



Government of Andhra Pradesh Reorganisation Portal

Frequently Asked Questions (FAQs)

FAQ - V 1.3

18-11-2014

1. What is the reference date for supply of data in Forms I to IV?

The reference date is 1stJune 2014.

2. What are the departments, which are to be allocated and need to submit information in the prescribed forms?

A department for the purpose of allocation of posts and personnel is a department of Government (including the Secretariat), which has been declared as such by the Government for the purpose of cadre control. Departments notified by the Finance department for budgetary purposes are not heads of departments for the purpose of allocation. Societies, corporations, constitutional and statutory bodies are not being treated as heads of departments for the purpose. This apart corporations, societies, boards and such institutions included in the IX and X Schedules under Part VII of the Act are also excluded from the purview of the Committee. State cadre Government employees working in these institutions will however be allocated by the respective parent departments.

3. What are the Form I, Form II, Form III and Form IV for?

Form I provides basic data on departments. Form II seeks information of allocable categories of posts . Form III elicits data of personnel to be allocated. And Form IV relates to local cadre details of AP and Telangana.

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

Printed User Manuals were supplied on 14.10.2014 in the orientation cum awareness program with the Nodal Officers. Electronic copy of the manual is available at AP Reorganization Portal at <http://reorganisation.ap.gov.in>. Updated versions will be published on this website.

5. What if there is a problem/issue? Is there a dedicated team/person to contact for further information?

At the above website, under the link ‘Contact Us’, telephone numbers are provided. Officers wishing to know more details may call these numbers. For data entry related queries please call 040-2312 0120/121/122. There is also a provision to submit a query on the Reorganization portal which will be promptly answered/attended.

6. What about the data entered previously, before 1stJune 2014?

The data collected earlier in April – May 2014 was exclusively for issue of provisional orders to serve in Telangana State. This data is not being used in the current exercise. Form III of the current exercise will make use of the HRMS data collected in February-March 2014 with further updation and verification

7. Who are responsible for data entry of employees in Secretariat?

As far as the Secretariat employees are concerned, the data entry is the responsibility of General Administration Department for the single unit employees. With respect to the employees of Finance and Law department, the respective departments will be required to furnish the data.

8. Why is the mobile number of the employee required?

Furnishing mobile number is in the best interest of the employee concerned. When Option Form is made available, each employee needs to authenticate her/his option through OTP for security purposes. Further, it will facilitate in sending SMS alerts.

9. Which HOD (AP/TS) has to enter/approve the data?

The responsibility of entering details in the online Forms principally lies with the HOD of Andhra Pradesh. However, the corresponding HOD from Telangana State would verify the validity of the data. The final data so entered will be printed and signed by both the HOD's. Only one User name and password will be created for each department/HOD.

10. What is the procedure for Employees without valid Employee ID?

Provision is made in the software to add the details of an employee without Employee ID.

11. What constitutes a Service?

A service refers to one of the State or Subordinate Services organised for each department or one of the General Services. For example the Andhra Pradesh Agricultural Service and the AP Agricultural Subordinate Service are special services organised for the Agriculture Department. The AP Ministerial Service Rules and the A P Last Grade Service Rules apply to common categories.

12. What does a Cadre mean?

A cadre comprises a group of posts in a category with a distinct name and seniority list of persons constituting that cadre organised for an office, part of a State or the State as a whole.

13. What is State Cadre?

In cases where the Presidential Order has not been given effect to in a Department or when a Department has no field units, all Categories of Posts there in will be treated as State Cadre Posts for the purpose of allocation.

Where the Presidential Order is complied with, all non-local cadre Posts (but including trans-border multi-zonal cadre posts), both in the field and the offices of HODs, notified state level institutions and offices, special establishments and offices and major development projects in the department will be treated as State Cadre Posts

Posts of State cadre may also be referred to as allocable categories of posts.

14. What is meant by cadre strength of a state cadre post?

Cadre strength of a State Cadre Post in a department is the sum of the following.

- a) No. of posts existing in the office of the HoD
- b) No. of posts in the notified state level offices and institutions, special offices and establishments, and major development projects under a department serving both the states
- c) No. of posts in the notified state level offices and institutions, special offices and establishments, and major development projects under a department serving exclusively each of the successor States.
- d) No. of other posts in the field

Sum of the posts under a) and b) above shall be allocated in proportion. The rest of the posts i.e. the number of posts under c) and d) above shall be allocated to the respective states which they serve and in which they are located.

15. What is local Cadre?

Where a cadre is organised for a part of a State, say an office, district, zone or a group of zones situated within a State under the Presidential Order it becomes a local cadre

16. What do we mean when we say Presidential Order applies to a Department?

It means that the posts in the department have been organised into local cadres as stipulated in the Order, direct recruitment to which is subject to preference in favour of local candidates to the specified extent.

17. What is Specified Gazetted Category?

It means any gazetted category of post specified in the Third Schedule to the Presidential Order and any other gazetted post notified by the central government.

18. What is Trans-Border Multi-zonal Cadre?

Trans-border multi-zonal cadre is one which is organised under the Presidential Order for a group of zones in respect of a category which after 1.6.2014 covers zones of both the States going beyond a State boundary

19. What is a Territorial Post ?

Territorial posts are those Posts which are exclusively relatable to areas going only to one state. These posts are deemed to be allotted to the State in which they are located.

20. What are State Level Posts?

The posts which are exclusively relatable to areas going to both the States like posts in the Secretariat, the Offices of the heads of departments; and Special Establishments or Offices, State level Offices or Institutions and Major Development Projects determined for the purpose of allocation as serving both the States are state level posts

21. What do we mean by Allocable Personnel?

Allocable personnel are employees occupying non-local cadre posts , but including trans-border multi-zonal cadre posts who are liable to be allocated to either of the States after obtaining option from them.

