

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES – Revenue (Registration and Stamps) Department – Transfer policy for effecting transfers of Sub Registrars and other Junior Staff in Registration and Stamps Department – Categorization of Sub Registrar Offices – Modified Weightage System and Guidelines – Orders – Issued.

REVENUE (REGN-I) DEPARTMENT

G.O.Ms.No. 236

Dated: 23.05.2013

Read:

G.O.Ms.No.143, Finance (W&M) Department, Dated: 21-06-2007.

** *** **

ORDER:

In the reference read above, orders were issued exempting the revenue earning departments i.e. Commercial Taxes Department, Prohibition & Excise Department and Registration & Stamps Department from the ban on general transfers of the Government employees. Further, these departments were authorised to exercise the powers to effect the transfers of Government employees in these departments on completion of two years strictly based on the performance duly following the guidelines for transfers.

2. Government have reviewed the transfer guidelines issued in the reference read above in respect of Registration and Stamps Department and hereby issue modified guidelines as annexed to this order for effecting transfers of Sub Registrars and other junior staff of Registration and Stamps Department.

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

VINOD K. AGRAWAL
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE – I

(G.O.Ms.No.236 Revenue (Regn-I) Department, dated: 23.05.2013)

GUIDELINES FOR EFFECTING TRANSFERES OF SUB-REGISTRARS

1. Transfers shall be effected during May / June of every year or at a time specified by Government with 30th April of every year as cut-off date and the persons who have completed two years and above in a station as on the cut-off date (one year if no disciplinary cases are pending against them, for the persons who are working in Internal Audit, Chit Fund, District Registrar Offices (AB), Deputy Inspector General Office and Office of Commissioner and Inspector General) shall

only be considered for transfer. No transfer shall be effected by the transferring authority before completion of term, as above.

2. All the Sub Registrar Offices are categorized into 3 categories i.e. A, B & C as per the Annexure – II enclosed to this order. The movement in categories is as follows:

I) A → C → B

II) B → A → C

III) C → B → A

3. After identifying the employees to be transferred in accordance with the Para-1 above, they will be awarded marks in accordance with the performance appraisal system during the period of tenure as shown in the Appendix.

4. All the employees who are eligible for transfer will be listed out as below:-

A. **List-I** – employees who have worked for 4 years or more in B & C category offices in the last 8 years but never worked in A- Category offices.

B. **List-II** – employees who have worked for 4 or more years of service in B & C category offices in the last 8 years. (**Other than List-I**)

C. **List-III**- employees **other than List-I & II** eligible for transfer.

D. All these 3 lists will be prepared in order of marks secured, the highest scorer being on the top. These lists will be prepared separately for each unit of transfer.

5. Simultaneously, the lists of posts available for transfer should also be prepared duly categorizing them into A, B & C. While preparing these lists, all the existing vacant posts and the posts held by officers in 3 lists will be included. If total number of posts in all the categories put together available for transfer is more than the number of persons available in all the 3 lists, the transferring authority will pre-decide the posts to be kept vacant and take them out from the list of posts available. In other words, the total posts available for transfer will be equivalent to total persons available for transfer.

6. The norms for transfer

(1) Officers of List-I will be first considered for posting to A-Category offices.

(2) After exhausting List-I, officers from List-II will be considered for posting to A-Category offices.

(3) If the A-category posts are exhausted in the middle of a list, the balance officers will be considered for B- Category offices.

(4) Officers in the List-III will be considered for posting in B & C category offices only after exhausting List- I & II.

(5) In no circumstances any officer who has been working continuously for two years immediately before the cut -off date in A-Category office or offices, will be posted to another A-Category office.

