

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

CIRCULAR No.249/F/GSWS/2024.

Dated: 23/08/2024

<b>Sub</b>	GVWV & VSWS Department – Human Resources- Transfers and Postings of employees working in Village and Ward Secretariats - Operational guidelines/instructions - Issued - Regarding
<b>Ref:</b>	1. G.O.Ms.No.75 Finance (HR.I-PLG& Policy) Department, dated 17-08-2024 2. Directions of the Government in GVWV & VSWS Department, Dated: 22.08.2024

The Government have relaxed ban on transfer of employees of certain departments including GVWV & VSWS Department from 19<sup>th</sup> August 2024 to 31<sup>st</sup> August 2024 and issued guidelines/instructions on transfers and postings of employees vide reference 1<sup>st</sup> cited.

1.Accordingly, the employees working in Village Secretariats and Ward Secretariats who seek transfer can submit requests online through their logins in the portal <https://gramawardsachivalayam.ap.gov.in/GSWSLMS/Login> and upload required documents wherever necessary.

2.The District Collectors and other Appointing Authorities of erstwhile Districts are requested to publish the list of vacancies available under the respective designations in the Portal

<https://gramawardsachivalayam.ap.gov.in/GSWSLMS/Login> as well as in the notice boards of all Village/Ward Secretariats.

3.The District Collectors and other Appointing Authorities of erstwhile Districts are requested to:

- a. Download the online applications,
- b. Verify the applications,
- c. Categorize the applications as per preference category and
- d. Organize the applications as per seniority based on merit rank before conducting the counselling

4. The Appointing Authorities shall conduct counselling as per the SOP enclosed in the Annexure and issue place posting orders before the timeline stipulated by the Government i.e. 31st August 2024.

5.The Appointing Authorities can also transfer any Village/Ward functionary on administrative exigencies.

6.The request of an employee having any disciplinary charges / ACB/Vigilance cases pending against him/her shall not be considered.

7.All transfers effected on request are not entitled for sanction of TTA or other transfer benefits.

8.It shall be ensured that

- i. No employee shall be posted to any Village /Ward Secretariat in their native Gram Panchayat/Ward.
- ii. If any false information/documents are submitted they are liable for disciplinary proceedings as well as criminal action.

9. All vacancies in the Notified Agency Areas shall be filled first before filling posts in the non-ITDA areas.

10.Besides ITDA areas, areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers.

11.The employees working in ITDA areas for more than two (2) years may be transferred to the stations of their choice, subject to fulfilment of conditions stipulated in the G.O. cited above, giving due preference to the inter-se seniority among the employees working in these areas.

12. For the purpose of postings in ITDA Areas, the following criteria shall be followed.

- i. The employees shall preferably be below 50 years of age.
- ii. The employees who have not worked earlier in the ITDA areas so far shall be considered for transfers considering the length of their service in plain areas in the descending order of preference.

13.The District Collectors and other Appointing Authorities shall ensure that functionaries who are transferred out from ITDA areas are not relieved without a substitute being posted/joining in their place.

14.The employees 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 employee who does not report to place of posting in the ITDA areas shall be liable for disciplinary action as per rules in vogue.

15.At the time of relieving the individuals, the Appointing Authorities shall ensure that the individual does not have any dues on the date of Relief and also submit all the records pertaining to legal cases if any.

16.Candidate not attending for counselling would automatically forfeit his/her request and no transfer would be effected.

17.For any clarifications or technical issues, contact the 'transfer help line' numbers established at the O/o the Director, GSWS, Vijayawada between 8.00AM to 8.00PM everyday: 9010656383; 7981927494; 8309961905.

Encl: SOP on Transfer Guidelines

Siva Prasad I F S  
DIRECTOR

To:

All the District Collectors of erstwhile Districts  
All the Districts Collectors new Districts.  
All Appointing Authorities of Village /Ward Secretariat Functionaries

Copy to:

The Finance (HR) Department.  
The GA (Services) Department.  
The Principal Accountant General (A&E), A.P. Vijayawada.  
P.S. to the Secretary GSWS Department

Copy Submitted to:

The Special Chief Secretaries / Principal Secretaries / Secretaries of the Line Departments

## ANNEXURE

### SOP for Counselling

1.The unit of appointment /transfer is the erstwhile District. The District Collector of the erstwhile District and the Collectors of respective new Districts will oversee the counselling as a Committee for counselling and transfer of employees.

They are assisted by:

- i. Heads of the Line Departments in the erstwhile District controlling the designations
- ii. Heads of the Line Departments of the new Districts.

- iii. Representative of RDMA.
- iv. District GSWS Officer In-charge of the erstwhile District.
- v. District GSWS Officers In-charge of the new District.

