

**GOVERNMENT OF ANDHRA PRADESH
&
GOVERNMENT OF TELANGANA**

GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No. 19184/SR/A1/2014

dated 5th November, 2014

Subject: Andhra Pradesh Reorganisation Act 2014 – Allocation of State cadre employees under the Andhra Pradesh Reorganisation Act, 2014 – Further Instructions-Regarding

- Ref:
1. Circular Memo No. FSA/01/2014 General Administration (SR) Department dated 30th September 2014.
 2. Circular Memo No. 7164/SR/A1/2014 , General Administration (SR) Department Dated 10.10.2014.
 3. Circular Memo No. 7164/SR/A1/2014, General Administration (SR) Department dated 25.10.2014
 4. From Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India , New Delhi F.No.27/13/2013-SRS, Dated 29.10.2014.
 5. G.O.Ms.No.312 , General Administration (SR) Department, Dated: 30.10.2014

1. The Central Government has, in exercise of powers conferred on it under Section 80 of the Andhra Pradesh (State Reorganization) Act, 2014, in its ref dated 29th October, 2014 issued "Guidelines Relating to Allocation of State Services Employees" outlining the principles and procedure for allocation of Posts and State services personnel serving the Government of A P immediately before the 'appointed day' i.e., June 2, 2014 between the successor States of Andhra Pradesh and Telangana. These Guidelines may be treated as part and parcel of these instructions. The reference date for the purpose of allocation of posts and personnel between the two States will be June 1, 2014. The department mandated to assist the Government of India and the Advisory Committee constituted by it for the purpose is the General Administration (State Reorganization) Department of the Successor State of A P. But it is decided that all actions will be jointly done by the two Governments in mutual consultation with each other.

Process of Allocation of posts and Personnel

2. The Scheme for allocation of posts and determination of cadre strength of the two States, and allotment of personnel of the combined State of A P as on 1-6-2014 to the two States is contained in the Guidelines. It contemplates

- 1) Allocation of the posts between the two States, and determination of cadre strength of posts, and
- 2) The allocation of personnel between them.

3. Posts are to be divided, in accordance with the procedure laid down, with reference to territorial posts relatable to the geographic area of the Successor States and the State level posts which are sharable in equitable proportion. Personnel of those posts for which local cadres have been organized (excluding the personnel of the trans-border multi-zonal cadre Posts) are deemed allotted to the respective States. Those who hold non local cadre posts (but including the personnel of the trans-border multi-zonal cadre Posts) have to be allocated between the two States after securing option of the employees as laid down in the guidelines.

Departments covered

4. A department for the purpose of allocation of posts and personnel is a Department of Government (including the Secretariat) which has been declared as such by the Government for the purpose. Departments notified by the Finance department for budgetary purposes are not Heads of Departments for the purpose of allocation. Societies, Corporations, Constitutional and Statutory Bodies are not being treated as Heads of Departments for the purpose. This apart corporations, societies, boards and such

institutions included in the IXth and Xth Schedules under Part VII of the Act are also excluded from the purview of the Committee. State cadre Government employees working in these institutions will however be allocated by the respective parent departments. The local cadre personnel working in these Institutions are deemed allotted to the State in which the local cadre are located.

5. Classification of Departments

Secretariat

In so far as the A P Secretariat is concerned, primarily there will be three units for the purpose of allocation of posts and personnel, viz., the Single Unit controlled by the G A D, and the Finance Department and Law Departments units. In respect of the last grade posts each department of the Secretariat will be treated as a head of department for the purpose of allocation of posts and personnel.

Heads of departments. (Departments may be classified for the purpose into two groups)

- a. Those not having any field units under them; and
- b. Those which have field units.

The departments having field units may be again classified as,

- 1) Those to which provisions of the A P Public Employment Order 1975 have been applied; and
- 2) New Department if any which has not yet been brought within the purview of the Order.

Allocation of posts

6. All categories of posts in departments which have no field units have to be treated as State Cadre posts and have to be allocated between the States followed by allocation of personnel between them.

7. Similarly all categories of posts in departments if any in respect of which the provisions of the Order have not been applied are to be treated as State cadre posts and have to be allocated between the two States.