- (6) If any employees opt for a lower category office than what is entitled, his option will be considered subject to other conditions.
7. The transfers shall be effected through counseling and shall be taken up and completed in the month of May / June every year or at a time specified by the Government through the committees consisting of:
- 1) **For transfer of Sub Registrars / Superintendents and Senior Assistants:**
 - a) The nodal Deputy Inspector General (R&S) of the Zone is the Chairman and
 - b) Other Deputy Inspectors General are members.
 - 2) **For transfer of Junior Assistants / Attenders / Shroffs:**
 - a) The concerned Nodal District Registrar is the Chairman and
 - b) District Registrars of the District are members.
8. The counseling shall be conducted in the zonal headquarters in case of Sub-Registrars / Superintendents / Senior Assistants and in district headquarters in respect of others, in the presence of employees effected by transfer. The marks obtained by each of the employees should be intimated to them in advance. They should have opportunity to point out any discrepancy in marks given. The counseling process should be completed in a single day in Zone-I and V and within two consecutive days in the remaining Zones.
9. If any employee does not attend for the counseling, the Committee will decide to give posting as per his eligibility.
10. No employee shall be transferred to the same station from where he is transferred except Superintendents in Deputy Inspectors General (R&S) & Commissioner and Inspector General (R&S) Offices.
11. The employees with clean and proven track record shall only be posted in Deputy Inspectors General (R&S) and Commissioner and Inspector General (R&S) Offices. While deploying the superintendents in Deputy Inspectors General (R&S) and Commissioner and Inspector General (R&S) Offices senior Grade-I & II Sub-Registrars must be posted.
12. The cases of husband/wife, widow, and unmarried women shall be given first option prior to counseling, if such option is for a 'C' category office. Otherwise they have to participate in the counseling as per above norms.
13. Self / Spouse suffering from serious diseases shall be posted as per the G.Os in 'C' category offices only.
14. The employees who are facing disciplinary proceedings initiated consequent on trap or surprise check by ACB have to be posted in 'C' category offices till finalization of disciplinary case. If there is no vacancy in the 'C' category office, orders shall be obtained from C&IG R&S for posting in 'B' category office.
15. The request of employees who are retiring in the next 12 months shall be considered for retention, as per the G.Os in force, in the same station but not in the same office provided that he/she is performing their duties satisfactorily. For example if an employee is working in Hyderabad, he/

she has to be posted to some other Office, in Hyderabad but to a different category of office as per the norms applicable to other employees

16. The transfers of all the office bearers of service associations shall be considered as per Govt. Memos and G.Os in force. For example, office bearers working in Sub-Registrar Offices in Hyderabad / Vijayawada / Visakhapatnam will be transferred to some other office in the same station by posting them to a different category of office as per the norms applicable to other employees. If the office bearers cannot be accommodated in the same station they can be accommodated in the same district. If they are to be accommodated in the same district they may be treated in the same way as per the norms applicable to other employees. The point to be kept in view is that an office bearer of a recognized association has to be shifted from his office after two years and he should be transferred to a different category of office as per norms.
17. The post of Joint Sub-Registrar-I shall be filled in by the Sub-Registrar Grade-I only.
18. The employees who proceed on leave without joining and immediately after joining in the stations where they are posted, on return from leave should be posted to 'C' category offices, if the original station is not vacant.
19. In case any individual brings recommendations or pressures from any agency in writing or over phone for transfer, he/she shall be awarded 25 negative marks of the marks secured as per the Performance Appraisal system and also action shall be initiated, as per CCA Rules.
20. Transfer orders will be issued after approval of the Commissioner and Inspector General (R&S) in case of Sub Registrars.

VINOD K. AGRAWAL
PRINCIPAL SECRETARY TO GOVERNMENT

Calculation and awarding of marks shall be done by the District Registrars concerned as per the following scheme:

A. SCHEME FOR PERFORMANCE APPRAISAL FOR SUB-REGISTRARS:

1. Achievement of Revenue target:

(a) Percentage of achievement of target - 40Marks	
Minimum 60% i.e, upto 60%	Nil Marks
61% to 80% - 0.65 marks per every 1% of achievement (0.65X20)	13 Marks
81% to 90% - 0.8 marks per every 1% of achievement (0.8X10)	8 Marks
91% to 95% - 1.2 marks per every 1% of achievement (1.2X5)	6 Marks
96% to 100% - 1.6 mark per every 1% of achievement (1.6X5)	8 Marks
101% to 105%	2 Marks
Above 105%	3 Marks

2. Disposal of pending documents and Audit paras -20 Marks

(a) Disposal of pending documents 5 Marks	
(non statutory reasons/cases) for clearance	1 Mark
of 60% of pendency-	4 Marks
above 60% upto 100%	
(for every 10% of clearance - 1 mark)	
(b) Disposal of L.A.Rs	

(1) For Prompt submission of 1st Replies	5 Marks	
(a) within 30 days		5 Marks
(b) 30 - 60 days		3 Marks
(c) above 60 days		Nil
(c) Disposal of I.A.Rs.		
(1) For Prompt submission explanations	5 Marks	
(a) within 15 days		5 Marks
(b) 15-30 days		3 Marks
(c) above 30 days		Nil
(d) Disposal of A.I.Rs.		
(1) For Prompt submission explanation	5 Marks	
(a) within 15 days		5 Marks
(b) 15-30 days		3 Marks
(c) above 30 days		Nil
3. Arrear Collection:	20 Marks	
(a) Arrears of deficit finalized In Internal Audit.		5 Marks
(b) Arrears of deficit determined in post-facto Inspection.		5 Marks
(c) Arrears of deficit determined in Annual Inspection Reports		5 Marks
(d) Arrears of deficit determined in Local Audit Reports		5 Marks
Marks may be awarded under each item in the following manner :		
i) Below 50%		Nil Marks
ii) Collection upto 50%		1 Mark
iii) Collection upto 60%		2 Marks
iv) Collection upto 75%		3 Marks
v) Collection upto 100%		5 Marks
4. Maintenance of CARD Project and maintenance of records And implementation of Citizen Charter:		10 Marks
a) Maintenance of CARD Project		4 Marks
b) Maintenance of Records		3 Marks
c) Implementation of Citizen Charter		3 Marks
5. General maintenance of office and public image		5 Marks
6. Assessment by the reviewing authority		5 Marks

