

**GOVERNMENT OF ANDHRA PRADESH**  
**O/o DIRECTOR, GVWV & VSWS DEPARTMENT**  
**JAWAHAR AUTO NAGAR- VIJAYAWADA-520007**

**RC.No:222/F/GSWS /2023**

**Dated:27/05/2023**

**CIRCULAR**

Sub:	Dept of GV/WV & VS/WS - Human Resources- Transfers and Posting Village and Ward Secretariat employees- Instructions – Issued.
Ref:	1. G.O.Ms.110, PR & RD (Mdl.l) Department, Dt :19.07.2019. 2. G.O.Ms.217, MA & UD (UBS) Department, Dt :20.07.2019. 3. G.O.Ms.No.156, General Admin (Cabinet-ll) Dept Dt: 21.12.2019. 4. G.O.Ms.No.05, GVWV & VSWS Department, dated: 25.06.2022. 5. G.O.Ms.No.03, GVWV & VSWS Department, dated: 17.04.2023. 6. U.O.Note.No.555-SPF-A/91/1, G A (SPF-A) Dept, Dt.04.10.1991. 7.G.O.Ms.No.389 General Admin (MC-1) Dept, Dt:06.07.2021 8.Memo.No.7232/MC-1/2011-1,GAD (MC- 1) Dept Dt:04.08.2011 9.Director GV/WV & VS/WS, E.No.2072708, Dt:09.05.2023. 10.G.O.Ms.No.71, Fin (HR.IPLG & PLG&POLICY) DeptDt.17.05.2023. 11.G.O.Rt.No.339, HM &FW (B1) Department, dated: 24.05.2023 12. G.O.Ms.No.5, GVWV & VSWS Department, dated:25.05.2023

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The Government have issued guidelines for request transfer of Village and Ward Secretariat employees vide G.O cited. The Director, GVWV & VSWS Department has been directed to take necessary action to prepare the schedule of transfers and communicate to all the concerned. Accordingly the following schedule and instructions are herewith issued.

1. Transfers of GSWS employees are done in three steps viz (i) Employee submits online request application, (ii) Mandal/ULB is allotted in the portal based on the evaluation criteria and (iii) Appointing Authority conducts counselling and issues place posting orders showing specific Village / Ward Secretariat.
2. District Collectors and other Appointing Authorities are requested to publish the list of vacancies available under the respective designations in the Portal  
<https://gramawardsachivalayam.ap.gov.in/GSWSLMS/Login>
3. Logins are given in the above Portal to the Secretaries of the concerned Line Departments, State HoDs, District Collectors and Appointing Authorities.
4. Secretaries of the concerned Line Departments would issue Inter-District transfer orders allotting the District and Mandal/ULB.

5. The appointing authorities conduct physical counselling and issue place posting orders showing specific Village / Ward Secretariat to the (i) Within the district candidates followed by the (ii) Inter-district candidates.

#### **Who can Apply ?**

6. The GSWS employees (except Energy Assistants) recruited under 2019 and 2020 Recruitment Notifications, completed two years of service and whose probation is declared as on 25-05-2023 i.e. the date of notification, can submit 'online application for transfer' in employees login of the above HRMS portal with self- attested details.
7. In view of G.O.Rt. No.399, HM & FW (B1) Department, dated 24.05.2023, Transfers of MPHA (F)/ ANMs who are recruited in above notifications shall be considered only on Mutual grounds as per G. O. Rt. No.371, HM & FW (E1) Department, dated: 16.05.2023.
8. Request of employee having any disciplinary charges/ ACB/ Vigilance cases pending against him/her shall not be considered.

#### **Procedure for Online Application for Request Transfer**

9. Employees can indicate five priority Mandals/ULBs in the employees log in
10. Documents Required:
  - a. Employees shall produce 'No Dues Certificate' from the MPDO/Municipal Commissioner as the case may be along with their request transfer application
  - b. For Widows – Husband Death Certificate
  - c. Medical grounds – Certified by State/District Medical Board
  - d. For Spouse grounds - (i) Marriage Certificate, (ii) Spouse Aadhar, (iii) Certificate from the Employer along with the employee ID

#### **11. Grounds of transfer**

##### **Within the District Transfers**

Applicants may request for transfer on the following grounds and they are arranged into the following priority groups

- i. Single Women/Widow
- ii. Medical Grounds (either Self or Spouse or dependent children or dependent parents) suffering from Cancer, Heart Disease, Neuro - Surgery, Kidney transplantation, Bone TB.
- iii. Spouse ground (either of the spouses is eligible). Such applicants shall invariably produce (a) Marriage Certificate and (b) Certificate from the employer along with the employee ID, whose spouse working in the State Government including Public Sector Undertaking/ State Universities/ Municipalities/ Cooperative Institutions/Aided Institution etc., Central

Government/ Central Government Institutions/ Central Universities etc, shall be considered. Applicants are serially arranged in each of the above Priority group based on the Merit rank in their respective District Selection list.

