
5. D.O Letter No.27/13/2013-SR (S) dated 15.5.2014 of Secretary, DOPT, Government of India addressed to Chief Secretary

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1. In the reference fifth cited, the Government of India has requested the State Government to furnish the list of posts that would be provisionally allocated to the successor States of Telangana and Andhra Pradesh for obtaining approval of the competent authority and to issue necessary notification under Section 77 (1) of Andhra Pradesh Reorganisation Act 2014, ordering employees of the existing State of Andhra Pradesh to serve provisionally in the States of Telangana effective June 02, 2014 until final allocation orders are issued by the Government of India in respect of each category and cadre under Section 77 (2) of the Act.

2. In this regard, the Special Chief Secretary / Principal Secretary / Secretary of all secretariat departments - along with head of the departments, state level institutions, programmes based societies like health society, SSA, etc., as well as other institutions under their control that have to be reorganised between the States of Andhra Pradesh and Telangana effective June 02, 2014, are requested to review the sanctioned posts in each cadre and category of every department, state level institution and other institutions that are being reorganised between the States of Andhra Pradesh and Telangana duly following the instructions of Government of India detailed in the following paragraphs and validate and confirm the data entered by the department in the central database online at fdp.cgg.gov.in/apreorganisation.cgg.gov.in using the existing log in ID and the password of the head of the department.

Principles for Allocation of Posts

3. While furnishing the above details, the departments are requested to note that all posts relatable exclusively to the territory of the State of Telangana, which includes those offices and posts located in the villages, urban local bodies, mandals, divisions, districts, zones, and multi-zones, including the posts of special projects, special offices and establishments, major development projects, etc., would devolve ipso facto to the State of Telangana on the appointed day and therefore should be deemed to be the posts of the State of Telangana on and after June 02, 2014.

4. Accordingly, the following posts will stand allotted to the successor states of Andhra Pradesh and Telangana respectively:
   a. Posts in the local, district, zonal and multi-zonal cadres that fall entirely in one of the successor States;
   b. Posts in special offices and establishments serving solely one state;
   c. Posts in major projects solely falling within and serving one state;
   d. Posts in state level institutions falling within and serving one state solely;
e. Posts in departments or entities which fall solely and serve exclusively one of the states; and
f. Other categories of territorial posts in departments that have not been organised into local cadres by virtue of exemption from the Presidential Order or otherwise.

5. All posts in offices that are not exclusively relatable to areas going to only one state: like the Secretariat, Head of Departments offices, State Legislature, State level offices, Institutions, special offices and establishments, major development projects and programme based societies serving more than one part of the existing State of Andhra Pradesh State, including posts belonging to the organized State and Subordinate Services cadre posts in these offices, shall be provisionally allocated on the basis of the ratio of population of the two states. Accordingly, all regular sanctioned posts in every cadre in these establishments would be divided in the ratio of 41.68 and 58.32 between the States of Telangana and Andhra Pradesh respectively.

6. However, in case of departments responsible for activities that do not exclusively conform to population criterion, the apportionment of posts between the successor states may be based on the ratio of geographic intensity of activity validated by empirical evidence by the concerned department. All sanctioned posts existing on June 01, 2014, shall be allotted to one or the other successor States. Sanctioned posts include regular civil service posts, but do not include posts sanctioned to be filled on contract or outsourcing basis.

**Change of character of the Posts**

7. It is ordered that no new posts shall be created, no new appointment or promotion shall be made, and no change in the terms and conditions of employment of persons serving in regular sanctioned posts in connection with the affairs of the existing State of Andhra Pradesh shall be done until the appointed day. Only employees who are serving in the affairs of the existing State of Andhra Pradesh on June 01, 2014 shall be included in the data. However, details of persons who are on long leave, extra-ordinary leave, study leave, foreign deputation, deputation to state / central PSU, lien, other office duty (OD), work order, absconding from duty, under suspension, etc. shall be furnished separately.

**Guidelines for Provisional Order to Serve**

8. All employees of the local, district, zonal and multi-zonal cadres that exist entirely in the Telangana State shall continue to serve in that cadre on and with effect from the appointed day they shall be deemed to be allotted provisionally to the State of Telangana and likewise those in the successor State of Andhra Pradesh would be deemed to be allotted provisionally to the State of Andhra Pradesh.

9. All employees serving in the territorial posts falling entirely within the Telangana State, which have not been organised into local cadres, and those serving in institutions, offices, establishments and major development projects hitherto treated as state level offices and institutions and special offices and establishments and major development projects under the presidential Order 1973 that would form and serve the Telangana State exclusively, on the appointed day shall provisionally continue to serve in connection with the affairs of the State of Telangana with effect from June 02, 2014 until the final orders are notified by Government of India under section 77 (2) of the Andhra Pradesh Reorganisation Act.