TOTAL		100 Marks

B. PERFORMANCE APPRAISAL FOR SUB REGISTRARS (AUDIT)

(Marks will be awarded Proportionately)

I Detection	Marks Awarded	Max.Marks
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1) Deficit amount detected in Internal Audit with respect to achievement of SROS for that period.			
a) < 0.5%	0		
b) 0.5% - 1%	10		
c) 1% - 2%	15		
d) > 2%	25		25
II Timely Completion of Audit			
a) Within 3 months	15		
b) 3-6 months	10		
c) >6 months	0		25
III Finalisation of Audit Paras by concerned Dy. I.G.			
a) Confirmed paras 100%	20		
b) For every 10% less confirmation by Concerned D.I.G	2 marks less		20
IV Timely submission of Audit Paras after completion of Audit to concerned D.I.G.			
a) Within 15 days	20		
b) 15-30	15		
c) 30-45	10		
d) > 45	0		20
V Reviewing Authority Assessment of performance			
	10		10
Total Marks			100

C.PERFORMANCE APPRAISAL FOR SUB REGISTRARS (CHITS)

(Marks will be awarded Proportionately)

I Detection	Marks Awarded	Max.Marks
1) Collection of Profession Tax in respect of Employess of Chit Fund Company		
a) < 50%	0	
b) 50% - 75%	10	
c) 75% - 100%	15	
d) 100%	20	20
II) Number of Chit Fund Company Inspections		
a) < 25%	0	
b) 25% - 50%	10	
c) 50% - 75%	20	
d) 75% - 100%	25	
e) 100%	30	

III) Disputes & Arbitration		
Reference of disputes to Deputy Registrar of		
Chits within stipulated time		
a) Within 10 days	40	
b) 10 - 30	20	
c) 30 - 45	10	
d) > 45	0	40
IV) Reviewing Authority Assessment of		
performance	10	10
Total Marks		100

**D. PERFORMANCE APPRAISAL FOR SUB REGISTRAR / SUPERINTENEDENT IN
C&IG'S & DY.I.G.S'S OFFICE**

	Max.Marks	Marks Awarded
1. Check of P.Rs, Periodical Registers, Stock Files, Reminder Dairies	20	0
Of each items 5 marks to be awarded to each clerk in a year as per the schedule (every fortnight to superintendent)	20	20
2. Disposal of Files Relating to Public Importance, Service Matters, Court Cases without delay	30	30
a) 100% in time disposal		30
b) 90% to 80% in time disposal		20
c) 80% to 70% in time disposal		15
d) 70% to 60% in time disposal		5
e) below 60%		0
3. Appellate work, Statutory amendment work, new proposals work:	20	
a) 100% in time disposal		20
b) 90% to 80% in time disposal		15
c) 80% to 70% in time disposal		10
d) 70% to 60% in time disposal		5
e) below 60%		0
4. Reports to Government	20	
i) D.O. Letters		5
ii) Parawise Remarks		5
iii) Good drafts		5
iv) Good Maintenance of sections		5
5. Assessments by the superior authority	10	
Total	100 Marks	

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.WEL)DEPT**

Memorandum no.541/Ser.Wel/A1/94-1

Date: 15-9-1994

Sub: Associations - Service Associations recognised by the Govt - Transfer of the office bearer from Headquarters - Instructions - Reiterated.

- Ref: 1. Govt. Memo No. 1551/Ser.C/65-1, Dt. 7-6-1965.
2. Govt. Memo No. 1521/Ser.C/69-1, Dt. 23-7-2969.
3. Govt. Memo No. 5121/S.W/81-3, G.A.(SW) Dept, dt. 7-12-1981.
4. Govt. Memo No. 294/SW/93, Dt. 24-7-1993.

