

**MOST IMMEDIATE
TOP PRIORITY**

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SR) DEPARTMENT**

Circular Memo. 5532/SR/2015-1,

Dated:09-04-2015

Sub: A.P. Reorganisation Act, 2014 – Scanning and Uploading of the option forms submitted by employees and relevant forms – Instructions – Issued..

Ref:- 1) G.O.Ms.No. 110, General Administrative (SR) Department, dated 09-04-2014.
2) Circular Memo.No. 19184/SR/I/A1/2014-9, General Administration (SR) Department, Government of Andhra Pradesh & Government of Telangana, dated 24-03-2015.

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In the reference 2nd cited, instructions were issued on scanning and uploading the option forms submitted by employees. All the Departments of Secretariat and Heads of Departments were informed that in order to ensure accuracy, authenticity and to ensure that all records are available and the process of allocation is effective, it has been decided that all the relevant following documents are scanned and uploaded in the website of reorganization.ap.gov.in.

- I Form I (Revision – I) ink signed by the Head of the Department of Government of Andhra Pradesh
- II Form II abstract (Revision – I) ink signed by the Head of the Department of Government of Andhra Pradesh
- III Form II detailed category wise statements (Revision-I)) ink signed by the Head of the Department of Government of Andhra Pradesh
- IV Form IV A Abstract (Revision I) ink signed by the Head of the Department of Government Andhra Pradesh
- V Form IV A detailed category wise statement (Revision I) ink signed by the Head of the Dept Seniority list as on 01.06.2014 (Form III-Part1) of all allocable state cadre down loaded from the portal and ink signed by the Head of the Department of Government of Andhra Pradesh
- VI Signed option from submitted by the Employee along with the support documents/declarations relating to local candidature, preferential claim to allotment etc.
- VII FormIII (Verified & Certified option form) downloaded from the portal and ink signed by the Head of the Department of Government of Andhra Pradesh or Government of Telangana under whom the employee is presently working.

2. In the above background a review meeting was conducted on the various works to be completed for speedy finishing of tentative allocation among which the scanning and uploading the above documents came up for discussion. However, it is observed that the process of scanning and uploading the above documents by the Departments is very slow leading to considerable delay in the process of allocation of employees . In view of emergency and time limitations it has been felt necessary to entrust the work relating to scanning and uploading of the documents to the vendors Small Medium Entrepreneurs and at the rates mentioned in the reference 2nd cited who have earlier attended the work relating to preparatory works for establishment of the Government of Telangana and Govt. of AP on the Appointed Day, June 2nd, 2014.

3. The attention of all the Departments of Secretariat and all the Heads of Departments of Government of Andhra Pradesh and Government of Telangana is invited to the references cited (copies enclosed for ready reference) They are requested to take necessary action immediately to get

(p.t.o.)

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the scanning and uploading of documents ordered in the reference 2nd cited in the website of \reorganization. ap.gov.in through the endors small Medium Entrepreneurs and at the rates indicated in the G.O first cited with the applicable terms and conditions specify therein as shown below.:-

- (i) Annexure-I - Rates for Scanning & Digitizing the Files/Records including Meta Data Entry
- (ii) Annexure-II List of Small and Medium Enterprises allotted to Departments / Heads of Departments with Technical Capability of each Small and Medium Enterprise.
- (iii) Annexure-III Role of the Department
- (iv) Annexure-IV Responsibility of the Department Nodal Officer
- (v) Annexure-V Security Measures

4. All the Departments of Secretariat and all Heads of Departments of Government of Andhra Pradesh and Government. of Telangana are requested to follow the above instructions scrupulously and speed up the work of scanning and digitization of documents.

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

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government of Andhra Pradesh & Government of Telangana.

All the Departments of Secretariat of Government of Andhra Pradesh & Government of Telangana.

All the Heads of Departments of Government of Andhra Pradesh & Government of Telangana

Copy to Information Technology, Electronics & Communications Department

The Managing Director, A.P. Technology Services Limited, BRR Complex , Hyderabad.

All the vendors through Managing Director, A.P. Technology Services Limited, BRR Complex , Hyderabad

Copy to :

The Director General, Centre for Good Governance, Road No.25, Jubilee Hills, Hyderabad

All the Officers on Special Duty, General Administration (SR) Department.

The PS to Chief Secretary to Government

Copy to the PS to the Secretary to Government (SR), General Administration Department.

:::: FORWARDED :: BY ORDER ::::

OFFICER ON SPECIAL DUTY