

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo. No.9639/SR/A1/2014

Dated:19-04-2014

Sub:- Andhra Pradesh Reorganisation Act, 2014 – Action Plan for
all Departments – Regarding.

- Ref:- 1. Circular Memo. No.7164/SR/A1/2014, General Administration
(SR) Department, Dt.12.3.2014.
2. Circular No.7164/SR/A1/2014, General Administration (SR)
Department, Dt.20.3.2014.
3. G.O.Ms.No.80, General Administration (SR) Department,
Dt.15.3.2014.
4. Circular Memo.No.9555/SR/A1/2014,General Administration
(SR) Department, Dated 9.4.2014.

In continuation of the instructions issued in the references cited for effective implementation of Andhra Pradesh Reorganisation Act, 2014, all Special Chief Secretary's/Principal Secretary's/Secretary's to Government of all Departments of Secretariat, all Heads of Departments, Heads of all Corporations, Societies, Co-operatives, Institutions etc., under the control of the Government Departments that would have to be divided between the State of Telangana and the State of Andhra Pradesh on the appointed day of June 02, 2014, are requested to ensure action is taken on all the 95 tasks listed in the Annexure to this Circular. These tasks are common to all Departments and therefore, shall be implemented diligently. The Departments are requested to furnish weekly performance reports to the General Administration (SR) Department before 13.00 hours on Monday every week without fail.

2. All concerned are requested to complete all tasks in all aspects well ahead of the deadline of April 30, 2014.

DR P.K.MOHANTY
CHIEF SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries/Principal Secretaries/Secretaries to Government
All Heads of Departments

All Heads of Public Sector Enterprises / Societies/Autonomous Institutions

Copy to:

The Private Secretary to Chief Secretary

The Special Chief Secretary to the Governor, Andhra Pradesh, Hyderabad

The Special Representative of Government of India to Andhra Pradesh
Governor

All District Collectors

//FORWARDED BY ORDER//

Sd/-
SECTION OFFICER

ANNEXURE TO Circular Memo. No.9639/SR/A1/2014
General Administration (SR) Department, Dated:19-04-2014

| TASK LIST COMMON TO ALL DEPARTMENTS (SECRETARIAT / HOD / PSUS etc.) | | | | |
|---|---------------------------|--|------------------------|-------------------------------|
| Department: | | | Reporting Date: | |
| SN | Section of APR Act | Key Activities | Status | Likely completion Date |
| I. Territorial Maps & Georeferenced Plans | | | | |
| 1 | 3 | Maps of the new States with Administrative Units indicating key institutions and existing activities of the department prepared. | | |
| 2 | | Map of Andhra Pradesh and Telangana indicating the major programmes, institutions, projects proposed for the future prepared. | | |
| II. Building Infrastructure & Office Space | | | | |
| 3 | 9 | The existing building infrastructure of Heads of Departments, Societies, Institutions, etc., under the control of the department situated in GHMC area that would require division between the two States delineated. | | |
| 4 | | Proposals prepared for location of the HOD offices, societies, institutions, etc., of the States of Telangana and Andhra Pradesh in GHMC area and submit to the Committee on Common Capital Buildings with copy to the General Administration (SR) Department. | | |
| 5 | | Orders issued by the Hon'ble Governor allocating appropriate space for the offices of both States. | | |
| 6 | | The allocated building taken possession of and measures launched for modifications of the space to create the required cubicles, office rooms, etc. | | |
| 7 | | Furniture and other moveable assets relocated to the allocated premises and office ready for occupation on June 02, 2014. | | |
| III. File Management – Current & Disposed | | | | |
| 8 | 47 | Inventory of all Current files prepared & Entry made in the Database | | |
| 9 | | Classification of all Current files completed based on the State to which they would belong | | |
| 10 | | Files relating to the States of Telangana and Andhra Pradesh separated along with files relating to both States. | | |
| 11 | | Digitisation / Copying of Common Files completed and kept ready for transfer in accordance with the General Administration (SR) Department Circular. | | |
| 12 | | Meta-data of all current files prepared, printed and certified by the Nodal Officer / Heads of Department / Secretary and two copies prepared for handing over to the successor States with a copy to the General Administration (SR) department. | | |
| 13 | | Inventory of all Disposed Files Prepared & Entry Made in the central Database | | |
| 14 | | All disposed files between April 01, 2008 and March 31, 2014, classified and organised into those relating to the State of Andhra Pradesh and State of Telangana and common to both States. | | |
| 15 | | Digitisation of Files as per the General Administration (SR) Department Circular Memo completed | | |

TASK LIST COMMON TO ALL DEPARTMENTS (SECRETARIAT / HOD / PSUS etc.)

