

GOVERNMENT OF ANDHRA PRADESH
&
GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No. 19184/SR I /A1/2014-8

Dated :24 -03-2015

Subject: Andhra Pradesh Reorganisation Act 2014 – Allocation of State cadre employees– Verification & certification of Options data furnished by the allocable employees, scanning and uploading the option forms submitted by employees, Form III downloaded and signed by the HOD and relevant documents and certificates submitted by all the allocable employees – Further instructions –Issued.

- Ref:** 1.Cir. Memo No. FSA/01/2014 G.A (SR) Dept, dt 30.10.2014.
2. G.O.Ms.No.312, G.A (SR) Dept, Dt: 30.10.2014
3. Cir.Memo.19184/SR/2014 G.A (SR) Dept, Dt. 05.11.2014.
4. Govt.Memo.No.20700/SRI/2014, G.A (SR) Dept, Dt.29.11.2014.
5. Cir. Memo No. 19184/SR/A1/2014-2, G.A (SR) Dept, Dt: 03-12-2014
6. Cir.Memo No. 19184/SR I /A1/2014-3, G.A (SR) Dept Dt. 12-01-2015
7. Cir.Memo No. 19184/SR I /A1/2014-4, G.A (SR) Dept Dt. 13-01-2015
8. Cir.Memo No. 19184/SR I /A1/2014-5, G.A (SR) Dept Dt. 12-02-2015
9. Cir.Memo No. 19184/SR I /A1/2014-6, G.A (SR) Dept Dt. 19-02-2015
10. Cir.Memo No. 19184/SR I /A1/2014-6, G.A (SR) Dept Dt. 24-02-2015
11. Cir.Memo No. 19184/SR I /A1/2014-7, G.A (SR) Dept Dt. 25-02-2015

The attention of all the departments of Secretariat and the Heads of the Departments are invited to the references cited. In the reference sixth cited instructions were issued authorising the Heads of the Departments and departments of Secretariat for verification and certification of option forms in respect of employees now working under them through online in the reorganisation portal i.e., [http:// reorganisation.ap.gov.in](http://reorganisation.ap.gov.in).

2. In continuation of the instructions issued in the Circular Memo sixth cited, all the Departments of Secretariat and Heads of the Departments are informed that in order to ensure accuracy, authenticity and to ensure that all records are available and the process of allocations is effective, it is decided that all the relevant documents are scanned and uploaded in the website of reorganisation.ap.gov.in. All the departments of Secretariat and all the Heads of the departments are therefore requested to :

a. Scan and upload the following documents on the website of reorganisation.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 statement (Revision-I) ink signed by the Head of the Department of Government of Andhra Pradesh.
- iv. Form IVA Abstract (Revision-I) ink signed by the Head of the Department of Government of Andhra Pradesh.
- v. Form IVA detailed category wise statement (Revision-I) ink signed by the Head of the Department of Government of Andhra Pradesh.

