

OFFICE OF THE COMMISSIONER OF HEALTH AND FAMILY WELFARE::A.P.:  
MANGALAGIRI::GUNTUR:

Rc.No. Spl/CHFW-Estt/2025

Date: 1.06.2025

Sub; CH&FW-Estt- Human Resoources-Transfers and postings of Employees-  
Government Orders Communicaated –Reg.

- Ref: 1 GO Ms. No. 23, Finanace (HR-IPLG.&Policy) Dpartmrent Dated.  
15.05.2025.  
2 G O Rt. NO.344, HM&FW(BI)DePARTMENT. Dtaed.31.05.2025  
3 Govt. Memo No. 2849286/HM&FE(BI)/2025, HM&FW (B) Dept, Dated.  
31.05.2025.

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Copies of the Government Orders 1<sup>st</sup> to 3<sup>rd</sup> cited are here with communicated.

The officers noted in the address are hereby requested to take necessary action to implement the above Government Orders and follow the necessary guidelines issued by the Govt in Memo 3<sup>rd</sup> cited strictly without any deviation. They are further informed that if any deviation is noticed at a later stage, necessary disciplinary action will be initiated against them as per rules.

  
for Commissioner of Health & Family Welfare

To

All the REGIONAL Directors of Mediocal and Health Services in the State

All the District Public Health Officers in the State.

All the Principals, RTC(F), RH&FWTC (M) in the State.

Copy Submitted to Special Chief Secretary to Government Health & Family Welfare  
Department, A.P., Velagapudi.

Copy to file.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

HM&FW Department – Guidelines for transfer of Regular Employees in Health Medical and Family Welfare Department – Orders – Issued.

HEALTH MEDICAL AND FAMILY WELFARE (B1) DEPARTMENT

G.O.Rt.No.344

Dated:31.05.2025  
Read the following:-

1. G.O.Rt.No.399, HM&FW(B1) Department, dated:24.05.2023.
2. G.O.Ms.No.23, Finance (HR.I-PLG.&POLICY) Department, Dated:15.05.2025.
3. From the Director of Public Health & Family Welfare, A.P., E-file No.2840767.

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ORDER :-

In the G.O. 1<sup>st</sup> read above, orders were issued framing the guidelines to take up the transfers of Regular Employees working under the administrative control of the Health Medical and Family Welfare Department in the year 2023 and the same were ended by 23.06.2023, thus the ban on transfers of employees in Health Medical and Family Welfare Department came into force w.e.f.24.06.2023.

2. In the G.O. 2<sup>nd</sup> read above, Government have issued orders relaxing the ban on transfers of Government employees for the period from 16-05-2025 to 02-06-2025, to ensure right placement of employees, to secure optimum productivity and commitment to furtherance of Government's welfare and development objectives.

3. In view of the complexity of the Human Resources of the Department and also to ensure uninterrupted Health care services delivery at Hospitals level, the Government have decided to issue suitable modifications to the G.O.2<sup>nd</sup> read above with reference to the transfers of regular employees in Health Medical and Family Welfare Department.

4. Accordingly, Government hereby issue the following guidelines and procedures for strict compliance:-

**General Guidelines:-**

- i. Employees who have completed more than five years of service continuously at a station duly counting the total service rendered in all cadres shall be transferred without exception.
- ii. Employees who completed two years of service at a station as on 31-05-2025 are only eligible for request transfers.
- iii. The employees who have completed more than (5) years station seniority and having charges/ ACB/ Vigilance cases pending against them, on transfer, shall be posted in non focal-post.

(p.t.o.)

