Dr. Y. S. R. Horticultural University
Administrative Office :: Venkataramanagudem – 534 101
P.O.Box No. 7, West Godavari District, Andhra Pradesh

Proc.No.10550/Ser(T)-1/2017

Sub: Dr.YSRHU – Teaching Estt. - Implementation of Transfer Policy in Dr.YSRHU –
Guidelines for transfer of Teaching Staff – Certain orders – Issued.

Ref: Resolution No. 597 of 49th meeting of Board of Management, held on 14-05-2018

The Board of Management, Dr.YSRHU through the reference cited above have approved the
following guidelines for transfer of Teaching Staff, working in the Institutes of Dr.Y.S.R.Horticultural
University are hereby communicated and the same is come into force with immediate effect.

Guidelines for Transfer of Teaching Staff

The guidelines are intended to provide equal opportunity for employees to serve as far as
possible in many places/farming situations and to gain experience in teaching, research and
extension during their career; avail the facilities positioned at different locations and thus improve
the competence for rendering efficient services to the University, its development and to clients.
Each “place” possessing one or more research/teaching centers/schemes/units is considered as
“a unit” of transfer.

1. An employee can be transferred, if a person serves in a place/unit/preferred place for a
period of 5 years or more in the same/different capacities. He/She can be considered for
transfer.

2. Staff seeking transfer should submit an application in the prescribed proforma by giving
six options. Based on the aptitude of the person, socialization, the discipline, crop and the
type of experience gained, the person will be considered for one of the opted places for
posting while giving due weightage to the preferences.

3. For the purpose of transfers the Research Stations/Colleges/KVKs in Dr.YSRHU are
classified into following five categories.

'A' Category:
1. Guntur (Lam)
2. Tirupati

'B' Category:
1. Ananthapur
2. Bapatla
3. Kovvur

'C' Category:
1. Anantharajupeta
2. Peddapuram
3. Venkataramanagudem
4. Ramachandrapuram
5. Ambajipeta
6. T.Venkupalem

'D' Category:
1. Darsi
2. Mahanandi
3. Petlur
4. Kalikiri
5. Madakasira
6. Periyavaram
7. Parvathipuram
8. Vanipenta (Mudukur)
9. Madanapalli
10. Chinalatarapi
11. Vijayarai
12. Nuzvid
13. Pandirimamidi

'E' Category:
1. Chintapalli

4. If an employee serve in remote areas ('E' Category Places) and less preference / difficult
locations ('D' Category places) for a minimum period of Five years can request for a
transfer to 'C'/'B'/'A' centers.

5. Newly recruited should serve in 'D' and 'E' Category places for a minimum of five years in
one or two spells preferably within 10-15 years from the commencement of the service.
6. Staff working at 'E' category places for a minimum period of 5 years can be considered for transfer to other category places of their choice of three places.

7. After serving in research and extension for a period of 5 years, they can be considered for teaching depending on their aptitude and skills in teaching.

8. Employees with longer experience i.e., more than 15 years service in other categories ('E', 'D' & 'C') can be preferred for postings in 'A' and 'B' category places.

9. Other things being equal, among the persons opting for 'A' and 'B' category places, priority should be given to the persons who served in 'D' and 'E' category places for a longer period.

10. Staff possessing qualifications, experience and working in emerging fields, of specialization may be considered to be retained for more than 5 years. A committee should be constituted by the Board of management to examine these cases, other similar cases of advantage to the University may be considered by the Board of Management on the merits of each case.

11. The total length of stay in the whole/entire service should be not more than 10 years in the 'A' and 15 years in 'A' and 'B' category place put together including study leave period under deputation. The employees who are working for more than 15 years in a particular place/in different spells shall be transferred to other categories.

12. The length of service at a particular place for the purpose of transfer will be calculated as on 31st March, every year. The University will receive the requests from the employees by the end of February every year and will communicate transfer orders thereafter to be effected in the month of April/May. All the teachers satisfying the conditions specified above getting transfers are eligible for TTA.

13. An employee and his/her spouse are employees of the University, they shall be retained together in a single or their choice place for five years once in their service period. Beyond that period, as far as possible, they shall be posted to places where it is convenient, as per administrative grounds but not at the place of their choice, they can be posted to different places.

14. Teachers will be permitted to go on lien to State/Central Government organizations for a total period of 3 years in one or more spells in the entire service, except of those specially recruited for specific/emerging/special areas. If an employee's wants to take up assignment in any private organization, he has to go on leave for which he is eligible subject to the service conditions of the University.

15. Transfer on genuine medical grounds for notified ailments, on requests may be considered to such places or nearby places wherever such facilities are available. Persons transferred on such grounds are not eligible for transfer TA and joining time.

16. Persons with two or less than two years of service for retirement on superannuation will be given posting in the preferred place among two to three places of their choice, provided he/she has been working for the past 5 years in other categories of C, D and E places.

17. Mutual transfers may be considered within the frame work of these guidelines and without adversely affecting the rightful claims of others and also without affecting interests of the University Persons transferred on such grounds are not eligible for Transfer TA and joining time.