- iv. Mutual transfer – Provision for only one option of Mandal / ULB will be provided in the Portal.

**Inter District Transfers:**

The Inter-district transfers shall be subjected to following conditions;

- i. That the number of Non-Locals shall not exceed 15% of the cadre strength of the erstwhile district at any point of time.
- ii. That the persons transferred should take last rank next to the last regular candidate in the category in the cadre to which transfer is effected and also forego seniority in the local cadre from which transfer is sought.

Applications are allowed only on the following two grounds i.e.

- (i) Spouse Grounds
- (ii) Mutual Requests

Note: Requests for transfer on any other grounds will not be entertained.

**Spouse ground:**

Employee whose spouse working in the State Government including Public Sector Undertaking/ State Universities/ Municipalities/ Cooperative Institutions/ Aided Institution etc/ Central Government/ Central Government Institutions/ Central Universities etc shall be considered. Such applicants shall invariably produce (a) Marriage Certificate and (b) Certificate from the employer along with the employee ID.

Applicants are serially arranged based on the Merit rank in their respective District selection list. In case of a tie, Women employees are given priority followed by Date of Birth.

**Mutual transfer:**

Provision for only one option of Mandal/ULB will be provided in the Portal.

**Role of Authorities**

12. Appointing Authorities shall notify the total cadre strength and number of Non-Locals working in the cadre of erstwhile district.

13. Appointing Authorities shall notify the Mandals / ULBs where less than 50% of sanctioned strength under each of the designation are presently working in order to ensure outflow matches the inflow.
14. Not more than 20% of staff under any designation working in the present re-organized part of the erstwhile district shall be allowed for transfer.
15. Appointing Authorities are directed to keep the records of sanctioned cadre strength, District Selection Merit List, Probation Declaration list, Disciplinary cases list, number of non-locals working in the cadre etc to view the applications and verify the particulars like the merit rank in the selection list, year of recruitment, certificates uploaded in support of the transfer request, disciplinary cases etc, through online continuously. Prepare provisional serial list in each category based on District Selection Merit Rank and publish the same in the Portal along with Rejected List duly citing the reasons for rejection.
16. As for as online procedure is concerned, Mandal/ULB is allotted to the employee in the above portal itself. Appointing Authority further conducts Physical Counselling and issues Transfer Proceedings showing specific Village/ Ward Secretariat.
17. In case of inter-district transfers the appointing authority of the erstwhile district where the applicant is presently working (Source District) shall transmit the applications online to the counterpart of the erstwhile district to which transfer is sought (Destination District).
18. The appointing authority of the destination district shall forward the applications with remarks in the prescribed format provided in the portal in terms of references 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> cited to the state HoD (Enclosed)
19. Essentially Non-locals shall not exceed 15% of the cadre in the erstwhile district at any point of time.
20. The State HoD would submit the above inter-district transfer proposals to the Secretary to Government for orders.
21. Transfer proposals would be approved by the Secretary to Government with concurrence of GA(MC-I) Department by 08-06-2023.
22. All the Applicants shall report in person before the appointing authority for Counselling for further specific place posting orders as per the schedule.
23. Appointing Authority shall conduct physical counselling in the following order

**(i) Candidates within the district**

- (a) Single Woman/ Widow
- (b) Medical grounds
- (c) Spouse
- (d) Mutual

**(ii) Inter-district candidates**

- (a) Spouse
- (b) Mutual

24. Appointing Authority shall Physically verify the following original certificates at the time of counselling:
- a. Merit Rank in the District Selection list
  - b. No Dues Certificate
  - c. No Disciplinary cases Pending Certificate
  - d. Marriage Certificate, Spouse Aadhar, Employee Authorisation Letter, Medical Certificate issued by State/ District Medical Board Death Certificate of the Husband wherever applicable

If any of the Certificates are found dubious, such candidates shall not be allowed for counselling.

25. Employee can file grievance if any before the District Collector between 10.06.2023 to 13.06.2023

26. District Collectors are requested to examine the Grievances and submit the report to the Government before 17.06.2023

27. It shall be noted that

- (a) No employee shall be posted to any Village/Ward Secretariat in their native Gram Panchayat / Ward.
- (b) The inter-district applicants shall take last rank next to the last regular candidate in the designation in the district to which transfer is effected and also forego seniority in the local cadre from which transfer is sought.
- (c) All Applicants shall note that if any false information/documents are submitted they are liable for disciplinary as well as criminal action

28. For any clarifications or technical issues, may can contact the 'transfer help line' numbers established at the office of Director, GSWS, Vijayawada between 8.00AM to 8.00PM every day: 9010656383; 7981927494; 8309961905.