8. All government servants holding civil services and civil posts in them are liable to be allocated to the two States.

8. Departments which have field offices and which are covered by the Presidential Order will have,-

1. Local cadres, and
2. State cadres.

9. Local cadre posts and personnel of these local cadres (excluding the personnel of the trans-border multi-zonal cadre Posts) constituted under the A P Public Employment Order 1975 are deemed allotted to the State in which the local cadre are located. Local cadre posts in the offices of HoDs, State Level Offices and Institutions, Special Offices and Establishments, and Major Development Projects are to be equitably shared between the States; and the local cadre personnel working in these posts are to be repatriated to their respective local cadres.

10. Allocation of posts to and determination of cadre strength of each category of posts in the two States shall be done in accordance with paragraphs 6 to 13 of the Guidelines.

11. For the purpose of the Act certain State level offices and Institutions, Special Offices and Establishments and Major Development Projects in departments notified under the Presidential Order (other than any of these included in the Schedule to the A P Reorganisation Act) will be re-categorised as territorial wherever they serve exclusively one State only. Posts in these will belong to the State of its location. It is proposed to treat

the residuary entities alone as State level entities for the purpose of equitable distribution of posts under the A P State reorganization Act. This exercise will be done jointly by the two State Governments. However State cadre personnel therein will be allocated.

12. All State level posts in departments would be equitably apportioned between the two States in the ratio of population (58.32 for AP and 41.68 for Telangana) generally or the basis of geographic intensity of activities of a department in exceptional cases. The proposal for apportionment of State level posts on the basis of geographic intensity of activities of the department is being examined critically including the rationale and ratio proposed to be adopted for apportionment of posts by the Governments of A P and Telangana.

13 Territorial posts of State cadre categories exclusively relatable to and located in the territories of the respective States go to those States. Field services posts in the State cadres located in the office of H o D, State level offices and institutions, establishments and projects as determined for the State as a whole if any will be allocated to the two States as per the prescribed ratio. Multi-zonal cadre posts transcending State boundary will be however be treated as State cadre posts for the multi-zone. Posts forming part of these cadres will be shared with reference to location of the posts. Categories of non gazetted posts which have not been organised into local cadres will also be treated as state cadre posts for the purpose of allocation of personnel.

14. Similarly State level categories of posts confined to the HQ offices (Secretariat, offices of the H o Ds, and State level entities serving both the States) will be allocated in accordance with the ratio applicable.

15. Vacancies as on 1-6-2014 will be shown separately.

16. Cadre strength of a State Cadre Post in a department is the sum of the following:.

- a) No of posts existing in the office of the HoD.
- b) No of posts in the notified state level offices and institutions, special offices and establishments, and major development projects under a department serving both the states.
- c) No of posts in the notified state level offices and institutions, special offices and establishments, and major development projects under a department ' Serving exclusively each of the Successor States_
- d) No of other posts in the field

17. Sum of the posts under (a) and (b) above shall be allocated in proportion. The rest of the posts i.e. the number of posts under (c) and (d) above shall be allocated to the respective states which they serve and in which they are located

Submission of proposals for fixation of cadre strength

18. A set of 4 forms have been designed to be filled in on line by the authorized officers of the departments to facilitate determination of strength of Local cadres and State Cadres in each of the departments of the two States.

- a. Form I has been designed to gather b a s i c information on departments.
- b) Forms II and IV are designed to arrive at the correct strength of State cadre and Local cadre posts, including vacancies there in, in each department of Government on the 1st of June 2014 in the integrated State of A P and its proposed division between the two States to determine the cadre strength of the State cadres and Local Cadres of each of the two States in accordance with the procedure specified in the Guidelines.

19. Every department has to propose the number and names of State cadre categories of posts (comprising both in the field and/ or at the HQ) in each Department in respect of which allocation will have to be done. Once the above are determined, the department has to propose and assist determination of the number of sanctioned posts in every allocable category in the department of

- (a) State cadre services and posts in the field and those located in the headquarters in H o Ds and other State level entities and
- (b) State level posts in headquarters and other State level offices / institutions / establishments.

20. Shortages in the cadre composition concerning reservations in favour of SCs and STs (carry forward vacancies) and direct recruitment and other recruitment sources in posts allocated as on 1.6.2014 will be reported by each department in respect of each category.

