

**GOVERNMENT OF ANDHRA PRADESH
O/o DIRECTOR, GSWS DEPARTMENT
JAWAHAR AUTO NAGAR, VIJAYAWADA – 520007**

Lr.No: 2866243/F(HR)/GSWS/2025,

16-06-2025

Circular

Sub:	GSWS Department - Village / Ward Secretariats - Categorisation of Secretariats & Rationalisation of Functionaries - Positioning based on the category of Village / Ward Secretariats and Transfers & Postings of Functionaries- Certain guidelines -Issued-Regarding.
Ref:	<ol style="list-style-type: none"> 1. G.O.Ms.No.01 GSWS Department, dated 25.01.2025 2. G.O.Ms.No.03 GSWS Department, dated 10.04.2025 3. G.O. Ms. No. 04 GSWS Department, dated 17.05.2025 4. G.O.Ms.No.23, Finance (HR. I-PLG& Policy) Department, dated 15-05-2025 5. G.O. Ms. No. 05 GSWS Department, dated 12.06. .2025

The Government issued Orders on Categorisation of Village / Ward Secretariats & Rationalisation of Functionaries, Positioning of General Purpose and Specific Purpose Functionaries in all Village / Ward Secretariats based on their category, vide reference 1st, 2nd & 3rd cited.

In the reference 5th cited above, Government have issued Orders for Transfers & Postings of Functionaries and positioning of required number of Functionaries in the Village/ Ward Secretariats. The District Collectors of erstwhile Districts /Appointing Authorities shall follow the following Principles & Procedures of Transfers & Postings while issuing of Transfer Orders.

Principles and Procedures for Transfers & Postings of Functionaries:

- i. All Functionaries who have completed a period of continuous stay of 5 years at a Village / Ward Secretariat as on 31st of May, 2025, shall invariably be transferred.
- ii. The Functionaries, other than those who completed 5 years of stay at a Village / Ward Secretariat, shall also be eligible for transfer on personal request.
- iii. No Functionary shall be posted within the native Mandal.
- iv. The GSWS Department has enabled two modules in HRMS portal:
 - a. District HoDs module; for capturing of working details of functionaries by District HoDs.
 - b. MPDOs/MCs module; for capturing of clear vacancies against the sanctioned posts by MPDOs/MCs as per Rationalization.

- v. Further, the GSWs will enable online application facility in the HRMS portal for submission of request transfers within the erstwhile District for the employees who haven't completed 5 years in the current working Village/Ward secretariat.
- vi. The clear vacancies will be displayed in District HoDs module of HRMS portal.
- vii. Process the list of Functionaries who completed 5 Years and Online request applications of who haven't completed 5 years duly following the guidelines issued in the reference 5th cited.
- viii. The District Collectors of the erstwhile Districts/Appointing authorities concerned shall issue transfer orders.
- ix. The Unit of transfer is the Unit of Appointment i.e., erstwhile District.
- x. While issuing Transfer orders preference shall be given to below categories:
 - a. Visually challenged functionaries.
 - b. Functionaries who have mentally challenged children and seeking a transfer to a station where relevant medical facilities are available.
 - c. Functionaries who worked for more than two years in Tribal areas.
 - d. Functionaries with disabilities of 40% or more as certified by a competent authority as per the norms of "persons with disabilities".
 - e. Functionaries seeking transfer on medical grounds (pertaining to self or spouse or dependent children), on account of chronic diseases such as Cancer, Open Heart Operations, Neurosurgery, Kidney Transplantation, etc., to stations where such facilities are available.
 - f. Female Functionaries who are widows appointed on compassionate grounds
- xi. Visually challenged Functionaries are exempted from transfers, except when they make a specific request for transfer. As far as possible, these categories of Functionaries may be posted at a place of their choice subject to availability of clear vacancy in that Village / Ward Secretariat.
- xii. In the case where both husband and wife are Government employees, efforts shall be made to post both of them at one station or in the stations that are nearer to each other.
- xiii. District Collectors of erstwhile Districts /Appointing Authorities concerned shall ensure to fill the prescribed number of positions in those Village/Ward Secretariats (6,7,8,9,10 & 11) as per the Annexures annexed to the Orders issued by the Government in the references 2nd (General Purpose) & 3rd (Specific Purpose) cited above.
- xiv. After completion of transfer of Functionaries, if any Functionary is found in

excess to the prescribed posts, he /she shall continue to work in the same Village / Ward Secretariat until further orders.

- xv. All transfers affected under these guidelines, including the Functionaries who have exercised the option of preferred stations, shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.
- xvi. All vacancies in the Village Secretariats of Notified Agency areas shall be filled first before filling posts in the non-ITDA areas.
- xvii. Besides ITDA areas, the District Collectors / Appointing Authorities shall ensure the areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers.
- xviii. District Collectors / Appointing Authorities shall ensure that Functionaries who are transferred out from ITDAs are not relieved without a substitute being posted/joining in their place.
- xix. The Functionaries who are posted from a non-ITDA area to an ITDA area have to report in their place of posting within the stipulated time. Any Functionary who does not report to place of posting in the ITDA areas shall be liable for disciplinary action as per rules in vogue.
- xx. Relieving Authorities shall not relieve any Functionary without remitting of pending amounts to be remitted.
- xxi. District Collectors shall complete Rationalisation & transfer process of the functionaries on or before 30.06.2025 and after 30.06.2025 no transfer of Functionaries is allowed until further orders.
- xxii. Further, after completion of Rationalisation & transfer process of Functionaries, the District Collectors are requested to ensure the mapping of the details of all Functionaries in the HRMS portal on or before 10.07.2025.
- xxiii. The tentative schedule for transfers' process is as follows.

ACTIVITY SCHEDULE – WITHIN DISTRICT			
S. No	Activity	Concerned	Date
1	Data capturing in HoD Modules	By Respective HoD of District	16 th to 18 th - June, 2025
2	Data Capturing in Rationalization Module	By MPDO/MC	16 th to 18 th - June, 2025
3	Apply request Transfer in Request Transfer Module	By Functionary	22 nd to 24 th - June, 2025
4	Verification of List of Compulsory (Completed 5 Years) and Online request applications duly following the Preference	By Appointing	25 th to 29 th -

	Categories and complete the Transfers & postings.	Authority	June, 2025
5	Grievance if any and dispose	To District Collectors	On or before 30 th June, 2025 itself

The District Collectors / Appointing Authorities shall be responsible for the positioning of required number of functionaries as prescribed by the Government and issue Transfer & Posting orders of Functionaries in a most transparent and time bond manner without giving any scope for complaints / allegations.

M SIVA PRASAD I F S
DIRECTOR

To
 All the District Collectors.
 All the Superintendents of Police
 All the Joint Collectors
 All the Regional Directors of Municipal Administration
 All the District In-charge Officers
 All the District Panchayat Officers
 All the Joint Directors of Social Welfare Department.
 All the Deputy Directors of Tribal Welfare Department.
 All the Assistant Directors, Survey & Land Records.
 All the Joint Directors of Agriculture Department.
 All the District Medical and Health Officers
 All the District Fisheries Officers.
 All the Joint Directors of Animal Husbandry Department.
 All the Joint/ Deputy Directors of Horticulture Department.
 All the District Officers concerned of Sericulture Department.
 All the Superintending Engineers, Public Health Department.
 All the Superintending Engineers, PR Engineering Department
 All the Superintending Engineers of DISCOMS
 All the District Town & Country Planning Officers.
 All the District Treasury Officers.

Copy submitted to:
 The Secretary to Government, GSWS Department