of **NABARD, and Model Schools** (on institutional requirement basis) shall be declared open for transfer counselling.
  - b. The positions held by **DCOs, Principals, Teaching Staff, Special Teachers, and Non-Teaching Staff** who have completed **five years of service in a particular institution as on 31.05.2025** shall be treated as vacancies, irrespective of their gender.
  - c. Positions where **TGTs are working against PGT and JL vacancies, and PGTs are working against JL vacancies or vice versa**, shall be declared open for transfer counselling.
  - d. Positions of **male staff currently posted in Girl's institutions and female staff in Boys institutions** shall be opened for transfer counselling.
  - e. Positions held by **contract teachers in regular institutions** shall be shown as vacant for the purpose of transfer counselling of regular teachers. Such contract teachers, if displaced, will be adjusted in other institutions.
  - f. Employees who are due to **retire on attaining the age of superannuation on or before 31st May 2026** shall **not normally be transferred**, except on personal request or on administrative grounds.
  - g. **JL posts in IIT-NEET Coaching Centres** will be considered for transfer counselling on a **priority basis** and as per institutional requirements.
  - h. Positions held by **Senior Assistants and Superintendents on deputation** from the Social Welfare Department **shall not be shown as vacant**.
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## 5. Application Process:

### Procedure for Online Transfers:

- a. All applications for transfers must be submitted online only through <https://jnbnivas.apcfss.in>.
- b. The entire process shall be conducted digitally, with APCFSS providing the necessary software to enable employees to apply online. This software will automatically generate merit lists by assigning points based on the criteria specified in these guidelines. Allotment of vacancies will be made according to the rank in the merit list and the preferences submitted by the applicants. The APCFSS team is directed to coordinate with APSWREI Society officials for the development and implementation of this software.
- c. Employees identified for compulsory transfer, as specified in Para 2, are required to submit their transfer applications online. No separate reminders will be issued to individuals falling under this category. Failure to submit an application will result in the employee being transferred by the administration, based on institutional needs. Hence, it is advised that all employees check their status regarding compulsory transfer eligibility and act accordingly by submitting the online application within the stipulated timeline.

## 6. Schedule for Transfer Counselling - 2025:

S. No.	Description	Scheduled Date(s)
1.	Submission of online transfer applications by employees through <a href="https://jnbnivas.apcfss.in">https://jnbnivas.apcfss.in</a>	24.05.2025 to 25.05.2025
2.	a. Verification and forwarding of applications (JL and below cadres) by Principals to DCOs and confirmation at DCO level b. Forwarding of Principals' applications to DCOs for verification and confirmation c. Forwarding of all verified applications (all cadres) from DCOs to Head Office	26.05.2025
3.	Publication of provisional merit list and window for submission of objections, if any	27.05.2025 & 28.05.2025
4.	Publication of final merit list	29.05.2025
5.	a. Counselling for Principals at the State Level b. Counselling for JLs and PGTs at the Zonal Level (Zones I, II, III & IV)	30.05.2025
6.	Counselling for TGTs, Special Teachers, Superintendents, and Senior Assistants at the Zonal Level (Zones I, II, III & IV)	31.05.2025
7.	File circulation and issuance of transfer orders	01.06.2025

## 7. Preferential Categories

I. The following categories of employees shall be granted a posting at a location of their choice from the list of notified vacancies, without participating in the regular counselling process:

- a) Visually challenged employees.
- b) Employees who have mentally challenged children and are seeking transfer to a station where appropriate medical facilities are available.
- c) Employees who have completed more than two years of service in Tribal areas.
- d) Employees with disabilities of 40% or more, as certified by a competent authority in accordance with the norms for "Persons with Disabilities."
- e) Employees seeking transfer on medical grounds (pertaining to self, spouse, or dependent children) in cases of chronic ailments such as Cancer, Open Heart Surgery, Neurosurgery, Kidney Transplantation, etc., to locations where such medical facilities are available.
- f) Female employees who are widows and were appointed on compassionate grounds.

II. Visually challenged employees shall be exempted from transfers unless a specific request is made by the individual. As far as possible, they shall be accommodated at a location of their preference, subject to availability of clear vacancies.

III. In cases where both spouses are Government employees, efforts shall be made to post them at the same station or at stations in close proximity to each other.

IV. All transfers carried out under these guidelines, including those where employees have opted for a preferred station, shall be treated as request transfers for the purpose of sanctioning Transfer Travelling Allowance (TTA) and other related benefits.