- iv. For improving the transparency and administrative efficiency in administrative units located in District Head Quarters and District Hospitals, the transfers of Ministerial staff will happen in the following order:
- a) In case of Office bearers of recognised employees associations who have put in 3 to 9 years of service in particular administrative unit/office shall be transferred to other administrative unit/office in the same station in case of vacancy. In case there is no vacancy in particular station they shall be transferred outside the station.
  - b) In case of Ministerial staff other than Office bearers of recognised employees associations, who have put in 3 to 5 years of service in a particular administrative Unit /Office shall be transferred to other unit/office in the same station in case of vacancy or to other station in case there is no vacancy.
  - c) Where the ministerial staff working in the administrative Unit/Office have completed 5 years of station seniority shall be mandatorily transferred to other station.
- v. Station seniority in respect of employees in the categories of CHO/MPHEO, PHN(NT)/HE, MPHS(F), MPHS(M) and Senior Assistant/Junior Assistant/LD Computer (under the control of Director of Public Health and Family Welfare), who were deployed to other PHCs/Institutions as per standard staffing pattern of PHCs prescribed vide G.O Ms.No.143, HM&FW (B1) Dept, Dt. 17-11-2021 read with G.O.Ms.No.32, HM&FW(B1) Dept Dt. 24-02-2023 shall be considered based on the station where their pay and allowances are drawn irrespective of their place of working on deployment. Such deployed staff shall be transferred only on request for transfer. Otherwise, they will continue in the present deployed station even though they may have completed more than 5 years station seniority as per their pay drawing station.
- vi. As far as Director of Medical Education institutions are concerned, among the existing vacancies available, only the necessary number of vacancies shall be displayed for filling up so as to align with NMC(National Medical Commission) standards regarding faculty and staff requirement.
- vii. In case of Director of Secondary Health, in view of the existing mismatched postings, priority will be given during counseling to adjust the mismatch postings in the vacancies as far as possible. Henceforth, transfer posting to a mismatch post is strictly prohibited.
- viii. All the employees seeking transfers shall indicate five places in the order of preference. When more than one employee opts for a particular place he/she shall be preferred based on their station seniority. In case of non- submission of choice of places, then posting will be allocated based on the availability of vacancies.

(Contd..3)

- ix. Transfers of Additional DME level doctors shall be effected on administrative grounds.
- x. In addition to the above guidelines, the guidelines and procedure specified in G.O.Ms.No.23, Finance (HR.I-PLG.&POLICY) Department, Dated:15.05.2025 shall be followed.
- xi. All the transfers shall be effected by the competent authorities as per the existing orders of delegation subject to the existing Government Orders and conditions prescribed.

5. The Head of the Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously.

6. The employees who are transferred as per the above guidelines shall be deemed to have been relieved by/on 23.06.2025.

7. The existing ban on transfer of employees working in Health Medical and Family Welfare Department imposed in G.O. 1<sup>st</sup> read above is hereby relaxed for a period of 20 days i.e., from 31.05.2025 to 19.06.2025 to ensure right placement of employees to secure optimum productivity and commitment to furtherance of Government's development objectives.

8. The ban on transfers shall come into force with effect from 20.06.2025.

9. This order issues with the concurrence of Finance (HR.I.Plg.& Policy) Department vide their U.O.No.HROPDPP(TRPO)/132/2023 (Computer No.2084181), dated 29.05.2025.

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

M T KRISHNA BABU  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All the Head of Departments under Health Medical and Family Welfare Department.

All the District Collectors in the State.

All the Sections in Health Medical and Family Welfare Department.

The Commissioner of Printing, Stationary and Stores Purchase Department, AP., Vijayawada.

Copy to:

The P.S. to Principal Secretary to Hon'ble C.M.

OSD to Hon'ble Minister(H,FW&ME)

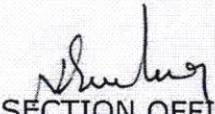
The Finance (HR-I.PLG.POLICY) Department.

The PS to Spl CS. to Government HM&FW Department.

The PS to Secretary to Government HM&FW Department.

Sf/Sc(2841225)

//FORWARDED :: BY ORDER//

  
SECTION OFFICER  
Pm

**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. Sudlakar.*

**SECTION OFFICER**

GOVERNMENT OF ANDHRA PRADESH  
HEALTH, MEDICAL AND FAMILY WELFARE (B) DEPARTMENT

Memo.No.2849286/HM&FW(B)/2025

Dated:31.05.2025

Sub: HM&FW Department - Human Resources - Transfers and Postings of  
Employees – Guidelines issued- Certain instructions – Reg.

Ref:-1.G.O.Ms.No.23, Finance (HR.I-PLG.&POLICY) Department,  
Dated:15.05.2025.

2. G.O.Rt.No.344, HM&FW(B1) Department, dated:31.05.2025.

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In the reference 1<sup>st</sup> read above, Government in Finance Department have issued orders relaxing the ban on transfers of Government employees for the period from 16-05-2025 to 02-06-2025, to ensure right placement of employees, to secure optimum productivity and commitment to furtherance of Government's welfare and development objectives.

2. In view of the complexity of the Human Resources of the Department and also to ensure uninterrupted Health care services delivery at Hospitals level, Government have decided to issue suitable modifications to the G.O.1<sup>st</sup> cited with reference to the transfers of regular employees in Health, Medical and Family Welfare Department. Accordingly, Government vide reference 2<sup>nd</sup> cited have issued certain guidelines and procedures for strict compliance.