21. Posts at the State level in the H o D etc. may comprise of State cadre or local cadre. Personnel of local cadres will be repatriated to the concerned local cadres. Posts of the department will form part of the cadre strength of the Department. Posts of the other Departments like in the case of Accounts Officer of DTA or Statistical Officer of Directorate of Economic and Statistics will form part of the cadre of the concerned department. Department personnel in allocable categories will be allocated by the respective departments.

Allocation of personnel

22. All employees belonging to the local cadres (except those of Trans-border multi-zonal Cadres) are deemed to be allotted to the State in which the local cadres exist. All other employees have to be allocated after consideration of option secured from the employees. Options will be called for as soon as the provisional list of allocable categories and their cadre strengths are determined and notified.

22. Form III has been designed to secure information on personnel in every allocable category. Paragraph 18 of the Guidelines list the principle of allocation and paragraph 19 the process. Instructions in regard to securing option of eligible employees and submission of proposals for allocation of personnel will be issued very shortly.

23. Departments are advised, in the meantime, to immediately update the prevailing seniority list as per procedure to avoid delay.

Procedure for submission of data and its authentication

24. Governments of AP and Telangana have decided that the whole process of allocation of posts, fixation of cadre strength, facilitation process for securing of option from the eligible employees, and allotment of personnel between the two states will be computerised through the Centre For Good Governance and data secured on line. Departments are advised to refer to the State Reorganisation Web Site for the purpose. The User Manual available in the web site, including answers to the Frequently Asked Questions and the procedure to fill up the online Forms etc. may be referred here. The responsibility of entering details in the online Forms formally lies with the HOD of Andhra Pradesh. However, the corresponding HOD from Telangana State will be fully and concurrently involved throughout in the process. Only authorized persons will be allowed access for entry of data. The departments will simultaneously submit proposals in writing to the GA (SR) Department for purposes of authenticity and record. The final data entered will be printed and shall be signed on each page by the HOD's of both the States. The Nodal Officers of Andhra Pradesh with the assistance of the Nodal Officers of Telangana State shall obtain the signatures of the Heads of the Departments of both the Governments. The proposal of the department with signed copies of the Data shall be submitted to the Secretary to Govt. (SR), General Administration (SR) Department of Government of Andhra Pradesh, who is the member Secretary of the Advisory Committee appointed by the Centre, and also under copy to the Secretary to Govt (SR), General Administration(SR) Department, Government of Telangana and to the respective Administrative Departments in Secretariat of both the Governments of Andhra Pradesh and Telangana State. In respect of Secretariat Departments, the concerned Spl.Chief Secretary/Prl Secretary/Secretary to Govt and in respect of Heads of the Departments, the concerned Head of the Department shall submit Eight (8) sets of the signed hard copies of the Data with covering letters.

Time limits for submission of Forms

- a). Form I Immediate.
- b). Form II..... 06.11.2014
- c). Form IV 10. 11. 2014

25. All the departments of Secretariat and all the Heads of the Departments are requested to take immediate necessary action accordingly duly ensuring accuracy of the data and timely submission of the same through careful monitoring of the information and other data etc. required that would be uploaded on the State Reorganisation Portal of Center for Good Governance (CGG). They are requested to take necessary action in the matter expeditiously.

I.Y.R. KRISHNA RAO
CHIEF SECRETARY TO GOVERNMENT

DR. RAJEEV SHARMA
CHIEF SECRETARY TO GOVERNMENT

To

All the Special Chief Secretaries/ Principal Secretaries /Secretaries , Government of Andhra Pradesh and Government of Telangana.
All Departments of Secretariat.
All the Heads of Departments of Government of Andhra Pradesh and Government of Telangana.

Copy to:

The Chairman, Advisory Committee for the State Government Employees.
The PrSecy to C.M ,Govt of Andhra Pradesh.
The PrSecy to C.M Govt of Telangana.
The Registration General Of HC of Judicature at Hyderabad for Andhra Pradesh and Telangana State.
The Secretary to Legislature,A.P.Legislature Secretariat
The Secretary to Legislature,Telangana legislature Secretariat

:: FORWARDED :: BY ORDER ::

OFFICER ON SPECIAL DUTY(SR)