GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo.No.7164/SR/A1/2014   Dt:20-03-2014

Sub:- A.P. Reorganisation Act,2014- Preparatory works for Establishment of Government of Telangana and Government of Andhra Pradesh on the Appointed Day, June 2nd 2014 – Operational Guidelines Issued - User ID and Passwords for entering data in A.P. Reorganisation Data Entry module - Further Instructions – Issued.

Ref:- Circular Memo No7164/SR/A1/2014,General Administration (SR) Deptt., Dated 12-03-2014.

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In continuation of the instructions issued in the reference cited, all Departments of Secretariat / All Heads of Departments/ All Corporations/ All Societies/ All Universities under the administrative control of the Government Departments are informed that the Andhra Pradesh Reorganisation Data Entry module containing the nine forms already communicated vide reference cited is as shown below:-

- Annexure – A : List of Existing Files as on 01-Mar-2014.
- Annexure – B : List of Records/ Disposals as on 01-Mar-2014.
- Annexure – C : List of Movable Assets as on 01-Mar-2014.
- Annexure – D : List of Government Vehicles as on 01-Mar-2014.
- Annexure – E : List of Immovable Assets as on 01-Mar-2014.
- Annexure - F: List of State and Multi Zonal posts and Unit of locations
- Annexure – G: List of important Laws , Rules, Guidelines & Notifications.
- Annexure – H: Court Cases Information.
- Annexure – I : Contracts Data.

2.   The A.P. Reorganisation Data Entry module is now made available online at "reorganisation.ap.gov.in" for entering the above data. As far as Annexure F is concerned, separate guidelines are being issued by Finance Department.

3.   In case of Departments of Secretariat the user IDs being used for issue of GOs through ap.gov.in/goir can also be used for entering data

4.   The Annexure A to H are to be entered by using login details provided as given to all Secretaries / Heads of Departments as shown below.

- Annexure- J : Login details of Secretariat Departments
- Annexure- K: Login details of Heads of Departments
- Annexure- L: Login details of Corporations/ Societies/ Universities Under the Administrative Control of Government Departments

5.   If the Heads of Departments / Corporations/ Societies/ Universities under the administrative control of Government Departments desire to enter the details through multiple employees, they can create as many users as per need.

6.   All Drawing and Disbursing Officers are informed that Annexure - I, which relates to contracts data, is to be entered using DDO logins, which are already being used by them for entering CFMS-Employee Information HRMS module provided by Finance Department.

7.   The User Manual is as shown at Annexure M is also made available online. The site also has a form where any difficulty / query can be posted. The technical team at CGG would give feedback to the Departments as soon as possible. All Officers are required to take necessary action in this regard and report compliance to Chief Secretary.

8.   The Annexure A to H are to be entered by using login details provided in the Annexure to this circular.   The default password is "reorg@123" which is to be changed mandatorily after logging in first time. For any clarifications the Departments are requested to contact chakradhar@cgg.gov.in or mnrao@cgg.gov.in

K. RAMAKRISHNA RAO,
SPECIAL. SECRETARY TO GOVERNMENT (FINANCE)
& EX-OFFICIO. SPECIAL.SECRETARY (SR) GAD

To
All Special Chief Secretaries/ Principal Secretaries/Secretaries to Government
All Departments of Secretariat
All Heads of Departments/ All Corporations/ All Societies/All Universities under the Administrative control of Government
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER