

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH

Present: Sri Vijay Rama Raju.V., I.A.S.,

Rc.No.ESE02-13/90/2021-EST3-CSE-Part(5)      Date:07/08/2024

Sub: School Education – Academic Year 2024-25 – Work Adjustment of Teachers (SAs)/SGTs in needy schools under all managements i.e.,Govt/ZPP/MPP/Municipal, as per the requirement – Certain instructions -Issued.

Read:1) G.O.Ms.No.20, School Education (P.E.PROG.I) Dept, Dt:03.03.2011 and amendments thereon.

2) G.O.Ms.No.117, School Education (Ser.II) Dept, dt:10.06.2022.

3) G.O.Ms.No.128, School Education (Ser.II) Dept, dt:13.07.2022.

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**O R D E R:**

The attention of all Regional Joint Directors of School Education and District Educational Officers in the State is invited to the references 2<sup>nd</sup> & 3<sup>rd</sup> read above, wherein the Government has issued norms for re-apportionment of teaching staff in Government/MPP/ZPP management schools by providing subject teachers for the classes 3-5 to the mapped pre-high schools/high schools and to maintain pupil-teacher ratio (PTR) as per RTE Act, 2009.

2. For the Academic Year 2024-25, enrolment in some schools across all managements has either increased or declined due to various reasons. However, as teacher rationalization has not been undertaken this academic year, it is essential for the Government to maintain the pupil-teacher ratio (PTR) norms prescribed by the Right of Children to Free and Compulsory Education Act, 2009 and other existing rules in force. To ensure optimal utilization of manpower, effective academic support for students, and to prevent any adverse effects on academic activities in the schools, surplus teachers shall be adjusted to the needy schools across all managements, strictly adhering to the guidelines outlined below.

**(i) Adjustment Criteria:**

- Subject Teachers (SAs) and SGTs shall be adjusted based on the requirements of schools under all managements (Govt/ZPP /MPP/Municipal) within the same subject.
- Surplus School Assistants shall be adjusted to other subjects as per their respective methodologies.

- Qualified surplus SGTs, possessing the relevant degree and B.Ed Methodology in the concerned subject, shall be adjusted to teach the corresponding subjects in Pre-High Schools and High Schools.
- Identify schools with more than one SA(PD) or PET and redistribute the excess staff to schools lacking any SA(PD) or PET under work adjustment.
- The need for adjustment should be calculated according to existing norms.

***(ii) Preference in adjustment:***

- Adjust Subject School Assistant Teachers (SAs) in high schools according to norms.
- In Upper Primary Schools, if enrolment is less than 98, allocate teachers by grouping classes 3 to 8 and 1 to 2, separately.
- In Primary Schools, allocate teachers according to norms.
- If surplus teachers are still identified, they will be adjusted in descending order in single-teacher schools based on the extent of surplus identified.
- Identified SA(PD) and PETs shall be allotted to schools having no SA(PD) or PET in descending order.

***(iii) The said criteria will be taken up in the following phases:***

**Phase-I:** Inter Management within the Mandal.

- Same subject within Mandal
- Inter subject within Mandal
- Qualified SGTs within Mandal

**Phase-II:** In Division level first preference within Management, if still surplus teachers available then inter management.

- Same subject within Division
- Inter subject within Division
- SGTs qualified within Division

***(iv) Guidelines for identifying the Surplus Teachers:***

- The junior-most teacher in the school shall be identified as surplus.

- First preference shall be given to the schools wherever there is no availability of subject teacher or secondary grade teacher.
- After identifying the surplus teachers, cadre seniority within the inter-management shall be considered for phases specified @ point no.(iii) above. If cadre seniority is the same, then the date of initial appointment shall be considered first, followed by the date of birth.
- The work adjustment process shall be conducted based on enrolment data from UDISE on 07/08/2024.
- Ensure the availability of Subject teachers in all High Schools upon completion of the work adjustment process.

**Note:**

- Avoid deputing surplus teachers from upland/agency areas to plain areas.
- Teachers retiring on or before April 30, 2025, and those with 100% visual impairments are excluded from the work adjustment process.
- High school plus schools are exempted from this process.
- Widow, unmarried female teachers, legally separated, and spouse grounds shall be exempted from work adjustment at the Divisional Level. However, if they are willing, they may be considered within the division during Phase-II.
- **The entire process of work adjustment of teachers shall be completed on or before 11.08.2024.**

***(v) Roles and Responsibilities:***

**Mandal Educational Officer:**

Mandal Educational Officer is the nodal officer for doing work adjustment of teachers within the Mandal irrespective of the management and schools up to the cadre of School Assistants.

**Step.1:** Mandal Educational Officer need to download the list of surplus teachers from the web and display in the notice board.

**Step.2:** To call the surplus teachers to the concerned Mandal Educational Offices on the given date. Upon calling the teachers, MEO should identify the requirement of schools displayed in the web by choosing the school as

a unit.

**Step.3:** After selecting the school, the list of surplus teachers will be displayed click allot button, the list contains the combination of seniority list as mentioned in the above guidelines.

**Step.4:** Upon allocating the teacher to the needy school to the candidate at sl.no.1, then option will be enabled for sl.no 2.

Example: If 02 School Assistants (Eng) were required in a school, then the Mandal Educational Officer shall allocate (1) teacher to one school and other teacher to another school to maintain uniformity **(or)** (02) teachers shall be allotted to the same school if adequate surplus available in the mandal based on the requirement and work adjustment policy.

