

GOVERNMENT OF ANDHRA PRADESH
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION AP VIJAYAWADA
Present: Dr DSVL Narsimham M.S,

Rc No 2092015/E1/2023

Dt 25.05.2023

Sub HM&FW Department – Directorate of Medical Education-
Guidelines for transfer of Regular Employees – Detailed
instructions and timelines– Issued-Reg
Ref GO Rt No 399 HM&FW Department Dt 24.05.2023

Vide reference cited above, the Government issued orders for lifting ban on transfers for a limited period and issued guidelines for transfers of regular employees. In continuation of the above guidelines and in terms of para 9 of the GO cited above, the following instructions are issued for the affecting general transfers in a transparent and timely manner.

1. Principals of Government Medical Colleges and Superintendent of Teaching Hospitals are instructed to communicate the GO and these guidelines to all the employees under their control.
2. Principals/ Superintendents shall submit the list of Teaching faculty (Professors, Associate Professors, Assistant Professors, and Tutors) who have completed 5 years of service at a station in the prescribed format to the Directorate of Medical Education. In case of no employee in the institute for more than 5 years, then the NIL report shall be submitted.
3. All the lists, mentioned in para 1 above, received from the institutions will be published on the DME website for information to the employees and for submission of grievances if any.
4. For the purpose of preparing the above employee list, the service at station definition given in Clause 6(viii) of GO cited above shall be strictly followed.
5. Teaching faculty, who have completed two years of service at a station and desire to transfer, shall submit a request application to the concerned Principals in the format enclosed. Faculty who are working in the hospital establishment shall also submit the application to the concerned principals only.
6. Every request application shall be issued with the dated acknowledgment by the concerned medical college. No request application for transfer will be received directly by the Directorate of Medical Education.
7. Principals and Assistant Directors shall scrutinize all request applications and priorities claimed by the faculty. All the valid

applications along with the valid claims for priorities (if any) shall be submitted to the Directorate in the format enclosed.

8. Details of all the request applications, priorities claimed and vacancies will be displayed on the website for information and submission of grievances
9. All the grievances will be redressed as per the guidelines issued in the GO cited above.
10. Final list of employees eligible for transfer will be published on the web. This list includes employees who submitted request applications and employees with more than 5 years of stay and their places opted by requests and duly following the cap of 30%.
11. Counselling will be conducted through Zoom for choosing the places. Faculty shall attend the counseling from Principal Chambers only. Counselling will be conducted as per the guidelines issued in the GO cited above.
12. Schedule for general transfers

1	Submission of list of employees who completed 5 years of stay at the station by the Principals and Superintendents to the DME Office	26.05.2023
2	Publication of Long-standing employees list by DME	27.05.2023
3	Receiving grievances by the principles on a Long-standing list	28.05.2023
4	Receipt of request applications by the principals – Last date	26.05.2023 To 30.05.2023
5	Submission of list of requests to DME by principals + List of employees completed 5 years duly redressing the grievances	31.05.2023
6	Publication of List of eligible employees, list of priorities, List of employees who completed 5 years and whose places are opted by request transfers, and list of vacancies	02.06.2023
7	Submission of grievances if any	03.06.2023
8	Redressal of Grievances	05.06.2023
8	Counseling for transfers (professors)	06.06.2023
9	Counseling for transfers (Associate professors)	07.06.2023
10	Counseling for transfers (Assistant professors and Tutors)	08.06.2023 To 09.06.2023

13. Principals and Assistant Directors shall monitor the above process on a day-to-day basis. Every detail submitted to the Directorate shall be accurate and there shall not be any deficiencies in it.
14. Following committees are constituted for verification and conducting counseling.

S.No	Category	Officers
1	Professor & Associate Professors	Additional DME (Academic) Principal, GMC , Eluru Joint Director (Admn)
2	Assistant Professor, Tutors	Joint Director (Medical) Principal, SMC Vijayawada Deputy Director (Admn)

15. All the Guidelines, Long Standing Lists, vacancies list, Request applications list, Priorities list, and other instructions and information will be posted on dme.ap.nic.in from time to time.
16. Principals and Assistant Directors shall establish a helpdesk to attend clarifications/assistance to the faculty in this regard.

To,
All the Principals of Government Medical Colleges and Dental Colleges.
All the Superintendents of Teaching Hospitals.
All the Professors, Associate Professors, and Assistant Professors through Principals/ Superintendents
Copy submitted to Special Chief Secretary to Government, Health Medical & Family Welfare Department.

Nallu
25/15
Director of Medical Education
K. S. Prasad

GOVERNMENT OF ANDHRA PRADESH
DIRECTORATE OF MEDICAL EDUCATION. ANDHRA PRADESH

APPLICATION FOR REQUEST TRANSFERS -2023

1	Cadre			
2	Specialty			
3	Name of the employee			
4	Employee Id			
5	Phone Number & Email Id			
6	Date of Birth			
7	Present place of working			
8	Length of stay at the present station as on 30.04.2023(Shall be counted as per para 6 (viii))	YY	MM	DD
9	Type of priority claimed			
10	Documents attached in support of the claim.			
11	Places opted for a transfer	1		
		2		
		3		
		4		
		5		
12	Whether any disciplinary charges/ACB/Vigilance cases pending			

Signature of the candidate

