

**GOVERNMENT OF ANDHRA PRADESH  
&  
GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF&MC) DEPARTMENT**

**Circular Memo NO. 9940/SPF&MC/2015,**

**Dated:7.8.2017**

Sub:- General Administration (SPF&MC) Dept.,- Interstate transfer of Govt. Employees between the state of Andhra Pradesh and the State of Telangana – Guidelines -Issued.

Ref:- 1. Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment)-Order-1975  
2. Andhra Pradesh Reorganisation Act (Act 6 of 2014), 2014  
3. U.O. Note No. 8475/SR1/A1/2015-1, Dt. 8.7.2015  
4. G. O. Rt. No.1634, General Administration (SPF &MC) Dept., dt.03.08.2016

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Proviso to Sub section (2) of Section 77 of A.P. Reorganisation Act-2014 mandates that employees of Local, District, Zonal and Multizonal Cadres, which fall entirely in one of the Successor States shall be deemed to be allotted to that successor State. There have been representations from some local cadre employees and State Cadre employees for transfer to the State where their spouses are working or for mutual transfers on grounds of their local candidature etc., to the State to which they belong.

2. On and with effect from the appointed day, the provision under Para 5(2) (c) and 5(2)(d) of the Presidential Order-1975, for inter local cadre transfers of Government employees from one local cadre to another i.e., from one District / Zone / Multi zone to another on spouse grounds and on reciprocal/mutual basis, subject to assigning last rank in the new unit of appointment duly following the prescribed procedure is confined to the respective States of Andhra Pradesh and Telangana.

3. The State Advisory Committee on Employees Allocation has recommended to evolve a transitory policy on inter-state transfers of State Government employees on spouse and other grounds between the two States as the Guidelines on allocation of State cadre employees do not contain provision for such cases.

4. Therefore, after careful examination, Government of Andhra Pradesh in consultation with the Government of Telangana, have constituted a committee vide reference 4<sup>th</sup> cited, to evolve such a policy on interstate transfers of the State Government employees in respect of the following categories.

- A. Inter-State transfer of spouses.
- B. Mutual transfer of local cadre Employees i.e., District /Zonal /Multi Zonal cadre employees, and
- C. Mutual transfer of all State Cadre Employees where the final allocation has been notified by the Central Government.

5. In addition to the above there are cases of State cadre employees whose spouses are working in other State and whose request to facilitate their serving in the same State could not be considered due to the pendency of allocation of employees. The Government have decided that where the final allocation of a State Cadre employee has been done by the Central Government and the spouses happen to be in different States, the request of the spouse shall be considered to the State to which the State cadre employee's spouse is allocated in the course of allocation of its employees between the two States. Any residuary cases remaining without being considered may be done as part of this Order.

**(p.t.o)**

6. The Committee after detailed deliberations recommended the following guidelines to consider interstate transfer of Local Cadre (District /Zone / Multi Zonal ) and State cadre employees on spouse grounds /criteria and on mutual basis and the same are accepted by the Government of Andhra Pradesh and Government of Telangana for implementation. Accordingly, the following Guidelines are issued.

(a) Government employee seeking inter-state transfer has to apply to the Head of Department concerned through the proper channel **within a month** from the date of the issue of these guidelines. Application shall be in the prescribed form appended. The Administrative Department concerned shall process all the applications and issue orders as per the prescribed procedure laid down here in preferably **within two months** from the date of issue of these guidelines.

(b) The Departments proposing interstate transfers of local cadre and state cadre employees on spouse grounds or on mutual basis shall invariably furnish information in the format annexed to this circular, duly signed by the Spl. Chief Secretary/ Principal Secretary/ Secretary to Government concerned after verification.

(c) Interstate transfer of local cadre or State cadre employees either on spouse grounds or on mutual basis as provided under para 5(2)(c) and 5(2)(d) of Presidential Order shall only be considered. The proposals for interstate transfers on personal grounds/medical grounds or on any other ground other than the one mentioned at para '4' above need not be entertained.

(d) Transfers are permissible onetime in the entire service of the employee.

(e) There shall be a clear vacancy to consider the interstate transfer.

(f) On transfer to a State, the Local cadre/State cadre employee will be considered to the District/Zone to which he is local in terms of the provisions of the Presidential Order, subject to availability of a clear vacancy, in the said District /Zone or to any District/Zone based on Administrative need.

(g) In case of request transfer on spouse grounds, only one spouse shall be transferred to other state where the spouse is working on regular basis in State Government subject to condition that one of the spouses must be local to the State to which transfer is sought. This condition shall also be applicable to the transfers on mutual basis and such transfers shall be restricted to State Government employees only.