**Step.5:** After freezing the School Assistants in same category post, the system will enable to identify the surplus inter subject teachers.

**Step.6:** After freezing the surplus inter subject teachers and work adjustment is still needed then option of surplus Secondary Grade Teachers having methodologies will be displayed.

After completing the above steps, surplus Secondary Grade Teachers will be allocated to the needy primary/upper primary schools (class 1 & 2 – SGTs only) on the basis of enrolment in descending order.

**Deputy Educational Officer:**

Deputy Educational Officer is the nodal officer for doing work adjustment of teachers within the Division irrespective of the management and schools up to the cadre of School Assistants.

- After adjusting the required no of teachers in the Mandal, the remaining surplus teachers will be drafted from the neighbouring mandals within the division.
- All the surplus teachers in the respective mandals within the divisions will be considered for work adjustment duly assigning the cadre seniority.

**Step.1:** Deputy Educational Officer need to download the list of surplus teachers from the web and display in the notice board.

**Step.2:** To call the surplus teachers to the concerned Divisional offices on the given date. Upon calling the teachers, Deputy Educational Officer should identify the requirement of schools displayed in the web by choosing the school as a unit.

**Step.3:** After selecting the school, the list of surplus teachers will be displayed click allot button, the list contains the combination of seniority list as mentioned in the above guidelines.

**Step.4:** Upon allocating the teacher to the needy school to the candidate at sl.no.1, then option will be enabled for sl.no 2.

- Example: If 02 School Assistant (Eng) were required in a school, then the Deputy Educational Officer shall allocate (1) teacher to one school and other teacher to another school to maintain uniformity **(or)** (02) teachers shall be allotted to the same school if adequate surplus available in the Division based on the requirement and work adjustment policy.

**Step.5:** After freezing the School Assistants in same category post with in the management, the system will enable to identify the surplus inter subject teachers within the management.

**Step.6:** After freezing the School Assistants in same and Inter category post within management, the system will enable to identify the surplus inter subject teachers Inter management.

**Step.7:** After freezing the School Assistants in same category post, the system will enable to identify the surplus inter subject teachers.

After freezing the surplus inter subject teachers and work adjustment is still needed then option of surplus Secondary Grade Teachers having methodologies will be displayed.

**District Educational Officer:**

District Educational Officer is the nodal officer for doing work adjustment of teachers in the District irrespective of the management and schools up to the cadre of School Assistants.

- Even after adjusting the required no of teachers in the division, if still work adjustment needed the balance surplus teachers shall be drafted from the neighbouring divisions within the district.

**Step.1:** District Educational Officer need to download the list of surplus teachers from the web and display in the notice board.

**Step.2:** To call the surplus teachers to the concerned District offices on the given date. Upon calling the teachers, Deputy Educational Officer should identify the requirement of schools displayed in the web by choosing the school as a unit.

**Step.3:** After selecting the school, the list of surplus teachers will be displayed click allot button, the list contains the combination of seniority list as mentioned in the above guidelines.

**Step.4:** Upon allocating the teacher to the needy school to the candidate at sl.no.1, then option will be enabled for sl.no 2.

Example: If 02 School Assistants (Eng) were required in a school, then the Deputy Educational Officer shall allocate (1) teacher to one school and other teacher to another school to maintain uniformity **(or)** (02) teachers shall be allotted to the same school if adequate surplus available in the Division based on the requirement and work adjustment policy.

**Step.5:** After freezing the School Assistants in same category post, the system will enable to identify the surplus inter subject teachers.

**Step.6:** After freezing the surplus inter subject teachers and work adjustment is still needed then option of surplus Secondary Grade Teachers having methodologies will be displayed.

After completing the above process, the said confirmed list will be displayed/sent to the concerned Regional Joint Directors of School Education for verification and Confirmation. After verification, the District Educational Officer will issue work adjustment orders to the individuals.

3. Therefore, all Regional Joint Directors of School Education and District Educational Officers in the state are instructed to issue instructions to the Deputy Educational Officers (Dy.EOs) and Mandal Educational Officers (MEOs) to go through the user manual for the web application and act in accordance with the issued guidelines. Further, all RJDSEs shall coordinate with the District Educational Officers concerned and address any grievances of teachers, whether technical or general, in consultation with the State team.

4. The Additional Director, IT is instructed to provide an online module for work adjustment of teachers as per the above guidelines and user manuals for each officer. He is also instructed to coordinate with all concerned stakeholders and resolve issues that may arise.

5. If any deviations are noticed, the concerned officers will be held responsible, and disciplinary action will be initiated in accordance with the AP CCA Rules, 1991. For any technical issues, contact Sri Saidulu +91 73967 64959.

6. This item of work should be treated as TOP PRIORITY.

Encl: User Manual.

Vijay Rama Raju V  
Director, School Education

To

The Additional Director, IT of this office.

All Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

Copy submitted to the Secretary to Govt., School Education Department,  
A.P., Velagapudi, Amaravati for information.

Copy to

OSD to Hon'ble Minister for Education, GoAP.

The Assistant Director, IT/Ser.III/Legal of this office.

The Government Pleader for Ser.III, Hon'ble High Court of A.P., Amaravati.

All the Collectors and District Magistrates in the State.

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