22. Which are the Posts to be divided on equitable manner, i.e.on the basis of ratio of population or intensity of geographic activity?

All posts in the secretariat, the HoDs, and State level offices and establishments, special offices and establishments, and major development projects serving both the States are allocable in equitable proportion either on the basis of population or in exceptional cases, on the basis of Geographical intensity of activity. Also see FAQ No.20 .about State level posts

23. How do I divide the cadre strength of a category as on 1.6.2014 between AP and Telangana?

The territorial posts go to the state which they serve and in which the posts are located. All other posts in the secretariat, the offices of HoDs and special offices and establishments , State level offices and institutions aand major development projects serving both the States are divided in proportion to population generally and in exceptional cases, based on geographic intensity of posts in the two States.

24. What is meant by the seniority list of a category as on 1.6.2014? How do I update a seniority list for the purpose of allocation of persons?

The final seniority list as notified will form the basis for allocation. This may not be up to date. Hence it will have to be updated. The names of those who have retired or left on or before 1st June, 2014 will have to be deleted and the names of those who may have been promoted or appointed after the notification but before 1.6.2014 will have to be added as prescribed under the rules governing seniority. Probationers will be added to the list in the order of their seniority.

If the list is only provisional, the fact must be specified. Details of disputes if any including court cases and decisions there on must be indicated.

25. Who are responsible for providing the data of the employees of my department who are on deputation outside my department?

Parent departments are responsible to furnish the details of their employees through Form III who are on Deputation/ Tenure / Foreign Service to other departments/organizations/societies etc.

The details of posts (in which employees of other departments are working on deputation) will be entered by the department for which the posts are sanctioned.

26. There are officers working in higher posts on an in charge basis while being substantive holders of lower level posts. Do we show such posts being held in charge as filled or vacant? In which category should such officers be allocated?

Such posts should be included in the vacant posts and such persons should be allocated in the posts held by them on a regular basis. No of such persons working in higher post should be shown against item no: 10.6 in Form –II related to the higher post.

27. Our Department has some personnel working on deputation or tenure from other departments in my Department. Should I include their names/details in the Form III?

No

28. Our department has some personnel employed on contract or working on outsourced basis, should we include them in Form III?

No

29. Our department has some employees of NMR and work charged categories. Do I allocate them?

No

30. We have few Posts belonging to AIS Cadre in our Department. Should we include them for Division in Form II?

No

31. Our Department has some personnel who are given automatic advancement scales personal to them after completing certain specified number of years of service in a Post held by them. Should I indicate a separate cadre for them in Form II?

No

32. If there is only a single Post, how is it to be allocated/divided?

A Single Post could be allotted to the State for which it was created or the State it serves most or with reference to the State to which the person holding the Post is allotted.

33. How to divide the cadres and personnel of the HOD's which do not have field offices?

All posts and personnel of such departments will be divided between the States in proportion to population or intensity of geographic activity, as the case may be.

34. Who has to enter the details of posts in which the employees of other department are posted.

The post details are to be entered by the department for which it is sanctioned. Details of the employee working in these posts, will be entered by the parent department which is the cadre controlling authority.

35. What do you mean by the category of posts exempted from the organisation of local cadres in column no.7 of Form-I and where it is applicable?

These are the Non Gazetted categories of posts existing in the field offices/level, which have been notified as exempt from the requirement of organising local cadres under sub paragraph (8) of paragraph (3) of the Presidential Order 1975. Such categories may exist in the department which have field offices and where presidential order is applied.

36. Should I have to include each of the specified Gazetted category of posts separately.

Yes. For example, If the specified gazetted categories for transport department are notified in the presidential order as 'Regional Transport Officers including Assistant Secretaries', they should be indicated as two distinct categories of posts, namely Regional Transport Officer, Assistant Secretary in separate rows. The name of the specified gazetted category of post should be as per relevant service rules.

37. What does a constitutional or statutory body refer to ?

A constitutional body (e.g. Supreme Court, High Courts etc.) is a body formed to continue the objectives of the constitution, while a statutory body, on the other hand, is a body created by an act of Parliament or State Legislature. Examples of statutory bodies include the Central Information Commission created under the RTI Act, Reserve Bank of India created under the RBI Act etc.

38. Where to add the details of Local Cadre posts Posts in HoD office and notified state level entities (SLI/SLO, SPE/SPO and MDP) for which personnel (employees) are drawn on tenure basis from local cadres? In Form II or in Form IV-A.

The data of such category of posts have to be shown in Form-IV-A meant for local cadres in HOD office and notified **state level entities. These posts in the offices of HOD's and state level entities serving both states are to be shared between the two successor States, in proportion on population basis, while all those in the offices of notified State level entities (territorial), exclusively serving Telangana or A.P. will be fully allocated to Telangana or A.P., as the case may be.**

39. Whether the data provided at (Form-II) 10.7 No. of Employees Waiting for posting, 10.8 No. of Employees on long leave/unauthorized absence and 10.9 No. of Employees under Suspension is counted against filled posts ?

No, the data provided at 10.7, 10.8 and 10.9 in Form-II shall not be counted against filled posts.

40. There are officers working against higher posts but performing the duties of a lower post held by them in their regular capacity in our department. Do we show such posts being held in charge as filled or vacant? In which category should such officers be allocated?

Such posts should be included in the vacant posts and such persons should be allocated in the posts held by them on a regular basis. No of such persons working in higher post should be shown against item no: 10.5 in Form -II related to the higher post.