OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE :AT: PEDDAPALLI

Dis.No. 1521 Date: 23- 4-2026.

::CIRCULAR::

SUB: Public Services – Transfers and posting of employees – Lifting of ban on transfers – Certain instructions – Issued – Regarding.

REF: G.O.Ms.No.38, Finance (HRM-I) Department, dated 21-04-2026

-ooOoo-

Adverting to the above reference, with regard to the internal transfer of Staff members who have completed three (3) years of service in a particular Station as on 30.04.2026, all the Judicial Officers in the unit are hereby directed to obtain and forward three place options of the employees working in their respective Courts, in the prescribed proforma, on or before 30.04.2026.

All the Judicial Officers are further directed to submit the request applications of employees who are seeking retention on the following grounds: (i) spouse grounds; (ii) medical grounds; (iii) retirement from service within one year; and (iv) widows who have lost their spouse, along with specific remarks/recommendations and supporting documents, on or before 30.04.2026.

The Chief Ministerial Officer (C.M.O.) of the concerned Court shall be held responsible for submitting the same within the due date, after thorough verification of the service particulars of the staff members working in their respective Courts.

Any deviation in this regard will be viewed seriously.

Prl.District & Sessions Judge,
Peddapalli.
23/4 23/4/26

To
1. All the Judicial Officer in the unit of Peddapalli.
2. The Superintendent (Account Section) of this Court.
3. The System Officer, District Court, Peddapalli with a direction to upload the same in the District Court's Official Website.

PROFORMA

Name of the Court:

Sl.No.	Name of the employee and designation (Regular/ deputation)	Date from which working in present station (Regular)	Years completed	Deputation Court and period	3 places of option of employee			Reasons for transfer / Retention after completion of 3 years in a particular station (Supporting documents should be enclosed				Remarks if any
					Option 1	Option 2	Option 3	Spouse grounds	Medical grounds	Retiring from service within one year	Widow who lost their spouse within that year	

Signature of C.M.O.

Signature of Presiding Officer.

GOVERNMENT OF TELANGANA
ABSTRACT

PUBLIC SERVICES – Transfers and postings of employees – Lifting of ban on transfers – Orders – Issued.

FINANCE (HRM.I) DEPARTMENT

G.O.Ms.No.38 Dated:21.04.2026.

Read the following:-

1) G.O.Ms.No.119, Finance (DCM-III) Department, dt.17.05.2013.
2) G.O.Ms.No.61, Finance (HRM-I) Department, dt.24.05.2018.
3) G.O.Ms.No.81, Finance (HRM-I) Department, dt.18.06.2018.
4) G.O.Ms.No.80, Finance (HRM-I) Department, dt.03.07.2024.
5) G.O.Ms.No.85, Finance (HRM-I) Department, dt.20.07.2024.
6) G.O.Ms.No.87, Finance (HRM-I) Department, dt.31.07.2024.
7) G.O.Ms.No.34, Department for Women, Children, Disabled and Senior Citizens (Prog.II), dt.07.08.2025.

* * *

O R D E R

Government vide orders 6th read above, imposed ban on all transfers, except in the cases specified therein and from time to time.

2. Government, after careful consideration have decided to relax the above ban on transfers and, accordingly, issue the following orders and guidelines in this regard.

3. **Schedule for transfers**: The transfers shall be made during the period from **1st May, 2026 to 31st May, 2026** as per the schedule shown in **Annexure-I**.

4. **Employees to be transferred**:

A. Persons who have completed three (03) years in a particular station as on **01.01.2026** be eligible. This condition need not be followed in respect of transfer requests on spouse grounds.

B. No person shall be retained beyond four (04) years of service in a particular station as on **31-12-2025.** However, the employees who are retiring before **31-05-2027** shall not be transferred even if they have completed four (04) years of service, unless they make a specific request for their transfer.

C. To ensure that there is no dislocation of the work, not more than **40%** of employees in any cadre shall be transferred.

(P.T.O.)