| Department: | | Reporting Date: | | |
|--|--------------------|---|--------|------------------------|
| SN | Section of APR Act | Key Activities | Status | Likely completion Date |
| 16 | | Meta-data of all disposed files prepared and printed; Registers of all disposed files prepared and certified by the Nodal Officer / Heads of Departments/ Secretary and two copies prepared for handing over to the successor States with a copy to the General Administration (SR) department. | | |
| 17 | | Common Record Room organised for location of disposed files relating to the period prior to 01 April, 2008 and record rooms identified for the States of Telangana and AP and disposed files relating to the period between April 01, 2008 and March 31, 2014 moved to the Record Room | | |
| IV. Management of Fixed Assets | | | | |
| 18 | | Inventory of all Fixed Assets relating to the Department and the Public Sector Undertakings, etc., in the States of Telangana and Andhra Pradesh Compiled | | |
| 19 | | Classification of all Fixed Assets Completed and Entry made in the Central Database | | |
| 20 | | Proposals for division of fixed assets, if any, between the two States prepared and submitted to the competent authority through the General Administration (SR) Department with a copy to the Finance Department. | | |
| 21 | | Approval for division of Fixed Assets obtained from the competent authority and orders issued by General Administration (SR) Department received by the Department | | |
| 22 | | Registers of fixed assets prepared and certified by the Nodal Officer / Heads of Departments / Secretary and handed over to both States | | |
| V. Management of Movable Assets | | | | |
| 23 | | Inventory of all Movable assets of the Secretariat / Heads of Departments, Public Sector Undertakings and other offices that would have to be divided between the two states prepared. | | |
| 24 | | Classification of all Movable Assets Completed and entry made in the central database | | |
| 25 | | Proposals for division of all movable assets prepared and submitted to the competent authority through the General Administration (SR) Department | | |
| 26 | | Approvals for division of all movable assets between the two States obtained from the competent authority. | | |
| 27 | | Registers of movable assets updated & certified by Nodal Officer / Heads of Departments / Secretary and handed over to both States | | |
| VI. Management of Vehicles | | | | |
| 28 | | List of all Government Vehicles that have to be divided between the two States Prepared | | |
| 29 | | Classification of all Government Vehicles completed and entry made in the central database | | |
| 30 | | Proposals for division of all vehicles prepared and submitted to the competent authority through the General Administration (SR) Department | | |
| 31 | | Orders obtained from the competent authority for division of | | |

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| | | government vehicles between the two states | | |
| 32 | | Log Books of the Vehicles updated and certified by the controlling officer | | |
| 33 | | Updated register of government vehicles certified by Nodal Officer / Heads of Departments / Secretary and all related documents of registration, warranty, servicing, etc., handed over to both governments ahead of June 02, 2014 | | |
| VII. Management of IT Assets | | | | |
| 34 | | Inventory of all IT assets - Hardware, Software, Applications prepared | | |
| 35 | | Proposal prepared for division of IT infrastructure prepared as per IT Department guidelines between the two States | | |
| 36 | | Orders obtained from the competent authority for the proposed action through the IT Department and General Administration (SR) Department. | | |
| 37 | | Renewal of Licences, Modification / Extension of Service contracts taken up and completed | | |
| 38 | | Partitioning of Databases, Applications, etc., completed | | |
| 39 | | Trial Runs completed and System is kept ready for operation by both States. | | |
| VIII. Management of Assets outside the State | | | | |
| 40 | | Inventory of all Assets outside Andhra Pradesh compiled | | |
| 41 | | Classification of all Assets outside Andhra Pradesh completed and entry of data completed in the central database | | |
| 42 | | Proposals for division of assets outside Andhra Pradesh prepared and submitted to the competent authority through the General Administration (SR) Department. | | |
| 43 | | Approval for division of assets outside Andhra Pradesh obtained from the competent authority | | |
| 44 | | Soft Copies and Registers of all outside Andhra Pradesh assets printed and certified by the Nodal Officer / Heads of Departments / Secretary | | |
| IX. Budget 2014 – 15 | | | | |
| 45 | 44 | Budget Proposals for the States of Andhra Pradesh and Telangana prepared based on the vote-on-account budget for 2014-15 | | |
| 46 | | Approval obtained from the Hon'ble Governor for the Budget of both States by the Finance Department communicated to all departments. | | |
| 47 | | Budget proposals for the regular budget that would be introduced after the Appointed Day prepared for both States taking into consideration that outstanding commitments and ongoing contractual obligations | | |
| 48 | | Diligent review of every budget line conducted in the light of departmental reorganisation and appropriate proposals submitted to the Finance Department for deletion or amendment to the budget | | |