- vi. Seniority list as on 01-06-2014 (Form III- part 1) of all allocable state cadres downloaded from the portal and ink signed by the Head of the Department of Government of Andhra Pradesh.
 - vii. Signed Option form submitted by the employee along with the support documents / declarations relating to local candidature, preferential claim to allotment etc;
 - viii. Form III (Part III) (verified & certified option form) downloaded from the portal and ink signed by the Head of the Department of Government of Andhra Pradesh or Govt. of Telangana under whom the employee is presently working.
- *It may be noted that Revision-I corresponds to the cadre strength finalized after receiving the comments and suggestions on the provisional cadre strength notified. Where there are no changes, the Revision-I will be same as the provisional cadre strength published for seeking comments and representations.*
- b. Submit the ink signed (by HoD – GoAP) hardcopies of**
- i. Form I (Revision – I) ink signed by the Head of the Department of Government of Andhra Pradesh.
 - ii. Form II Abstract (Revision-I)
 - iii. Form IVA Abstract (Revision-I)
 - iv. Seniority list as on 01-06-2014 (Form III- part 1) of all allocable state cadres
 - v. Verified details of employees
3. They are informed that a provision for downloading the reports/lists mentioned in para 2 above and uploading the same after signing is made available in the reorganisation portal.
4. The Heads of the Departments and all the departments of Secretariat of Government of Telangana have to forward the original of options forms with the support documents relating to local candidature, preferential claim to allotment etc; to their respective counterparts in Government of Andhra Pradesh after scanning and uploading.
5. All the Heads of the Departments of Government of Andhra Pradesh are also requested to keep all the physical option forms along with the support documents relating to local candidature, preferential claim to allotment etc; received from the employees and also the record relating to Form –III (Part-III) (Verified and certified) and the other aforesaid documents in their offices in safe custody and produce whenever required as well as at the time of finalizing tentative allocation of posts and personnel in respect of their departments by the Advisory Committee.
6. All the Heads of the Departments and Departments of Secretariat are also requested to start the process of verification and certification of option forms and entering the required details in Form III –part-III as requested in the ref sixth cited as and when the ink signed physical option form is received from each of their allocable employee on a day to day basis without waiting for receipt of option forms from all their allocable employees.
7. They are requested to complete the process of verification and certification of option forms and entry of details in Form –III (Part-III) and uploading the scanned data in respect of all their allocable employees within 5 (five) days from the date of closing for receipt of options from the employees of their respective departments. If any employee fails to exercise option online within the prescribed time, the Head of the Department has to furnish the employee data based on the records/information available with the department.

8. It is further informed that the preparation of tentative allocation lists of employees will be processed once (i) all employees have submitted their options in Form III (Part II) online and in hard copy with the support documents and (ii) option forms have been verified/certified by the Heads of the departments followed by uploading of scanned copies as prescribed in para 2(a) above and submission of the hard copies as prescribed at para 2 (b) above to the General Administration (SR) Dept, Government of Andhra Pradesh.
9. The further process for allocation of personnel between the successor States is based on the correctness of the data submitted by the Heads of the departments and departments of Secretariat in respect of their allocable employees. Therefore they are requested to ensure the accuracy and correctness of the data.
10. On the basis of the certified data, tentative allocation lists will be prepared as laid down in the guidelines with the assistance of the Heads of departments.
11. After notification of the tentative allocation lists, an employee who feels aggrieved by his/her tentative allocation may submit representation against his/her allocation to the Head of the Department of serving State through online and signed hardcopy. A provision is made in the portal to enable the employees to record their representations online and after recording the representation online, the employee has to download and print the representation, sign and submit to Head of the Department of the serving State.
12. The Heads of the Departments have to upload the scanned copy of the signed representations submitted by the employees, record their views in the portal and then download the representations including their views, sign and submit to the General Administration (SR) Dept for consideration. The Committee will consider these representations and take further action in accordance with the guidelines.
13. These instructions may be followed scrupulously and be treated on top priority.

I.Y.R. KRISHNA RAO, IAS
CHIEF SECRETARY TO GOVT
GOVERNMENT OF ANDHRA PRADESH

RAJIV SHARMA, IAS
CHIEF SECRETARY TO GOVT
GOVERNMENT OF TELANGANA

To

All the departments of Secretariat of Andhra Pradesh and Telangana State

All the Heads of the Departments of Andhra Pradesh and Telangana State

Copy to:

PS to Chairman, Advisory Committee

PS to Chief Secretary to Govt, Andhra Pradesh

PS to Chief Secretary to Govt, Telangana State

PS to Secretary to Govt (SR), General Administration Department, A.P

PS to Spl Secretary to Govt (SR), General Administration Department, Telangana State

General Administration (SR) Department, Govt of Telangana State

The Director, e-Development Cell, Centre for Good Governance, Dr.MCR HRD Institute, Jubilee Hills, Hyderabad

//Forwarded: by order//


Assistant Secretary to Govt (SR)