On such a transfer the employee may be asked to join any post that the Government offer as long as it is in the same pay scale.

(h) Employees transferred on request shall be assigned last rank next to the last regular candidate in the new State as is being done in case of inter-local cadre transfers under Para 5(2) (c) & 5(2) (d) of Presidential Order and also the employee should forego seniority/lien in the existing State.

(i) As the transfer is on request basis, the employee is not entitled for any TA & DA claim.

(j) The Departments proposing inter- state transfers between two Local Bodies (Zilla Parishad/Mandal Parishad /Municipalities) shall also follow the above guidelines while processing the cases.

(k) In respect of Teachers, interstate transfers are permissible only between the same Managements and same category/subject (in case of mutual transfers) in both the State Governments.

(l) Proposals on inter-state transfer of local cadre employees should invariably be sent to the General Administration (SPF&MC) Department and in respect of State cadre employees to General Administration (SR) Department for concurrence.

(m) Orders shall be issued by the respective Administrative Departments after circulating the files to the Chief Secretary to Government of the respective State Governments.

7. All the Departments of A.P. Secretariat and Telangana Secretariat are requested to follow the instructions scrupulously.

8. These Orders can be accessed at a.p.online portal.

**DINESH KUMAR, IAS**  
**CHIEF SECRETARY TO GOVERNMENT,**  
**GOVERNMENT OF ANDHRA PARDASH**

**S.P.SINGH, IAS,**  
**CHIEF SECRETARY TO GOVERNMENT,**  
**GOVERNMENT OF TELANGANA**

To

All the Departments of the A.P. Secretariat  
All the Departments of Telangana Secretariat  
All the HODs of Government of Andhra Pradesh  
All the HODs of Government of Telangana  
All the District Collectors, Government of Andhra Pradesh  
All the District Collectors, Government of Telangana  
AG, Andhra Pradesh, Hyderabad  
AG, Telangana, Hyderabad  
The Director of Treasuries Government of Andhra Pradesh  
The Director of Treasuries Government of Telangana

Copy to

OSD/P.S to the Chief Secretary to Government of Andhra Pradesh  
OSD to Chief Secretary to Government of Telangana  
P.S. to the Spl. Chief Secretary to Hon'ble CM, Government of Andhra Pradesh  
P.S to the Prl.Secretary to C.M, Government of Telangana  
P.S. to the Secretary to Govt, Finance Dept, Govt of Andhra Pradesh  
P.S. to the Prl.Secretary to Govt, Finance Dept, Government of Telangana  
P.S. to E.O. Prl. Secretary to Govt, (SR), Govt of Anadhra Pradesh  
P.S to Prl.Secy. to Govt., (SR) Government of Telangana  
P.S. to the Secretary to Govt, (Services), GAD, Government of Andhra Pradesh  
P.S. to the Secretary to Govt, (Services) GAD, Government of Telangana  
P.A.Jt. Secy to Govt, G.A. (SPF & MC) Department, Government of Andhra Pradesh  
The G.A.(SPF&MC) Department, Government of Telangana  
SF/SC

// FORWARDED:: BY ORDER //

  
SECTION OFFICER  
8N

(Contd.... n/p...for Annexure)

**ANNEXURE**

**(To Circular Memo.No.9940/SPF&MC/2015, dated:7-8-2017)**

1	Full name of the Applicant in Block Letters Sri/Smt./Kumari.	
2	Fathers name/Husband Name	
3	Date of Birth/Place of Birth	
4	Caste (SC/ST/BC/OC)	
5	Designation/Present place of posting	
6	Local cadre /State cadre of a) Applicant b) Spouse	
7	Name and other details of spouse	
8	Name of the post to which transfer is sought for	
9	Unit of Appointment for this post: District/ Zone/Multi Zone/ State cadre	
10	Cadre strength of the post to which transfer is sought for	
11	Number of non-locals physically working	
12	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	
13	The transfers already effected during the current financial year in this cadre	
14	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	
15	Whether there is clear vacancy to effect the proposed transfer	
16	Whether the individual is willing to take last rank below the last regular candidate in that category	
17	Preferential claim Annexure in prescribed format enclosed(YES/NO) in respect of State cadre posts.	
18	Disciplinary cases if any pending. ( say yes, only if Articles of charges is framed) (YES/NO)	
19	Local status as per P.O. Applicant and Spouse (with documentary evidence)	

- (The information sought for at Sl.No.11, 12, 13, 14 pertains to local cadre employees only. All the employees whether state cadre or local cadre have to furnish the above information accurately.)
- I hereby declare that the above information is correct.

Name and signature of the applicant

Verified and found correct

(Signed by Spl.C.S / Prl.Secy/ Secy. to Govt., Department concerned with  
office Seal)