

IMPORTANT POINTS TO BE NOTED WHILE FILLING TEACHERS ONLINE DATA FORMAT:

A. Personal details of the employee:

1. Medium in this section refers to the medium of appointment.
2. If PHC, mention the type of disability
Orthopaedical - **OH**, Hearing Impaired-**HI**, Visually impaired-**VI**, No Disability-**No**.
3. Mention the percentage of PHC as per Sadaram certificate only and enclose the Sadaram certificate.

B. Spouse Details:

1. Mention the spouse's present place of working.

C. Residential details:

1. Mention present residential and native address details along with assembly constituencies.

D. Academic, Professional qualifications & Departmental test details:

1. Mention qualification, Board/University and other details as per the records, and the optional subjects should be spelled as per the certificate (Avoid spelling mistakes. short forms in **Subjects, Board, University names** are not allowed. Write the names in full length)
2. Mention qualification details, year of passing and percentage acquired as per the records. (Avoid spelling mistakes. Short forms are not allowed. Write the optional subject names in full length).
3. Mention the month and year of passing Departmental tests as per entry in service book.

E. Service Details:

a. For teachers appointed in 398/- scale and Untrained Special DSC teachers:

1. **If special teacher appointment, date of joining in 398:** Mention the **date of appointment** as a special teacher.
2. **Date of first appointment** : Mention the **date of absorption** into regular service.

b. For all other teachers:

1. *If special teacher appointment, date of joining in 398:* It should be left blank for the question.
2. *Date of first appointment:* Mention the **date of first appointment** into service as a teacher.

c. Date of joining in the feeder cadre:

1. It should be **left blank** by all the teachers who were not promoted even once. (SGT/LP/PET/Voc-Ins/DM/CI cadre teachers at present)
2. It should be **left blank** for the teachers who were appointed directly as School Assistants or higher cadres and not promoted to the higher post thereafter.
3. Date of the first appointment in SGT or equivalent cadres should be the **date of joining the feeder cadre** for all the teachers who were promoted to School Assistant cadres and similarly the date of joining in SA cadre will be the **date of joining the feeder cadre** for all the teachers who were promoted as GHMs and equivalent cadres.

d. Date of Joining in the present cadre: Mention the date from which the teacher is working in the present cadre.

e. Date of joining in the present school:

1. Teachers who were allocated as per GO Ms No.317 and allotted to new schools have to mention the date of joining the new school.
2. All the teachers who were retained in the same school after allocation have to mention the date from which they are working in the present school.

f. Management: Mention the management in which the teacher was initially appointed. *Mention the initially appointed (first) school, mandal & district name.*

g. Inter-District Transferred teachers:

1. Please note that the question is related to the teachers who were transferred under Inter-district transfer among all the erstwhile districts of the undivided Andhra Pradesh state. Their services will be counted from *date of joining in the erstwhile districts after their transfer*.
2. Mention the district name from which transferred under Inter-district transfers (IDT).
3.
 - i. Mention the date of joining in the erstwhile **Warangal district** for all teachers transferred to Erstwhile Warangal under Inter-district transfers.
 - ii. Mention the date of joining in the erstwhile **Karimnagar district** for all teachers transferred to Erstwhile **Kaimnagar** under Inter-district transfers.

h. GO 610 - Transferred teachers:

1. Please note that the question is related to the teachers who were transferred under GO 610 among all erstwhile districts of the undivided Andhra Pradesh state. Their services will be counted from *date of first appointment*.
2. Mention the district name from which transferred under GO 610.
3.
 - i. Mention the date of joining in the erstwhile **Warangal district** for all teachers transferred to Erstwhile Warangal under GO 610
 - ii. Mention the date of joining in the erstwhile **Karimnagar district** for all teachers transferred to Erstwhile **Kaimnagar** under GO 610.

F. Options for Eligible Promotion:

1. Mention the options eligible for promotion as per the qualifications of the teacher. (Go through G.O.Ms.No. 25, Dated: 10-10-2017 to know the eligible qualifications prescribed for each post).

G. Employee Bank account details:

1. Mention the updated Bank account, Bank name, IFSC codes and branch name.