5. Priority criteria for consideration of options:

A. When more than one employee opts for a particular place while effecting the transfers, the competent authority shall give priority in the following order as given below, subject to satisfaction of other conditions specified in this G.O., and the employee not facing charges in departmental/criminal proceedings:

i) Husband and Wife cases (only one of the spouse shall be shifted following the prescribed procedure).

ii) The employees retiring before **31-05-2027**, in case of their opting for transfers.

iii) Employees with disability of **70%** or more as certified by the competent authority.

iv) Employees having mentally retarded children to a place where medical facilities are available.

v) Widows.

vi) Medical grounds for the following diseases (either self or spouse or dependent children and dependent parents), to places where facilities are available for treatment. The employees who applied for priority under medical grounds shall be given preference in the following order.

a. Cancer
b. Neurosurgery
c. Kidney Transplantation
d. Liver Transplantation
e. Open Heart Surgery
f. Bone TB

vii) The employee who has put in the longer service in a hardship area. Each department will identify such areas for their employees.

B. Once transfers are effected on personal or medical grounds, the Head of the Department will verify the truthfulness of the grounds of the reasons in a few test cases and report to Government, if necessary, for further necessary action.

(Contd...3)

6. Qualifying service & criteria:

A. Service in all cadres at a station will be counted while calculating the period of stay.

B. Station means place (City, Town, Village) of actual working for the purpose of transfers and not office or institution.

C. The standing instructions on the transfers of office bearers of employees unions recognized, by the Government, as issued in Circular Memo No.20914/S.W.I/A2/2012-1 of G.A. (Services Welfare.I) Department, dt.26-06-2012 read with Circular Memo No.20914/S.W.I/A2/2012-2 of G.A. (Services Welfare.I) Department, dt.30-06-2012 shall be followed scrupulously.

D. The transfers shall be effected from focal to non-focal, and vice versa. The focal and non-focal posts shall be identified by the department concerned.

7. Procedure for transfers:

To ensure that the transfer of employees is implemented in a transparent and objective manner, the following procedure shall be followed:

i. The Head of Department/ Competent Authority shall publish the list of incumbents working category wise and cadre wise, in all units under their jurisdiction, along with place and duration.
ii. Similarly, all clear vacancies shall also be published before seeking options from the employees.
iii. The Competent Authority shall publish a list of employees to be compulsorily transferred.
iv. The Competent Authority may obtain upto five options for preferential places of transfers from the employees in the prescribed proforma in Annexure-II. However, the Departments may modify the proforma according to their specific requirements.
v. The competent authority shall ensure that minimum operational staff is available in offices/ and functional units even in the hardship areas.
vi. In case, adequate personnel do not opt for hardship area, the system of lottery shall be followed for effecting transfers.
vii. All transfers shall be done by counselling in a transparent manner. Wherever possible, counselling will be done on online/web based application.
viii. To ensure transparency, all the notifications shall be published online or on the office notice board.

(P.T.O.)

8. Special provisions for certain departments:

A. Based on this transfer policy, Education Department will formulate detailed operational guidelines for transfer of Teachers/ Lecturers.

B. The revenue earning departments shall make general transfers as per the guidelines issued in the following Government orders:

Sl. No.	Name of the Revenue Earning Department	G.O.No. In which transfer guidelines issued
1	Commercial Taxes Department	G.O.Ms.No.143, Finance (W&M) Department, dt.21-06-2007
2	Prohibition & Excise Department	
3	Stamps & Registration Department	
4	Transport Department	G.O.Ms.No.147, Transport, Roads & Buildings (Ser.IV) Department, dated. 12-06-2007
5	Forest Department	G.O.Ms.No.81, Environment, Forest, Science & Technology (For.V) Department, dated.08-07-2008

C. The above mentioned departments, wherever required, may modify the guidelines issued in the said Government Orders to meet their departmental requirements.

D. The Police Department shall frame specific guidelines for transfer of police personnel separately.

9. Competent authority for transfers:

A. All transfers shall be effected by the competent authorities as per the existing rules and orders on delegation. However the transfers shall be effected, with the approval of the committees constituted for this purpose as given in Table-1.