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| SN | Section of APR Act | Key Activities | Status | Likely completion Date |
| | | lines of regular budget proposals. | | |
| 49 | | Proposals for the regular budget of both States submitted to the Finance Department with a copy to the General Administration (SR) Department for transmission to the respective States ahead of June 02, 2014 | | |
| X. Finance Commission | | | | |
| 50 | 46 | Proposals for apportionment of XIII Finance Commission Grants to the States of Telangana and Andhra Pradesh prepared and submitted to Finance Department with information to General Administration (SR) Department | | |
| 51 | | Proposals prepared for sanction of grants by the XIV Finance Commission to the States of Andhra Pradesh and Telangana and submitted to the Finance Department with information to the General Administration (SR) Department. | | |
| XI. Programmes and Special Development Packages | | | | |
| 52 | 46 (2) | Proposals prepared for Special Development Package and submitted to the Planning Department with a copy to the Finance (FC) department and General Administration (SR) departments. | | |
| 53 | | Proposals prepared for rationalising the programmes, schemes and projects and submitted to the Planning department with a copy to the General Administration (SR) Department. | | |
| 54 | | An inventory of all schemes, programmes, projects relating to the States of Telangana and Andhra Pradesh prepared with all details, including the follow-up action to be taken and the institutional protocol for their implementation after June 02, 2014. | | |
| XII. Cash Balances | | | | |
| 55 | | All cash balances, including the PD Account balances and Bank balances maintained by all offices / staff under the control of the department across the State, including all Public Sector Undertakings, Autonomous institutions, etc., furnished to the Finance Department with a copy to the General Administration (SR) Department | | |
| 56 | | Approval obtained from the Competent Authority through the Finance Department for division of Balances (PD Account, Bank Account and Treasury as on June 01, 2014 mid-night) between the States of AP and Telangana | | |
| XIII. PSU Accounts & Audit | | | | |
| 57 | | The annual financial statement of all Corporations, Societies, Cooperatives, Institutions, entities, etc., under the control of the department prepared until the end of 2013-14 financial year and submitted to the Principal Accountant General (A&E) for certification. | | |
| 58 | | Audit of all Societies, Corporations, Cooperatives, Institutions, etc., under the control of the Department completed and audited accounts submitted to the Principal AG (Accounts and Audit) with a copy to the Finance Department and General Administration (SR) Departments | | |
| XIV. Loans and Advances | | | | |

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| SN | Section of APR Act | Key Activities | Status | Likely completion Date |
| 59 | 51 | List of all loans and advances outstanding by any department, corporation, society, institution, entity, etc., under the control of the department prepared | | |
| 60 | | Details of all loans and advances furnished to the Finance Department with a copy to the General Administration (SR) department | | |
| 61 | | Proposals submitted to the competent authority through the Finance Department and General Administration (SR) Department for conversion of loan as equity or for waiver of loan, as the case may be, with due justification for the proposal. | | |
| 62 | | Action taken to apportion loans and advances as approved by the competent authority and communicated by the Finance Department between the two States | | |
| XV. Investments and Special Funds | | | | |
| 63 | 52 | List all Investments in industrial, commercial, public and private undertakings, Special Funds, etc., including those listed in Schedule VII relating to the department and furnish details to the Finance Department with a copy to General Administration (SR) Department | | |
| 64 | | Obtain orders from the competent authority through the Finance Department on apportionment of Schedule VII Funds and other investments after approval by the competent authority and take action as per the orders. | | |
| 65 | | Details of the action taken on Schedule VII Funds furnished to both State Governments ahead of the Appointed Day. | | |
| 66 | | Approved list of investments in private, commercial and industrial undertaking printed and certified copy handed over the successor governments. | | |
| XVI. Public Sector Undertakings | | | | |
| 67 | 53 | List of all State Undertakings, including Societies, Companies, Co-operatives, Federations, Trusts, Institutions, Autonomous Institutions, funds and programmes operating on autonomous basis under the control of the department prepared | | |
| 68 | | Annual Accounts for the above Public Sector Undertakings until the end of 2013-14 financial year, including the assets, liabilities, etc., prepared and submitted to the Principal AG for reconciliation | | |
| 69 | | Appropriate plan of action for each PSU, including but not limited to demerger plan, creation of new entity, change of management structure and management protocol during 2014-15 financial year after the Appointed Date is prepared and submitted to General Administration (SR) Department | | |
| 70 | | Proposals submitted to the competent authority through the Planning and GA (SR) Departments with the remarks of the PSU Committee for inclusion / deletion of Public Sector Undertakings and other entities from Schedule IX and X | | |
| 71 | | Implementation process launched for operationalising the approved Action Plan | | |
| XVII. Contract Management | | | | |
| 72 | 60 | List of all subsisting contracts – works, services, goods, and human resources – prepared, authenticated and entry made in the central | | |