2. At the counselling venue, seniority as per District Selection Committee shall be enforced within each preference category. The Original Certificates in support of claim for preference category shall be verified before issuing place posting orders.

The applicants of the following designations shall attend the counselling in person before the above Committee.

<b>SL No</b>	<b>Name of the Department</b>	<b>Designation of the Functionary</b>	<b>Appointing Authority (Erstwhile District)</b>
1	2	3	4
1	Panchayat Raj & Rural Development	Panchayat Secretary (Grade-V)	District Collector
2		Panchayat Secretary (Grade VI) (Digital Assistant)	District Collector
3	Panchayat Raj & Rural Development - Engineering	Engineering Assistant (Grade-II)	District Collector
4	Revenue	Village Revenue Officer	District Collector
5		Ward Revenue Secretary	District Collector
6		Village Surveyor (Grade-III)	Assistant Director, Survey & Land Records
7	Social Welfare	Welfare and Education Assistant (Rural)	District Collector
8	Tribal Welfare	Welfare and Education Assistant (Tribal)	Deputy Director, Tribal Welfare
9	Agriculture	Village Agriculture Assistant	Joint Director of Agriculture.
10	Horticulture	Village Horticulture Assistant	District Collector
11	Sericulture	Sericulture Assistant	District Sericulture Officer

12	Animal Husbandry, Dairy Development & Fisheries	Village Fisheries Assistant	District Collector
13		Village Veterinary Assistant	District Collector
14	Medical & Health	ANM	District Medical & Health Officer
15		Ward Health Secretary	District Medical & Health Officer
16	Home	Mahila Police/ Grama Mahila Samrakshana: Karyadarshi	District Collector
17		Ward Women and Weaker Sections Protection Secretary/ Ward Mahila Samrakshana Karyadarshi	District Collector
18	Energy	Energy Assistant (Junior Lineman Grade II)	Superintending Engineer, DISCOM

3.The RDMAs/ Regional Deputy Directors of Town & Country Planning/ Superintendent Engineers (Public Health) are requested to follow the principles and procedures prescribed in the G.O.Ms.No.75 Finance (HR.I-PLG& Policy) Department, dated 17-08-2024 in allowing the request transfer applications and allotting the following Ward Secretariat Functionaries to the ULBs as per seniority within each preference category. The said Functionaries shall attend counselling in the O/o the Municipal Commissioner of respective allotted ULB for place posting orders in specific Ward Secretariat. The Original Certificates in support of the claim for the preference category shall be verified before issuing place posting orders.

SL No	Name of the Department	Designation of the Functionary	Appointing Authority
1	2	3	4
1	Municipal Administration & Urban Development	Ward Administrative Secretary	Regional Director MA&UD Concerned
2		Ward Planning & Regulation Secretary (Grade-II)	Regional Deputy Director, Town & Country Planning
3		Ward Education &	Regional Director MA&UD

		Data Processing Secretary	Concerned
4		Ward Welfare & Development Secretary (Grade-II)	Regional Director MA&UD Concerned
5		Ward Amenities Secretary (Grade-II)	Superintending Engineer, Public Health & Municipal Engineering
6		Ward Sanitation & Environment Secretary (Grade-II)	Regional Director MA&UD Concerned

4.The Applicants are to be called for counselling in the following order

Sl. No	Order of Calling	Original Certificates to be verified
1	Visually challenged employees	Medical Certificate from District/State Health Board + No Dues Certificate
2	Employees who have mentally challenged children and seeking a transfer to a station where relevant medical facilities are available	Medical Certificate from District/State Health Board + No Dues Certificate
3	Employees who worked for more than two years in Tribal areas.	Duty Certificate from the Competent Authority if employee worked more than 2 years in tribal areas + No Dues Certificate
4	Employees with disabilities of 40% or more as certified by a Competent Authority as per the norms of "persons with disabilities".	Sadarem Certificate + No Dues Certificate
5	Employees 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.	Medical Certificate from District/State Health Board + No Dues Certificate
6	Female employees who are widows	Compassionate

	appointed on compassionate grounds.	appointment orders by Competent Authority + No Dues Certificate
7	Spouse grounds (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)	Marriage Certificate, Spouse Certificate, Employee Authorization letter with Employee ID, Spouse Aadhar + No Dues Certificate.
8	Mutual	No Dues Certificate

<b>Schedule of Activities:</b>		
<b>Sl. No</b>	<b>Activity</b>	<b>Date</b>
1	Last Date for submission of Online Application for Transfer	Upto 27-08-2024
2	Downloading and arranging the Online Applications as per seniority under each preference category by Authorities	28-08-2024
3	Physical Counselling and Issuing of Transfer Proceedings	29-08-2024 30-08-2024
4	Employee can file grievance, if any before the erstwhile District Collector	30-08-2024 onwards

Siva Prasad I F S  
DIRECTOR