V. In the event of a tie between two or more employees for a single vacancy, the issue shall be resolved in the following order of priority:

- i. Seniority in the present cadre
- ii. Age

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## 8. Point System for Merit List:

Criteria	Points
Per year in Category IV	5
Per year in Category III	3
Per year in Category II	2
Per year in Category I	1
Total career in APSWREIS (max 15 points)	0.5 per year
Unmarried female	5

Criteria	Points
Spouse working in State or Central Government /PSU/ APREIS/Local Body/ APREI Societies, Aided Institutions, or A.P. Model Schools etc.	5
Disability (40–55%)	5
Disability (56–69%)	10

**Note:**

**1. Points for Place of Working:**

If an employee is working at a location other than the one originally posted to, whether on deputation or otherwise, they will be awarded points based on the actual place of working. If the employee has worked in more than one institution during an academic year, only the institution where they served for the longest duration will be considered for awarding points.

**2. Eligibility under Spouse Grounds:**

- For DCOs and Principals, the spouse must be working anywhere within the state of Andhra Pradesh.
- For Teaching Staff, Special Teachers, and Non-Teaching Staff, the spouse must be working within the same zone.

**3. Conditions for Availing Spouse Points:**

The benefit of spouse points shall be extended to only one of the spouses and can be availed once in five (5) years. A corresponding entry must be recorded in the Service Register (SR) of the concerned individual with proper attestation.

4. A certificate issued by the competent authority for disability must be enclosed with the checklist for consideration under that category.

**Merit List Preparation, Objections, and Allotment of Places:**

- a) Based on the prescribed criteria, the software system will award points to each applicant and generate a Merit List accordingly. This Merit List will be published for employee reference. Any objections to the provisional Merit List must be submitted to the Secretary, APSWREI Society. After examining the objections, a Final Merit List will be issued. Following this, allotment of places will be carried out based on the rank and choices of the applicants.
- b) In the event of a tie between two or more employees for a particular vacancy, the tie will be resolved using the following criteria, in the given order:
  - i. Seniority in the cadre
  - ii. Age
- c) It is clarified that while all efforts will be made to accommodate applicants at one of their preferred locations from the list of notified vacancies, in certain cases, due to administrative exigencies, employees may be posted to locations outside their choice list.

## 9. Request Transfers:

Employees who have not completed five years of service are still eligible to apply for request transfers. While there is no strict restriction on the length of service, employees are encouraged to consider applying for transfer on a request basis if they have completed at least two academic years of service, except in exceptional circumstances.

## 10. Restrictions on Intra-cluster Transfers:

Transfers are **not permitted** between the following cluster institutions:

- Duppalavalasa – Etcherla – Peddapadu (Srikakulam)
- Meghadrigadda – Srikrishnapuram (Visakhapatnam)
- P.Venkatapuram – S.M.Nagar – Chollangipeta (Kakinada)
- L.N.Puram – Kothur (JC) (East Godavari)
- Naidupet – Pudur @ Naidupet (Tirupati)
- Kurugunta(S) – Kurugunta (JC) (Anantapur)
- Allagadda (Regular & RPRP) (Nandyal)

## 11. Procedure and Venue for Counselling:

- a. Relaxation period: **16.05.2025 to 02.06.2025**
- b. Zone-wise counselling by competent authorities as per delegation orders.
- c. DCOs/Principals to disseminate guidelines and ensure smooth conduct.

### Venue Details:

Cadre	Zone	Districts	Venue
Principals	I-IV	All	APSWREIS Head Office, Tadepalli
Teaching/ Non-Teaching	I	Srikakulam, Vizianagaram, Visakhapatnam	Dr.B.R.Ambedkar Gurukulam (B), <b>Srikrishnapuram</b>
– do –	II	East & West Godavari, Krishna	Dr.B.R.Ambedkar Gurukulam (G), <b>Polasanipalli</b>
– do –	III	Guntur, Prakasam, Nellore	Dr.B.R.Ambedkar Gurukulam (G), <b>Singarayakonda</b>
– do –	IV	Kadapa, Ananthapur, Kurnool, Chittoor	Dr.B.R.Ambedkar Gurukulam (G), <b>Kurugunta</b>

**The DCOs and Principals** are directed to circulate these guidelines and facilitate completion of the counselling process as per the schedule and norms outlined above.

**SECRETARY**

**APSWREIS**

**To:**

All District Coordinators, APSWREI Society

All Principals in the State

All Officers of the Head Office

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