

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH., MANGALAGIRI.
Present: Sri Vijay Rama Raju.V., I.A.S.,

Rc.No.ESE02-13/90/2021-EST3-CSE-Part(5) Date:18/08/2024

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 - Revised 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.
4) This office Proc.Rc.No. ESE02-13/90/2021-EST3-CSE-Part(5), Dated: 11/08/2024.
5) Certain Representations received from the Teachers Unions.
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ORDER:

Due to technical issues and upon the feedback received from Teachers Unions across the State in the work adjustment process, the earlier instructions issued regarding the work adjustment of teachers for the Academic Year 2024-25 are hereby cancelled.

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

3. 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 subjects and 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.
- The need for adjustment should be calculated according to existing norms.

(ii) Preference in adjustment:

- Adjust School Assistant (SAs) in high schools according to norms.
- In Upper Primary Schools, if enrolment is less than 98, allocate 5 teachers by grouping classes 1 to 8.
- In Primary Schools, allocate teachers according to norms.
- Adjust the surplus teachers as per requirement only and remaining surplus teachers will be allotted to their original place of work after completion of work adjustment process.

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

Phase-I: In Mandal level first preference within Management,

if still surplus teachers available then inter management.

- 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 with in Division
- Inter subject with in Division
- SGTs qualified within Division

(iv) Guidelines for identifying the Surplus Teachers:

- The junior-most teacher in terms of cadre seniority shall be identified as surplus.
- If a senior teacher is willing to undergo on work adjustment in place of a surplus teacher, their request will be considered.

- For calculating, the seniority among the same category of teachers with in the same DSC, Merit-cum-roster shall be considered.
- First preference shall be given to the schools wherever there is no availability of subject teacher or secondary grade teacher.
- The work adjustment process shall be conducted based on enrolment data as on 09.08.2024 from UDISE.
- 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 May 31, 2025, and those with 70% above Ortho and Visually Handicapped are excluded from the work adjustment process.
- High school plus schools are exempted from this process.
- Unmarried female teachers, Spouse grounds and Those who comes under preferential category (Widow/ Legally separated women, who undergo treatment i. cancer ii. Open Heart Surgery/ Correction of ASD/ Organ transplantation iii. Neuro surgery iv. Bone TB v. Kidney Transplantation Dialysis vi. Spinal Surgery, applicants with mentally challenged children's, Children suffering from Juvenile Diabetes, Thalaseemia disease, Hemophilia Disease, Muscular Dystrophy and children suffering from holes in the heart by birth and undergo treatment) 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 schools having Minor Media as Language, language teachers will be provided as per Norms.
- For sanctioned leaves upto September 30, 2024 All such, the post will be considered as not vacant. For sanctioned leaves beyond September 30, 2024, All such the post will be considered as vacant for calculation of surplus.
- The entire process to be completed as per the schedule

communicated by DEO and MEO.

(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 as per seniority.

Example: If 02 School Assistant (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 subject teacher post within 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 Inter subject teacher post within management, the system will enable to identify the surplus SGTs within the management.

Step.7: After freezing the surplus SGTs within the management, the system will enable to identify the surplus School Assistant same subject teachers from inter management.

Step 8:- After freezing the School Assistants in same subject teacher post in inter management, the system will enable to identify the surplus School Assistant inter subject teachers in inter management.

Step.9: After freezing the School Assistants in Inter subject teacher post in inter management, the system will enable to identify the surplus SGTs in inter management.

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.

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

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 subject teacher 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 Inter subject teacher post within management, the system will enable to identify the surplus SGTs within the management.

Step.7: After freezing the surplus SGTs within the management, the system will enable to identify the surplus School Assistant same subject teachers from inter management.

Step 8: After freezing the School Assistants in same subject teacher post in inter management, the system will enable to identify the surplus School Assistant inter subject teachers in inter management.

Step.9: After freezing the School Assistants in Inter subject teacher post in inter management, the system will enable to identify the surplus SGTs in inter management.

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.

- o 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, duly taking their consent.

4. 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.

5. 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.

6. Further, all Regional Joint Directors of School Education and District Educational Officers in the state are instructed, issue instructions to the Mandal Educational Officers (MEOs) to adjust the surplus teacher, whenever the deficit is arises in any school in the mandal. This adjustment should be made on a monthly basis, after completion of the work adjustment process, and the information must be submitted to the undersigned without fail.

7. 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.

8. 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.

9. 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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