Table-1 : Cadre wise competent authority for transfers

Sl.No.	Cadre	Committee
1	State cadre	1. Special Chief Secretary/ Prl. Secretary/ Secretary of the concerned administrative Department 2. Head of the Department – Concerned - Convenor 3. Additional/ Joint/ Deputy Secretary, as nominated by the concerned administrative department Secretary
2	Multi-zonal/ Zonal	(1) Head of the Department concerned. (2) Additional/Joint / Deputy Secretary as nominated by the Secretary concerned (3) The Regional Officer or Additional/ Joint Director in the O/o. the Head of the Department (Convener).
3	District Cadre	(1) District Collector (2) Additional Collector/District Revenue Officer (3) The District Head of the department - Convener

(Contd....5)

B. The entire process shall be completed as per the schedule of transfers. The employee will be deemed to have been relieved at the end of 3 days of the issue of the transfer order. Any violation in this regard shall be viewed seriously by the Government.

C. The Special Chief Secretary/Prl. Secretary/Secretary of the concerned administrative departments shall closely monitor the entire process of transfers.

10. General provisions:

A. The provisions of the Presidential Order shall be followed.

B. The existing instructions on posting of second level and higher-level Gazetted Officers to their native districts shall be followed.

C. All the transfers based on employees preference for stations shall be treated as request transfers for the purpose of sanction of T.T.A. and other transfer benefits.

D. The HoD and competent authority shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously.

11. These instructions shall not be applicable in respect of employees appointed for census related work.

12. Re-imposition of ban: The ban on transfers shall come into force with effect from **1st June, 2026.**

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

SANDEEP KUMAR SULTANIA
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
The Registrar, High Court for the State of Telangana at Hyderabad.
The Accountant General, Telangana, Hyderabad.
The Pay and Accounts Officer, Hyderabad.
The Director of Treasuries and Accounts, Hyderabad.
All District Treasury Officers.
All Officers/Sections in Finance Department.
Copy to SF/SCs.

// FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE – I
(G.O.Ms.No.38, Finance (HRM-I) Department, Dated:21-04-2026)

TRANSFER SCHEDULE

1	Day - 1 to 7 (01-05-2026 to 07-05-2026)	:	Finalizing operational mechanism based on the G.O.Ms.No.38, Finance (HRM-I) Department, Dated:21.04.2026 by the concerned departments, in consultation with the Unions / Associations. Preparation and publication of Incumbency particulars, clear vacancies and list of the employees to be compulsorily transferred.
2	Day – 8 to 15 (08-05-2026 to 15-05-2026)	:	Submission of applications with option by the employees.
3	Day–16 to 24 (16-05-2026 to 24-05-2026)	:	Verification of Applications and arranging, as per transfer policy and preparation of master list accordingly after counseling.
4	Day - 25 to 31 (25-05-2026 to 31-05-2026)	:	Issue of transfer orders, and 3rd day of issue of orders employees shall be deemed to have been relieved from the previous station.

SECTION OFFICER

ANNEXURE – II
(G.O.Ms.No.38, Finance (HRM-I) Department, Dated:21-04-2026)

GOVERNMENT OF TELANGANA
GENERAL TRANSFERS – 2026
EMPLOYEE OPTION FORM

I	**Employee Information**	
a	EMPLOYEE ID	
b	Name of the Employee	
c	Date of Birth	
d	Gender	
e	Name of the post	
f	Post Cadre (State/Multizone/Zone/District)	
g	Details of Local Cadre in which the employee is presently working	
h	Date of Initial joining into Service (optional)	
II	**Details of present post held**	
a	Name of the office presently working	
b	Name of the Present Post	
c	Present Post Location (Station)	
d	Date from which working in the present station	
III	**Spouse Employment Details**	
a	Whether Employee/ (Yes/No) (If yes give below details)	

b	State Govt. / State PSU / Telangana State Local Bodies /GoI/ GoI Undertaking	
c	Spouse Name	
d	Name of the Department	
e	Name of the Post	
f	Post Head quarters	
IV	**Preferred Place (In the order of Priority)**	
a	1st Preference	
b	2nd Preference	
c	3rd Preference	
d	4th Preference	
e	5th Preference	
	Date:	
	Place:	(Signature of Employee)

SECTION OFFICER