10. Further, persons belonging to the organized state-wide cadres currently working in posts situated within the territory that would become the State of Telangana on the appointed day shall also provisionally serve the State of Telangana until final allocation is made under Section 77 (2) of the Act. The remaining employees would provisionally serve the State of Andhra Pradesh until the Government of India makes final allocation under the provisions of AP Reorganisation Act.
11. All persons working on regular basis in the posts mentioned at para 5 and 6 above would be ordered to provisionally serve the State of Telangana based on the following principles:

i) The process shall be guided by public interest and the administrative needs of the State of Telangana.

ii) To ensure fair and equitable distribution, the number of persons ordered to serve in any cadre shall not exceed the number of regular posts provisionally allocated to the State after excluding the vacancies distributed on pro-rata basis.

iii) Only persons serving in sanctioned posts in connection with the affairs of the existing State of Andhra Pradesh shall be considered for provisional service.

iv) While issuing orders to serve provisionally, priority will be given to those recorded as ‘local’ to the State of Telangana in the Service Register (SR) in order of seniority in each cadre.

v) The remaining posts, if any, will be filled by employees who are in excess of posts provisionally allocated to the State of Andhra Pradesh after deducting the vacancies prorata, in the reverse order of seniority in each category.

12. Employees holding promotion posts on ad-hoc basis immediately before the ‘appointed day’ shall be considered against the substantive posts (regular) held by them on the ‘appointed day’. The condition of service of the employee, however, shall not be varied to the employee’s disadvantage. The head of the office shall ensure that no post or employee is left out of this exercise. On the other hand, no person other than a regular employee shall be included in the proposal.

13. Accordingly, the Special Chief Secretary / Principal Secretary / Secretary in charge of the secretariat departments and state legislature, state level offices, head of departments, institutions, special offices and establishments, major development projects and programme based societies serving more than one part of the existing State of Andhra Pradesh State, including posts belonging to the organized State and Subordinate Services cadre posts in these offices, are instructed to carefully verify the service register (SR) of every employee working in posts mentioned at paragraphs 5 and 6 above and satisfy themselves that the ‘local’ area details are recorded in accordance with the provisions of Para-7 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Director Recruitment) Order 1975. All should ensure that the seniority in each cadre and category should be as per the seniority prevailing on March 01, 2014, i.e. date of notification of the AP Reorganisation Act.

Plan of Action

14. In compliance with the above instructions, all Special Chief Secretaries / Principal Secretaries / Secretaries of the secretariat departments and state legislature, head of departments, state level offices, institutions, special offices and establishments, major development projects and programme based societies and other institutions under their control are instructed to furnish the following information (electronic version along with signed copy) to the Principal Secretary, Finance (R&E) & General Administration (SR) Department on or before 6:00 PM on May 22, 2014, for onward transmission to Government of India on the same day evening:

i) No of sanctioned posts in the local, district, zonal and multi-zonal cadres in all offices at all levels from village to district level, including the zonal / multi-zonal / special / project/ adhoc / temporary state level offices located in the districts, in ten districts of the States of Telangana and thirteen districts of Andhra Pradesh State separately.

ii) Number of multi-zonal posts common to both States along with their current location and proposal for allocation of these posts between the two States.

iii) Number of State Cadre Posts in ten districts of Telangana and thirteen districts of Andhra Pradesh, other than the posts in the HOD offices and other offices being divided between the two successor States, along with the details of location of these posts.
iv) Details of posts in all cadres in the office of the head of the department, state level institutions, projects, programmes, societies, etc., along with vacancies in each cadre with proposals for allocation of these posts provisionally to Telangana and Andhra Pradesh States.

v) Details of persons working in the office of the head of the department, state level institutions, etc., in the order of seniority in every cadre.

vi) Details of persons belonging to the department who are working in other departments on deputation or any other basis with details of seniority.

vii) Details of persons working on deputation in the HOD office on deputation from other departments.

viii) Details of persons in HOD office and State Cadre posts who are on long leave, extra-ordinary leave, study leave, foreign deputation, deputation to state / central PSU, lien, other office duty (OD), work order, absconding from duty, under suspension, etc.

ix) Details of other persons working in the HOD office who are not included in the above list, including those working on contract, outsourcing, special contract, project assignment, honorary basis, internship etc.

x) Any other issue that would have a bearing on the allocation of posts and persons between the two States by the Government of India.

15. While the information relating to items listed above at para 14- (i) to (v) will be compiled based on the information provided by the department to the CGG database and will be reviewed during the meeting to be held to finalise these details between 20th to 22nd May 2014 by the Finance and General Administration (SR) Departments, the information relating to items at para – 14 (vi) to (x) has to be furnished by the concerned in electronic format (Excel file) along with a signed copy.

16. Considering the importance of this exercise, it is emphasised that it shall be the responsibility of the concerned Secretary and the Head of the Department to ensure that the information is absolutely authentic and that no post or individual is left out. The concerned Secretaries and HODs are requested to attend the final confirmation meetings as per the schedule being communicated separately and ensure that entire required information (electronic version and hard copy duly signed and certified) latest by 5 PM on May 22, 2014.

Dr. P. K. MOHANTY
CHIEF SECRETARY TO GOVERNMENT

To
All Special Chief Secretaries / Principal Secretaries / Secretaries to the Government.
The Secretary to the State Legislature.
All Heads of Departments.
Heads of State Level Institutions / Societies / Projects / Programmes.
Heads of Public Sector Enterprises.

Copy to:
The Chief Secretary to Government
The Special Chief Secretary to the Governor of AP
The Additional Secretary, Ministry of Home Affairs, New Delhi
The Special CS / Principal Secretary / Special Secretaries of General Administration (SR) Department

//FORWARDED::BY ORDER//

SECTION OFFICER.