

**PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY**  
**ADMINISTRATIVE OFFICE, RAJENDRANAGAR, HYDERABAD-30**

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Proc.No.216/Ser.T/A1/2025,

Dated:02-06-2025

Sub:- PJTAU – Estt., – Implementation of transfer policy to the Teaching staff in the University – Guidelines and criteria – Orders - Issued.

Ref:-1. Proc.No.1165/2/Ser.T/A2/2025, dated: 22-03-2025.

2. Committee report dated.07.04.2025.

3.Resolution No.438 of the Academic Council meeting held on 19.04.2025.

4. Resolution No.957 of the meeting of the Board of Management held on 31.05.2025.

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The University has decided to implement the transfer policy to the Teaching staff in the University and the same was approved by the Academic Council and Board of Management vide references 3<sup>rd</sup> and 4<sup>th</sup> cited.

The following guidelines and criteria on implementation of transfer policy to the Teaching staff in the University will come into force with immediate effect in the large interest of the University's growth and development.

- I. Various establishments of the University are broadly classified into the following three category locations for the purpose of transfer policy.

(A). Hyderabad

(B). Warangal

(C). Others

II. For Professors

Those who are in Professor cadre having completed either 50% (or) 12 years of total service rendered under Category-A location are eligible for transfer to any of the locations other than A-Category location. Similarly, Professors having completed either 50% (or) 12 years of total service under B – Category location are eligible for transfer preferably to C or A category locations. Professor cadre having completed either 50% (or) 12 years of total service under C – Category location are eligible for transfer to either A or B locations.

III. For Associate Professors

Those who are in Associate Professor cadre having completed either 40% (or) 08 years of total service rendered under Category-A location are eligible for transfer to any of the locations other than A-Category location. Similarly, Associate Professors having completed either 40% (or) 08 years of total service under B – Category location are eligible for transfer preferably to C or A category location. Associate Professor cadre having completed either 40% (or) 08 years of total service under C – Category location are eligible for transfer to either A or B locations.

IV. For Assistant Professors

Those who are in Assistant Professor cadre having completed either 30% (or) 04 years of total service rendered under Category-A location are eligible for transfer to any of the locations other than A-Category location. Similarly, Assistant Professor cadre having completed either 30% (or) 04 years of total service under B – Category location are eligible for transfer preferably to C or A category locations. Assistant Professor cadre having completed either 30% (or) 04 years of total service under C – Category location are eligible for transfer to either A or B locations.

PTO.,



- V. The Guidelines stated under II / III / IV shall be applied at the time of first time implementation of this policy.
- VI. In subsequent period of transfers every teaching faculty is eligible for transfer for every five years from one category locations to other category locations.
- VII. While transferring from one category to other category locations, the period of service rendered by faculty in different places in same category locations will be considered as a basis for transfer to other category locations.
- VIII. Widow employee shall be posted, preferably as per their choice on humanitarian grounds subject to availability of vacancies. Similarly, employees suffering with acute health ailments which require regular medications / consultations such as dialysis, open or bypass heart surgeries and cancer shall be posted to the places wherever such facilities are available.
- IX. In case of the employees whose spouses are also working in the University, such employees shall be considered for posting in the same place / nearby place/category location based on the availability of the vacancies and requirement of the University.
- X. Any faculty who publishes at least 4 (four) impactful research articles in reputed journals having  $\geq 10.0$  NAAS rating / obtained three (03) patents during preceding four years shall be posted in any location as per their choice. Similarly, any faculty who successfully gets an external funding of INR 5 Crores and above from National / International funding agencies through competitive grant approval method in the preceding two years shall be posted as per their choice in order to promote academic competency levels among the faculty on meritorious grounds.
- XI. If faculty working in B and C category locations are eligible for transfer to A-Category locations, the priority shall be given to faculty working at C-Category locations.
- XII. All faculty are eligible for transfer on promotion under CAS from one category location to other category location based on the availability of vacancies and University requirement.
- XIII. University reserve the right to transfer any faculty to any establishment of the University in the larger interest of the University on administrative grounds.

G.E.CH.Vidya Sagar  
Registrar

To

All the Associate Deans of Colleges  
All the Associate Directors of Research of RARSs  
All the Directors, PJTAU  
All the Heads of Research Stations/Schemes/Units  
All the Principals/Vice-Principals of Polytechnics  
All the Programme Coordinators of KVKs  
All the Coordinators of DAATTCs  
Cc to: The University Officers, Admn.Office  
Cc to: All the Deputy Comptrollers  
Cc to: All the Assistant Comptrollers  
Cc to: PS to Vice Chancellor, Admn.Office  
Cc to: Sf/sc.

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*Revathi* 02/06/25  
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