

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No.11890/SR/A1/2014.

Dated:5-5-2014.

Sub: Andhra Pradesh Reorganisation Act, 2014 – Management of Files II  
- Reg.

- Ref: 1. Circular Memo.No.7164/SR/A1/2014, GA (SR) Dept.,  
dt.12-03-2014.  
2. Circular Memo.No.9469/SR/A1/2014, GA(SR)Dept., dt.7.4.2014.  
3. G.O.Ms.No.110, GA (SR) Dept., dt.09-04-2014.

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In continuation of the instructions issued in the references cited, the following guidelines are issued for expeditious and uniform management of current files by all Departments. These instructions are based on the feedback received from the Secretaries to Government, Heads of Departments (HOD) and the Nodal Officers during several meetings held recently and modify the orders issued in the reference 2<sup>nd</sup> cited.

**Current Common Files**

1. All the Secretariat Departments and Heads of Departments/Corporations/Societies/Institutes should ensure that the scanning of all the **Current Common files** is to be completed latest by 15<sup>th</sup> of May, 2014.
2. **The files belonging to individual States need not be scanned.**
3. The Departments can start the task of taking one print out of the scanned common current file duly verifying the images from the DMS server where the data is uploaded. The departments may contact Reorganization PMU-ITE&C Department for any support in this regard.
4. The original file of the common category, may be handed over to the State for which it is most appropriate in terms of scope/quantum of work, and the other State may be given a print out of the scanned file, as decided by Secretary or the Head of Department as the case may be.
5. All the Departments shall prepare the catalogue of files from the State Reorganization website and hand over to each State in the following format.

Sl. No.	Year	File No.	Subject	No. of pages	
				Note file	Current file

6. The departments shall handover the current files relating **exclusively** to Andhra Pradesh State / Telangana State to the respective States with due acknowledgement along with common files.

**Disposals:**

7. **The Disposals belonging to individual States need not be scanned** and shall be handed over to the concerned State in the form of Physical disposal.
8. After completion of the scanning of **current common files**, the Departments / Heads of Departments / Corporations / Societies / Institutes shall take up the scanning of **disposals relating to common category** for the period from 2013-14 to 2008-09 in the reverse order [excluding the disposals relating to items mentioned in Circular Memo.No.9469/SR/A1/2014, GA (SR) Department, dt.7-4-2014].

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9. The original disposal of the common category may be handed over to the State for which it is **most appropriate in terms of scope/quantum of work** and soft copy of common disposals shall be given to other State as decided by the Secretary or the Head of Department as the case may be.
10. In case scanning of common disposal is not completed by 2<sup>nd</sup> June 2014, the continuity of the work with the current adopted process after 2<sup>nd</sup> June, 2014 shall be decided by the respective State Governments. The files which stand as completed as on 02-06-2014 shall be shared among the respective States as mentioned at point 9 of this circular.
11. All the Departments must prepare the catalogue of disposal from the State Reorganization website and handed over to each State separately in the following format.

Sl. No.	Year	Disposal No.	Subject	No. of pages	
				Note file	Current file

2. The departments shall handover the disposals relating exclusively to Andhra Pradesh State / Telangana State to the respective States with due acknowledgement along with common disposals.
3. All the Departments are advised to adhere to the above guidelines and for timely completion of the files management facilitating smooth transition.

S.P.TUCKER  
SPECIAL CHIEF SECRETARY TO GOVERNMENT (PLANNING) &  
PRINCIPAL SECRETARY TO GOVERNMENT (SR) (FAC)

To  
All the Spl.Chief Secretaries / Prl.Secretaries / Secretaries to Govt.

Copy to:

All the Coordinating Officers & Nodal Officers of the Departments  
for necessary action.

All the HoDs / Corporations / Societies / Nodal Officers  
for information and necessary action.

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//FORWARDED BY ORDER//

  
SECTION OFFICER.