18. Persons once transferred, based on the option, are not disturbed generally for the normal period of 5 years, except in the case of promotion, disciplinary cases and exigencies of service.

19. Scientists employed in AICRP Schemes/Teaching will not be disturbed, if substitute is now available. But in case of Non-Plan schemes, transfer can be issued without substitute.
20. Scientists based on extraordinary contribution can be continued to work in same place for more than 5 years but not extending 10 years with due recommendations of the constituted committee by Hon'ble Vice-Chancellor.

21. In the case of tie between two employees applied for transfer on spouse cases, the following priorities can be considered.
   a) Seniority in the University
   b) Employment of Spouse in
      i. University service
      ii. Government service
      iii. ICAR/Central Government service
      iv. Private Organizations.

22. Transfers on administrative grounds can be made at any time irrespective of the period of person's working at a particular place under exigent conditions.

23. The above guidelines are not applicable to the employees facing disciplinary cases till such time the case is disposed.

All the Associate Deans of Colleges of Horticulture, Principals of Horticultural Polytechnics and Heads of Research Stations/Schemes/KVKs are hereby instructed to circulate the above said guidelines among the Teaching Staff working under their control for implementation.

B.SRINIVASULU
REGISTRAR

To
All the Associate Deans of Colleges of Horticulture, Dr.YSRHU
All the Heads of Research Stations/Schemes/KVKs, Dr.YSRHU
All the Principals of Horticultural Polytechnics, Dr.YSRHU
CC to PS to Vice-Chancellor, Dr.YSRHU, Admn. Office, VR Gudem
CC to PA to all the University Officers, Dr.YSRHU, Admn. Office, VR Gudem
Copy to SP/SC

//f.b.o.//

Asst. Registrar (Teaching)
Guidelines for transfer of Non-Teaching Staff

The guidelines are intended to provide equal opportunity for employees to serve as far as possible in many places/farming situations and to gain experience in teaching, research and extension during their career; avail the facilities positioned at different locations and thus improve the competence for rendering efficient services to the University, its development and to clients. Each “place” possessing one or more research/teaching centers/schemes/units is considered as “a unit” of transfer.

1. An employee can be transferred, if a person serves in a place/unit/preferred place for a period of 5 years or more in the same/different capacities. He/She can be considered for transfer.

2. Staff seeking transfer should submit an application in the prescribed proforma by giving six options. Based on the aptitude of the person, socialization, the discipline, crop and the type of experience gained, the person will be considered for one of the opted places for posting while giving due weightage to the preferences.

