



**Government of Andhra Pradesh  
Reorganisation Portal**

**Frequently Asked Questions (FAQs)  
on  
Filling and downloading Option Form by State Cadre Employees**

**FAQ - V 1.0**

**12-01-2015**

**1. What is the reference date for supply of data in option form?**

Except for the details in ‘**Current Post**’ section the reference date is 1<sup>st</sup> June, 2014.

**2. Is there a user manual and how do I procure a copy?**

Electronic copy of the ‘**user manual on filling and down loading option form**’ is available at AP Reorganization Portal at <http://reorganisation.ap.gov.in> Updated versions will be published on this website.

**3. What if I need information, have a query or there is a problem/issue? Is there a dedicated team/person to contact for further information?**

For data entry related queries please call 040-2312 0120/121/122.

For any other issues please contact the nodal officer of your department/HOD. A link is provided in the screen to the “list of allocable employees” in the reorgansiation portal.

It is advised to read (a) all FAQs in this document and (b) the following documents before calling the above mentioned phone numbers.

- (i) user manual for filling the option form and
- (ii) [guidelines for allocation](#) placed on the reorganisation portal.
- (iii) [Circular Memo No. 19184/SR I/A1/2014-3 dated 12-01-2015 of GA\(SR\) Dept.](#)
- (iv) [CircularMemo No. 19184/SR I/A1/2014-4 dated 13-01-2015 of GA\(SR\) Dept.](#)

**4. How are the user id and password communicated to the employees?**

After the department enters the primary data , i.e., the name of the employee, his mobile no. etc., and issues notification to employees to give their options, the system sends user id and password by SMS to the mobile number of each employee, as provided by the HOD concerned.

**5. I did not get my user id and password through SMS for filling the option form, what shall I do?**

Please visit reorganization website and click on **Allocable employees list** under **publications** section and click on ‘**view**’ corresponding to your HOD.

Verify whether your name appears in the list and if so, check the mobile phone number listed against your name.

- (i) If you find your mobile number entered is incorrect, request the department to correct it by furnishing the correct number to the department.
- (ii) If you find your mobile number is not entered, furnish your mobile number to the department for adding it into the system.

In case you don't find your name listed, please contact your HOD.

- 6. I am an employee who is on long leave/away from department /retired after 1-6-2014 and I did not get my user id and password. What shall I do?**

Please contact your HOD.

- 7. What I have to do after filling and down loading the option form?**

Take a print out of the pdf version of option form downloaded and sign the hard copy and attach the copies of relevant certificates and support documents as specified in the Circular Memo No. 19184/SR I/A1/2014-3 dated 12-01-2015 of GA(SR) Dept. and Circular Memo No. 19184/SR I/A1/2014-4 dated 13-01-2015 of GA(SR) Dept. and submit to your Head of the Department in Andhra Pradesh or Telangana as the case may be.

- 8. Is there a provision to save part data?**

You can save data, section wise by using the **save** button. You can login afterwards and make corrections in the already saved data. But once you click the "**Generate pdf**" button and then say **Yes** to the alert, you will not be able to make any further changes. Therefore, before pressing the **Generate pdf** button, please verify the complete information.

Kindly note that online submission of the option form data is only for the purpose of facilitating you obtain a copy of the filled-in Option Form for inking your signature and formal submission of the signed form to your HOD for further necessary action.

The hard copy of the filled in option form (on line ) downloaded from the SR site, ink signed and affirmed by the employee and handed over to the authorized officer of the department alone shall be treated as the option of the employee; and the date of its submission shall be within two weeks from the date of the notification calling for submission of option.

- 9. After submitting the options data online and downloading the filled option form, I found certain errors/mistakes, is there any process to correct them or how can I correct these.**

Please contact nodal officer in your HOD office.

- 10. There are six sections in the Option Form: I – Personal details to VI – Preference details, can I fill the sections at random or I have to fill them in sequential order.**

You have to fill the form strictly in sequential order from Section I to Section VI. If you open a section without filling data in previous section you will not be able to save the data (**Save** button will not appear).

**11. I do not have Employee ID issued by DTA or PAO. What should I do?**

Employee ID is not mandatory. If you do not have an EMP ID provided by DTA/PAO, please leave the field blank.

**12. Is it mandatory to provide place of birth and home district?**

No, it is not mandatory for the employees who are local to either Telangana or Andhra Pradesh to provide these details. However they may provide this information as self declaration, i.e. no support documents will be required from them.

**It is however mandatory for the employees who belong to the combined State of A.P. but not local to both Telangana and Andhra Pradesh to submit these details.** Such employees (excluding those whose home district is outside Telangana and Andhra Pradesh) are however required to submit relevant documents in support of their claim for home district.

**13. What if an employee belonging to SC /ST category opts for a state in which his caste/tribe is not notified as SC/ST ?**

If an employee belonging to SC /ST category opts for a state where his caste/ tribe is not notified as SC /ST, and if he is allotted to the state as per his option, then he will lose the status of SC/ST category, as the case may be, in that state.

**14. What are the Scheduled Castes and Scheduled Tribes which are notified in only one of the successor States but not in both the states?**

Among the Scheduled Castes, Godagali and Godagula have been notified, only by the residuary State of A.P. ; while Bada (Buduga) Jangam has been notified, only by the State of Telangana.

Among the Scheduled Tribes, Thoti Tribe has been notified by the State of Telangana only; while the tribes of Dhulia, Paiko, Putiya, Valmiki and Malis have been notified by the residuary State of A.P. only.

**15. What is the method of appointment?**

**Direct recruitment:** If an employee has entered into the present category of post by direct recruitment

**By promotion:** If an employee has entered into the present category of post by promotion from a lower category of the same service.

**Appointment by transfer:** If an employee has entered into the present category of post by promotion from a lower category of a different service.

**16.** I am a retired (after 1-6-2014) employee. Is it necessary for me to submit option form to my HOD?

Yes, submission of option form is mandatory for all allocable employees.

**17. What are the details to be furnished in the Section “Current Post” ?**

- i) The details to be furnished are about the designation / post held on the date of filing the option form.
- ii) In the case of employees who are under suspension, long leave, unauthorized absence and those who retired/died after 1-6-2014, the details of the last post held by them.

**18.** What about employees who expired after 1-6-2014 and those who fail to file option, being on long leave, suspension, unauthorised absence?

The respective HODs will fill in the data based on the information available in the service book of the individual and option will be mentioned as ‘**option not exercised**’. However, for the purpose of allocation, such cases will be construed as willingness for allocation to either of the state i.e., no preference for any particular state.

**19.** What is meant by preferential allocation and who are eligible.

Please see the paragraphs 18(k), 18(l) and 18(m) of the guidelines

**20.** What documents have to be attached in support of preferential claim?

Please refer to the Circular Memo No. 19184/SR I/A1/2014-4 dated 13-01-2015 of GA(SR) Dept. for details.