

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – Human Resources – Transfers and Postings of Employees – Guidelines 2025  
- Orders – Issued.

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**FINANCE (HR.I-PLG. & POLICY) DEPARTMENT**

**G.O.MS.No. 23**

**Dated: 15-05-2025**

**Read the following: -**

1. G.O.Ms No.71, Finance (HR.I-Plng. & Policy) Department, dated 17-05-2023.
2. G.O.Ms.No.75, Finance (HR.I-Plng. & Policy) Department, dated 17-08-2024
3. G.O.Ms.No.90, Finance (HR.I-Plng. & Policy) Department, dated 12-09-2024.

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**ORDER:**

The Government is committed to the welfare of its employees and seeks to promote work-life balance, while ensuring efficient and effective service delivery to the citizens. In move forward in this direction, it is required that the employees are posted at places where they can contribute to the best of their abilities for improved governance and efficient delivery of public services.

2. Accordingly, Government hereby issues the following guidelines for transfer of employees for the year 2025.
3. The existing ban on transfer of employees imposed in the references 3<sup>rd</sup> read above shall be relaxed for the period from **16th May, 2025 to 2nd June, 2025** to ensure right placement of employees, to secure optimum productivity and commitment to furtherance of Government's welfare and development objectives.

**4. Principles for Transfers and Postings**

- i. Employees who have completed a period of continuous stay of 5 years at a station as on 31st of May, 2025, shall invariably be transferred. Employees, other than those who completed 5 years of stay at a station, shall also be eligible for transfer on personal request. All such employees shall exercise preference for stations.
- ii. Employees who will be retiring from service on attaining the age of Superannuation, on or before 31st May 2026, shall not be normally be transferred except on request or administrative grounds.
- iii. For the purpose of transfers, the number of years of service in all cadres/posts at a station shall be reckoned as the Period of Stay at a station, where Station means a place (City, Town, Village) of actual working and not the office or the institution.
- iv. Preference will be given to below categories:
  - a. Visually challenged employees.
  - b. Employees who have mentally challenged children and seeking a transfer to a station where relevant medical facilities are available.
  - c. Employees who worked for more than two years in Tribal areas.
  - d. Employees with disabilities of 40% or more as certified by a competent authority as per the norms of "persons with disabilities".

- e. 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.
- f. Female employees who are widows appointed on compassionate grounds.
- v. The visually challenged employees are exempted from transfers, except when they make a specific request for transfer. As far as possible, these categories of employees may be posted at a place of their choice subject to availability of a clear vacancy.
- vi. 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.
- vii. All transfers affected under these guidelines, including the employees who exercised the option of preferred stations, shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.
- viii. Employees shall invariably be transferred from their existing stations on promotion, unless no such promotion posts exist at a different station.
- ix. All vacancies in the notified agency areas shall be filled first before filling posts in the non-ITDA areas.
- x. 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. HoDs and District Collectors shall ensure the same.
- xi. The employees (Local Cadres, Zonal Cadres) 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 these orders, giving due preference to the inter-se seniority among the employees working in these areas.
- xii. 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.
- xiii. Departments shall ensure that officials who are transferred out from ITDAs are not relieved without a substitute being posted/joining in their place. 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.

## 5. Procedures for Transfers and Postings

- i. All the transfers shall be effected by the competent authorities as per the existing orders of delegation, subject to the Government Orders and conditions prescribed.
- ii. All transfers shall be affected following procedures and rules of respective departments and for effecting transfers and postings of employees belonging to the district / zonal / multi-zonal cadres, the erstwhile districts / zones / multi-zones shall only be respectively considered as Units, in accordance with the cadres localised under the Presidential Order.

- iii. In order to ensure that the above preferences are not mis-utilised, the Departments shall have internal committees to scrutinize thoroughly the applications under those categories and recommend appropriately to the competent authority.
- iv. The Head of the Department concerned shall be responsible for the implementation of the transfer orders in the most transparent and time bound manner possible without giving any scope for complaints / allegations. Any violation of these guidelines shall be viewed seriously.
- v. (a) The standing instructions on the transfers of office bearers of recognised employees Associations as issued in Circular Memo No. GAD01-SW0SERA/27/2019- SW, GA (Services Welfare) Department, dt.15.06.2022 will apply i.e., not to transfer the office bearers of all the Recognised Service Associations in the State at State level, District level and Division/Mandal level, until their completion of three (3) terms or nine (9) years of stay in a particular station.  
(b) The list of office bearers at the taluk and district levels of recognised Employees Associations shall be forwarded to the Heads of Departments (HODs) at the district level through the respective Collector.  
(c) The list of the state association shall be forwarded to the HODs at the state level through the General Administration Department (GAD) only. The transferring authority is instructed not to consider any list that has not been received through the aforementioned channels.  
(d) However, the competent authorities can affect transfers on administrative grounds even before expiry of the present nine years period after recording the reasons.

6. The departments, which have unique operational systems may devise their own transfer guidelines relevant to their departments subject to the condition that such guidelines are not contrary to these guidelines.

7. The ban on transfers shall come into force with effect from **3<sup>rd</sup> June,2025**.

8. A copy of this order is available at <http://goir.ap.gov.in>.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**PEEYUSH KUMAR  
PRINCIPAL FINANCE SECRETARY**

**To**

All Departments of Secretariat.

All Heads of Departments.

All District Collectors.

**Copy to**

The PS to Principal Secretary to HCM, AP Secretariat.

The PS to H.F.M, AP Secretariat.

The PS to Chief Secretary, AP Secretariat.

The Secretary, A.P.P.S.C., Vijayawada.

The Prl.A.G. (A&E)/ Prl. A.G. (Audit), A.P. Vijayawada.

The Director, Treasuries and Accounts, A.P., Mangalagiri  
The Pay and Accounts Officer, Mangalagiri  
The Director, Works & Accounts, A.P., Mangalagiri.  
All Deputy Director / District Treasury Officers, O/o. District Treasury in the state.  
The PS to PFS  
The PS to Secretary (B&IF)  
The PA to Secretary (RM)  
The CEO, APCFSS, Mangalagiri.  
The PA to J.S(HR), Finance Department.  
SF/SC (2798783)

**//FORWARDED :: BY ORDER//**

*D. Sudhakar.*  
**SECTION OFFICER**