The Joint Action Committee of Employees, Teachers and Workers represented before the High Power Committee headed by Sri A.V.S. Reddy, IAS, Pri. Secretary to Govt, Panchayat Raj, Rural Development and Relief Dept that the authorities are resorting to frequent and indiscriminate transfer of office bearers of the recognised service associations representing the Andhra Pradesh Civil Services Joint Staff Council. They pointed out that the service associations are meant for the welfare of the employees, teachers and workers and deal with their day to day problems and that office bearers are well conversant with the service rules and bringing the problems and service matters to the appropriate authorities for their redressal. They pointed out that the service associations are meant for the welfare of the employees, teachers and workers and deal with their day to day problems and that office bearers are well conversant with the service rules and bringing the problems and service matters to the appropriate authorities for their redressal. They pointed out that the frequent transfers, are affecting the smooth functioning of the Associations apart from causing financial burden to the Govt. The Joint Action Committee of Employees, Teachers and Workers suggested that the instructions issued by Govt from time to time imposing restrictions on transfers of office bearers of Associations may be reiterated and the authorities be instructed to follow them scrupulously.

2. The High Power Committee opined that the following instructions issued in the reference 4th cited, are adequate:-

(i) Office bearers of recognised service associations shall not be transferred from District/Taluk Headquarters before completion of three terms or two terms as the case may be, Viz., 6 years of their tenure in such office/offices i.e., 3 terms for those having two years as term as office or two terms for those having 3 years as term office. However, the competent authorities can effect such transfers on administrative grounds even before the expiry of the six years period, after recording the reasons.

(ii) Such office bearers are liable to transfer to different places after completion of Six years stay at District/Taluk Headquarters irrespective of whether they are re-elected to the same office or a different offices.

(iii) If on being transferred to a different place, the office bearer gets re-elected to the same office, he cannot claim a right to transfer to District/Taluk headquarters, if he already spent six years in Headquarters.

iv) These instructions are applicable to all office bearers and not restricted to President or Secretary.

3. Accordingly, the instructions issued in Govt Memos, cited are reiterated.

4. All Depts of Secretariat and Heads of Depts and District Collectors are requested to adhere to the above instructions scrupulously.

A. CHENGAPPA
Secretary to Govt.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – Revenue (Registration and Stamps) Department – Transfer policy for effecting transfers of Sub Registrars and other Junior Staff in Registration and Stamps Department – Categorization of Sub Registrar Offices – Modified Weightage System and Guidelines – Amendment - Orders – Issued.

REVENUE (REGN-I) DEPARTMENT

G.O.Ms.No.447

Dated: 31.07.2013
Read the following:-

1. G.O.Ms.No. 236, Revenue (Regn-I) Dept., dated: 23.5.2013.
2. Orders of Hon'ble APAT in O.A.Nos. 3977/2013, 3983/2013 and 4149/2013, dated: 28.6.2013.
3. From the Commissioner and Inspector General (R&S), Hyderabad Lr. No. E3/6376/2012, dated: 08.07.2013.

** *** **

ORDER:

In the G.O.1st read above, guidelines were issued for effecting transfers of Sub Registrars and other junior staff in the Registration and Stamps Department. As per the guidelines, all the Sub Registrar Offices are categorized into A, B and C categories.

2. The Hon'ble Andhra Pradesh Administrative Tribunal in its order dated: 28.6.2013 have passed common order directing the respondents to modify the guidelines as follows:

i) The criteria fixed in categorizing the offices as A, B and C stations under G.O.Ms.No. 236, Revenue (Regn-I) Dept, dated: 23.5.2013 in deviation of the financial norms fixed for the respective districts is illegal and arbitrary. Hence, directed to modify the orders in respect of the stations mentioned in the order by placing them in the respective categories on the basis of the revenue target reached by those stations.

ii) to issue modified guidelines in consonance with the earlier policy of the Government and if the Government wants to change the policy norms, it has to assign sufficient reasons for such change of norms regarding transfer of office bearers of recognized unions of Government employees.

iii) to give option to spouse category, widows and unmarried woman in choosing the stations in the eligible category.

3. In view of the directions of Hon'ble Andhra Pradesh Administrative Tribunal, the Commissioner and Inspector General of Registration and Stamps has furnished the modified categorization of offices based on the revenue achievement. He has also requested the Government to issue orders for following the existing instructions of the Government to effect the transfers of office bearers of recognized service associations and also to give option to the spouse, widows and unmarried woman in choosing the stations as per their eligible category.

4. Government, after careful examination of the matter hereby issue the following amendment to G.O.Ms.No. 236, Revenue (Regn-I) Department, dated: 23.5.2013.

AMENDMENT

i) Annexure-II of the said order shall be substituted with the revised Annexure-II appended to this order.

ii) Guideline No. 12 of the Annexure-I to the order, shall be substituted with the following:

“first option shall be given to the widows, unmarried women and spouse category in choosing the stations as per their eligible category”.

iii) Guideline No. 16 of the Annexure-I to the order, shall be substituted with the following:

“The transfers of all the office bearers of recognized service associations shall be considered as per the existing instructions issued by the Government in memos and G.Os from time to time”.

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

VINOD K. AGRAWAL
PRINCIPAL SECRETARY TO GOVERNMENT