  
Dr. G. Lakshisha, I.A.S.,  
DIRECTOR, GSWS

Enclosed: The schedule of Activities  
Format of Point No. 18

To:

1. The Spl. Chief Secretaries / Prl. Secretariats / Secretaries of the Departments of PR & RD, MA & UD, Social Welfare, Tribal Welfare, Revenue, Agriculture & Cooperation, Animal Husbandry, Dairy Development & Fisheries, Home and Health, Medical & Family Welfare, AP Secretariat.

2. All the District Collectors.
3. All the Regional Directors of Municipal Administration.
4. All the Deputy Directors of Tribal Welfare Department.
5. All the Assistant Directors, Survey & Land Records.
6. All the Joint Directors of Agriculture Department.
7. All the District Officers concerned of Sericulture Department.
8. All the Superintending Engineers, Public Health Department.
9. All the Regional Deputy Directors, Town & Country Planning Department.
10. All the Regional Directors, Medical & Health Department.
11. The Director of Treasuries and Accounts, A.P., Vijayawada.
12. All the District Treasury Officers.

Copy to:

1. The Finance (HR) Department.
2. The GA (Services) Department.
3. The Law Department.
4. The Principal Accountant General (A&E), A.P. Vijayawada.
5. P.S. to Principal Secretary to CM.
6. P.S. to Hon'ble Dy. C.M.& Minister (PR&RD).
7. P.S. to Hon'ble Minister (MA&UD).
8. P.S. to Chief Secretary.
9. P.S. to Special CS, GV/WV & VS/WS Department.

## Schedule of Activities

<b>ACTIVITY SCHEDULE - WITHIN DISTRICT</b>		
<b>Sl. No</b>	<b>Activity</b>	<b>Date</b>
1	Submission of Vacancies by District Heads of Line Departments	By 28-05-2023
2	Application for Transfer with Self attested details	Upto 03-06-2023
3	Verification of Online Applications by Appointing Authority	Upto 05-06-2023
4	Display of Web Rank list and Allotment of Mandals/ULBs along with Rejection List with Reasons in the Portal	06-06-2023
5	Appointing Authority further conducts Physical Counselling and issues Transfer Proceedings showing specific Village/ Ward Secretariat.	08-06-2023 09-06-2023 10-06-2023
6	Employee can file grievance, if any before the District Collector.	10-06-2023 onwards

<b>ACTIVITY SCHEDULE - INTER DISTRICT</b>		
<b>Sl. No</b>	<b>Activity</b>	<b>Date</b>
1	Submission of Vacancies by District Heads of Line Departments.	By 28-05-2023
2	Application for Transfer with Self attested details.	Upto 03-06-2023
3	Appointing Authority of Source District transmits the application to the counterpart of the Destination District	Upto 03-06-2023
4	Counterpart Appointing Authority of Destination District fills in the format and submits the proposals to the State HoD	05-06-2023
5	State HoD submits the applications to Secretary to Government, Secretary to Govt circulates to GAD and issues orders	By 08-06-2023
6	Appointing Authority further conducts Physical Counselling and issues Transfer Proceedings showing specific Village/ Ward Secretariat.	08-06-2023 09-06-2023 10-06-2023
7	Employee can file grievances if any before the District Collector	10-06-2023 Onwards

DIRECTOR  
GSWS

### FORMAT

Inter District Transfer Proposal to be filled in by the Appointing Authority of Destination District to send it to HoD  
(See point No. 18 in the circular)

1	Whether the transfer is proposed under Para 5 (2) (c) or 5 (2) of the Presidential Order	
2	Name of the post to which transfer is sought for:	
3	Unit of Appointment for this post :- District / Zone	
4	Cadre strength of the post to which transfer is sought for:	
5	Number of Non-locals physically working :	
6	Permissible number of transfers in this cadre in accordance with Para (2) (H) of Circular Memo. No. 97462/MC/2004-50,Dt.4-10-2006 within the prescribed ceiling:	
7	The number of transfers which can still be effected during current financial year in accordance with Para 2 (H) of Circular Memo. No. 97462/MC/2004-50,Dt.4-10-2006.	
8	Local Cadre of a)applicant b) Spouse	
9	Whether there is clear vacancy to effect the Proposed transfer.	
10	Whether the individual is willing to take last rank below the last regular candidate in that category.	

**Appointing Authority of the Destination District**