3. Government after examination of the matter, have decided to issue a detailed schedule and model application form to all the HoDs working under the control of Health, Medical and Family Welfare Department. Accordingly, a detailed schedule for transfers-2025 and model application form are appended as Annexure-I & II.

4. All the Head of the Departments working under the control of Health, Medical and Family Welfare Department are therefore requested to take necessary action in the matter and follow the schedule for transfers scrupulously.

M T KRISHNA BABU  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All the Head of the Departments working under the control of  
Health, Medical and Family Welfare Department.

All the District Collectors in the State.

All the Sections in Health, Medical and Family Welfare Department.

Copy to:

P.S. to Principal Secretary to Hon'ble C.M.

OSD to Hon'ble Minister(H,FW&ME)

PS to Spl CS. to Government HM&FW Department.

PS to Secretary to Government HM&FW Department.

Sf/Sc(2849286).

// FORWARDED:: BY ORDER//

  
SECTION OFFICER

**ANNEXURE-I**

**SCHEDULE FOR TRANSFERS – 2025**  
**HEATH, MEDICAL AND FAMILY WELFARE DEPARTMENT**

1	<p>i. Display of Clear Vacancies of all cadres.</p> <p>ii. Display of list of long standing employees who have completed more than 5 years of service in the present station.</p> <p>iii. List of Ministerial Staff who are Office bearers of recognized employees association working in the administrative units located in District Head Quarters and District Hospitals (all administrative units in health department), who have put in 3 to 9 years of service at the same station.</p> <p>iv. List of Ministerial Staff (Other than Office bearers of recognized employees association) working in the administrative units located in District Head Quarters and District Hospitals who have put in 3 to 5 years of service.</p> <p>v. Model Application form for request Transfer with 05 options(Places)</p>	31.05.2025 to 03.06.2025 ( 4 days)
2	Submission of transfer applications by the employees to the respective controlling officers.	
3	Verification by the controlling officers and further submission to the appointing authority by hand/e-mail.	04-06-2025 to 05-06-2025 (2 days)
4	Verification of applications by the competent authority/appointing authority.	06-06-2025 to 08-06-2025 (3 days)
5	Display of Eligible list of employees along with choice of places and priorities if any for submission of grievances by the employees.	09-06-2025 (1 day)
6	Submission of grievances if any to the appointing authority through e-mail/hand.	10-06-2025 to 11-06-2025 (2 days)
7	Action taken on grievances and display of the final list.	12-06-2025 to 14-06-2025 (3 days)
8	Dates of counseling and issuing transfer orders.	15-06-2025 to 17-06-2025 (3 days)

M T KRISHNA BABU  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

**ANNEXURE-II**  
**GOVERNMENT OF ANDHRA PRADESH**  
**HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT**  
**APPLICATION FOR TRANSFERS-2025**

G.O.Rt.No.344, HM&FW(B1)Department, Dated: 31-05-2025 read with  
G.O.Ms.23, Finance ( H.R.I. PLG.& POLICY) Department, Dated: 15-05-2025

Sl. No.	Details	Particulars
1.	Name of the Employee	
2.	Designation	
3.	CFMS Employee ID	
4.	Date of Birth	
5.	Phone Number	
6.	E mail address	
7.	Present place of working Type of area (Tribal/Rural/Urban)	
8.	Date from which working in the present station in all cadres (Station means place i.e., City, Town, Village) of actual Working for the purpose of transfers and not office(or) institution.	(DD-MM-YYYY)
9.	Total Service completed in the present Station	YYYY - MM - DD
10.	Request places for Transfer	1. 2. 3. 4. 5. (Institution, Place, District)
11.	<b>Preference if any:</b>	
a.	Visually Challenged (Certificate shall be enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	Having mentally challenged children (Certificate shall be enclosed)	
c.	Worked for more than Two years in Tribal Area	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	Disability of 40% or more as certified by a competent Authority as per the norms of "persons with disabilities"(Certificate Shall be enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
e.	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 (certificate shall be enclosed)	
f.	Widow employee appointed on compassionate grounds.(Death certificate of spouse and appointment order shall be enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
g.	Husband and Wife cases: a) Spouse certificate shall be enclosed. b) Length of service of one of the spouse is less than 5 years in particular station.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**DECLARATION**

I do hereby declare that the above information furnished above is found to be correct as per my knowledge and I further declare that I will not claim TA/ DA in the event of my transfer.

**Signature of the applicant**

Certified that the above information furnished by the above individual is correct as per the records.

**Counter signature of the controlling  
Officer with seal.**

M T KRISHNA BABU  
SPECIAL CHIEF SECRETARY TO GOVERNMENT