3. For the purpose of transfers the research stations/Colleges/K.V.K’s in Dr. YSR Horticultural University are classified into following five categories.

```
A’ Category : 1. Guntur (Lam)
                2. Tirupati

B’ Category :
           1. Ananthapur
           2. Bapatla
           3. Kottur

C’ Category:
         1. Anantharajupeta
         2. Peddapuram
         3. Venkataramannagudem
         4. Ramachandrapuram
         5. Ambajjepeta
         6. T. Venkupalem

D’ category: 1. Darsi
               2. Mahanandi
               3. Petur
               4. Kalikiri
               5. Madakasira
               6. Periyavaram
               7. Parvathipuram
               8. Vaniipenta (Mydukur)
               9. Madanapalli
              10. Chinalatalaip
              11. Vijayawar
              12. Nuzvid
              13. Pandirimagidi

E’ category: 1. Chintapalli
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4. If an employee serve in remote areas (‘E’ Category Places) and less preference / difficult locations (‘D’ Category places) for a minimum period of Five years can request for a transfer to ‘C’/’B’/ ‘A’ centers!

5. Newly recruited should serve in ‘D’ and ‘E’ Category places for a minimum of five years in one or two spells preferably within 10-15 years from the commencement of the service.

Contd...2
1. Categories of places for the purpose of transfer are the same as classified in the case of Teaching Staff.

2. Record Assistants and Class-IV employees are appointed by the Associate Directors/Associate Deans/ Heads of the stations/ Head of the Units (APHU Subordinate Service regulations and APHU Last Grade Service Regulations). As such, the employee are liable to be transferred within the jurisdiction of Heads as per the requirement of the University.

3. Employees of other categories of service can be considered for transfer after completion of 5 years service. Applicants from the lower category of places shall be preferred while effecting such transfers. Persons with more number of years of service at a given place are to be transferred to accommodate the eligible applicants.

4. Employees of the categories under item 3 are to be shifted on promotion to any place in other category of places and/or in case of disciplinary cases and exigencies irrespective of their length of stay.

5. Inter-unit transfers among the staff of Administration / Accounts / Stations of Junior Assistants – cum – Typists, Senior Assistants and Superintendents would be taken up once in every 3 years for familiarizing in the procedures.

6. Superintendent / Assistant Comptroller / Admin. Officer can serve in the “A” and “B” category places for about 10 years entire service in one or more spells.

7. Length of service at a particular place for the purpose of transfer will be calculated as on 31st March, every year. The university will receive the requests from the employees by the end of January every year and will communicate transfer orders to be effected in the month of April / May. All the employees getting transfer are eligible for transfer T.A.

8. An employee and his/ her spouse are employees of the university, they shall be retained together in a single or their choice place for five years once in their service period. Beyond that period, as far as possible, they shall be posted to places where it is convenient, as per administrative grounds but not at the place of their choice, they can be posted to different places.

9. Transfer on genuine medical grounds for notified ailments, on request, may be considered to such places or nearby places wherever such facilities are available. Persons transferred on such grounds are not eligible for Transfer T.A. and joining time.

10. Persons with two or less than two years of service for retirement on superannuation will be given posting in the preferred place among two to three places of their choices, provided he/ she has been working for the past 5 years in other categories of C, D and E places.

11. Mutual transfers may be considered with in the frame work of these guidelines and without adversely affecting the rightful claims of others and also without affecting interests of the university. Persons transferred on such grounds are not eligible for Transfer T.A. and joining time.

12. In the case of tie between two employees applied for transfer on spouse cases, the following priorities can be considered.
   a) Seniority in the University
   b) Employment of Spouse in
      i. University service
      ii. Government service
      iii. ICAR / Central Government service
      iv. Private Organizations.

13. Transfers on administrative grounds can be made any time irrespective of the period of person’s working at a particular place.

14. The above guidelines are not applicable to the employees facing disciplinary cases till such time the case is disposed.

Contd…3
All the Associate Deans of Horticultural Colleges, Principals of Horticultural Polytechnics and Heads of Research Stations/Schemes/KVKs are hereby instructed to circulate the above said guidelines among the Non-Teaching Staff working under the control.

B. SRINIVASULU
REGISTRAR

To
All the Heads of Research Stations/Schemes, Dr. YSRHU
All the Associate Deans of Horticultural Colleges, Dr. YSRHU
All the Principals of Horticultural Polytechnics, Dr. YSRHU
All the Senior Scientist & Heads of KVKs, Dr. YSRHU
CC to Joint Registrar, Admin. Office, Dr. YSRHU
CC to Deputy Registrar (Teaching & Non-Teaching), Admin. Office, Dr. YSRHU
CC to Deputy Registrar (Academic & Research), Admin. Office, Dr. YSRHU
CC to Deputy Comptroller, Admin. Office, Dr. YSRHU
CC to Assistant Registrars/Assistant Comptrollers, Admin. Office, Dr. YSRHU
CC to the Assistant Comptroller, Regional Accounts Office, Tirupati, Andhra Pradesh
CC to PS to Vice Chancellor, Admin. Office, Dr. YSRHU
CC to P.A. to all University Officers, Admin. Office, Dr. YSRHU
Copy to SF/SC.

//F.B.O./

ASSISTANT REGISTRAR (NTE)
<table>
<thead>
<tr>
<th></th>
<th>ANNEXURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>APPLICATION FORM OPTION OF TRANSFER</td>
</tr>
<tr>
<td>1</td>
<td>Name of the Employee</td>
</tr>
<tr>
<td>2</td>
<td>Present Designation &amp; Full address of the Institution</td>
</tr>
<tr>
<td>3</td>
<td>Category of the working place A,B,C,D and E</td>
</tr>
<tr>
<td>4</td>
<td>Native District and Zone to which he/she belongs</td>
</tr>
<tr>
<td>5</td>
<td>Details of Service particulars from the beginning (give in the separate statement)</td>
</tr>
<tr>
<td>6</td>
<td>Particulars of Leave i)Medical ii)Study Leave &amp; EOL iii)Deputation to other Departments</td>
</tr>
</tbody>
</table>
| 7 | Option for the Transfer  
   (A) Research - to which crop he is opting  
   (B) Teaching-give specialization if any  
   (C) Extension |
| 8 | Places for option of transfer |
| 9 | Category to which the employees belongs |
| 10 | Is your spouse employed |
| 11 | If yes, give full details of Designations, Address & Employer (Telephone No. etc.) |
| 12 | Reasons for asking transfer |
| 13 | Grounds on which the transfer is sought |
|   | a)Completed 5 years in other categories |
|   | b)Medical  
   a)ailment  
   b)Places where the ailment could be treated |
|   | c)Retirement  
   a)whether the opted place is native place  
   b)nearer to the native place  
   c)children settled  
   d)other considerations |

SIGNATURE OF THE EMPLOYEE

COUNTER SIGNATURE OF THE HEAD
### DETAILS OF SERVICE

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Station</th>
<th>Designation</th>
<th>Category of the place</th>
<th>Type of Activity (Research/Teaching/Extension)</th>
<th>Dates From</th>
<th>To</th>
<th>Total years of Service</th>
<th>District Zone to which it belongs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
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<td>(8)</td>
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</table>

**SIGNATURE OF THE EMPLOYEE**

**COUNTER SIGNATURE OF THE HEAD**