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| | | database. | | |
| 73 | | Liability of successor states computed and proposals submitted to the competent authority for apportionment of liability where the contract relates exclusively to one of the two states though the finance department and General Administration (SR) departments. | | |
| 74 | | A comprehensive plan prepared for contract amendment where the contract would devolve to both States on and after the appointed day and submitted to the competent authority for approval through the finance, Law and General Administration (SR) Departments | | |
| 75 | | Upon approval by the competent authority, list of all contracts with the liability of successor states is finalised and published. | | |
| 76 | | Contracts amended as approved by the competent authority in consultation with the law department. | | |
| 77 | | Action plan prepared for the management of all contracts under litigation and therefore requiring residual action by both States and approval obtained from the competent authority. | | |
| XVIII. Schedule X Institutions | | | | |
| 78 | 75 | List of Schedule IX and X institutions reviewed critically and proposals submitted to the competent authority through the Planning Department and the General Administration (SR) department for addition or deletion from the Schedules with the remarks of the concerned Committees. | | |
| 79 | | Detailed action plan prepared for the management of Schedule X institution – proposed and currently included – that inter alia include management structure, MOU between the two states, budgetary implications for both states, staffing structure and a critical risk analysis, etc., and submitted to the competent authority through the Planning and General Administration (SR) Departments. | | |
| 80 | | Operationalisation of the Action Plan approved by the competent authority | | |
| XIX. Staff Allocation | | | | |
| 81 | 77 | All sanctioned posts in each office from the lowest level office to the highest office (HOD) computed duly indicating the local, district, Zonal, Multi-Zonal and State Cadre Posts and data entered in the fdp.cgg.ap.gov.in | | |
| 82 | | List of all sanctioned state cadre posts in the HOD office, State-Level Institutions, Public Sector Undertakings and Multi-Zonal, Zonal, district and sub-district offices, including those on long leave, foreign deputation, suspension, etc., prepared and entered in the data base. | | |
| 83 | | Names of all persons in the state cadre posts computed as per the seniority list existing on March 01, 2014 and data entered in the HRMS database | | |
| 84 | | Detailed Departmental Organograms prepared for the States of AP and Telangana along with proposed allocation of posts duly dividing the HOD and state level institutions that would be divided between the two States in the ratio of 58.32 and 41.68 (Andhra Pradesh:Telanagana) or any other rational principle with due justification (work load etc.) and the state level posts currently | | |

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|------------------------------------|--------------------|--|-----------------|------------------------|
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| | | deployed in the future states of AP and Telangana duly allocated as is where is basis and submitted for approval of the competent authority through the Finance (SMPC / HRM) and General Administration (SR) Departments with the comments of the Restructuring Committee. | | |
| 85 | | Furnish tentative personnel allocation plan to the Finance (SMPC / HRM) Division soon after submission of the proposed departmental structure and post allocation plan to the competent authority | | |
| 86 | | Submission of proposals above at SN 83 and 84 to General Administration (SR) department for onward transmission to Government of India for approval and notification after obtaining the approval of the competent authority. | | |
| XX. PSU Staff Allocation | | | | |
| 87 | 80 | List of all employees of Public Sector Undertakings prepared and data uploaded to HRMS portal | | |
| 88 | | Proposals submitted to competent authority for employee allocation as per the Management Plan approved by the competent authority for each PSU / Institution. | | |
| 89 | | Approved list of employees allocated to each State Published and follow-up action taken accordingly. | | |
| XXI. Laws & Court Cases | | | | |
| 90 | 100 | Inventory of all legislations, Rules and Regulations and important executive orders compiled into two sets, one each for the States of AP and Telangana | | |
| 91 | | Compile the list of statutory institutions and constitutional bodies that are not included in Schedule X and that are required by both States on and after the appointed day and forward the same to General Administration (SR) department. | | |
| 92 | 104 | List of all court cases pertaining to secretariat department, HOD and the State level institutions currently active before any court, tribunal, legal forum with the current status and the action to be taken in the coming days and entered in the central database. | | |
| 93 | | List of all subsisting court cases and the action to be taken is compiled into two sets, one each for the States of Andhra Pradesh and Telangana. | | |
| 94 | 103 | List of competent authorities prepared for Telangana State and Andhra Pradesh | | |
| 95 | | Notifications to be issued by Government of Telangana on the appointed day | | |

DR P.K.MOHANTY
CHIEF SECRETARY TO GOVERNMENT