

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No. 7164/SR/A1/2014

Dated : 12-03-2014

Sub : Andhra Pradesh Reorganisation Act 2014 – Preparatory Works for Establishment of the Government of Telangana and Government of Andhra Pradesh on the Appointed Day, June 2, 2014 – Preparatory Activities - Operational Guidelines – Issued.

Ref : 1. The Gazette Notification of Govt. of India No 6 dated 01-03 2014
2. The Andhra Pradesh Reorganisation Act 2014, No 6 of 2014
3. The Gazette of India No 560 dated March 04, 2014.
4. Minutes of Meeting held by Chief Secretary dated 25.02.2014

In the reference first cited, the Government of India has notified the Andhra Pradesh Reorganisation Act 2014 (Act 6 of 2014), upon receiving the President of India's assent. In the reference third cited, the Government of India has notified June 02, 2014, as the Appointed Day, in exercise of the powers conferred by clause (a) of section 2 of the Andhra Pradesh Reorganisation Act, 2014 (6 of 2014).

2. In the above background, the Chief Secretary had a meeting with all Special Chief Secretaries / Principal Secretaries / Secretaries to the Government of Andhra Pradesh regarding the various preparatory works to be completed by May 31, 2014 and issued certain instructions, including formation of apex committee and sectoral/subject committees. The following further guidelines are issued to all Secretaries to draw immediate action plans and initiate immediate necessary measures to operationalize the provisions of Andhra Pradesh Reorganisation (APR) Act 2014 with due attention to the rules, regulations, guidelines and instructions being issued by the Government of India and Government of Andhra Pradesh from time to time. All concerned must take expeditious measures to ensure completion of procedures for the establishment of the States of Andhra Pradesh and Telangana so that fully operational governance systems will be in place on the appointed day.

3. To facilitate uniformity of action across the departments, all concerned are requested to follow the guidelines summarised in the Annexure –I of this order. The Secretaries to the Government are requested to ensure that all line departments in Secretariat, HoDs, corporations, societies, institutions, autonomous organisations, training centres, etc., under their control initiate immediate measures in this direction. All concerned are requested to identify a senior nodal officer for State reorganisation matters and furnish weekly reports on action taken to the Chief Secretary by the last working day of the week.

DR PK MOHANTY,
CHIEF SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to the Government

(P.T.O.)

Copy:

The Secretary to Government of India, Ministry of Home Affairs
The Special Chief Secretary to the Governor, Andhra Pradesh, Hyderabad
The Registrar-General of High Court of Andhra Pradesh with a request to bring this matter to the notice of Hon'ble Chief Justice of High Court
The Registrars of Andhra Pradesh Administrative Tribunal, Andhra Pradesh Human Rights Commission, Andhra Pradesh Lokayuktha
The Secretary, Andhra Pradesh Information Commission
The Secretary of Andhra Pradesh Public Service Commission
All Heads of Departments of Government of Andhra Pradesh
All Heads of Public Sector Enterprises / Societies / Autonomous Institutions
All District Collectors

//FORWARDED BY:: ORDER//

SECTION OFFICER

ANNEXURE – I

GUIDELINES FOR THE OPERATIONALISATION OF AP REORGANISATION ACT 2014

1. The following guidelines are being issued to ensure uniformity of action across the departmental spectrum. However, departments are requested to improvise and innovate based on the operational exigencies. These guidelines must be adopted *ipso facto* to all line departments, corporations, societies, autonomous institutions, training centres, etc., under the control of the secretariat departments. All concerned are informed that these guidelines are intended to facilitate preparation of proposals for submission to Government of India/competent authority for review and approval, wherever needed as per the Act. All departments are required to complete all preparatory activities latest by April 10, 2014 so that further action on the same can be taken by the State Reorganisation Cell. The Special Chief Secretary/Principal Secretary/Secretary concerned shall issue an officer order fixing responsibility and time lines for various tasks and mark copy of the same to Chief Secretary. They shall ensure that all proposals prepared by them be placed before the concerned sectoral/subject/apex committee before sending to the competent authority.

I. Management of existing files

2. The Secretary of the concerned department shall initiate measures to compile the inventory of all files – both existing and the disposed – for the secretariat department and ensure similar action by the heads of all line departments, corporations, societies, autonomous institutions, training centres, etc., under the control of the department. In this direction, all Sections / Units in each office shall update their Personal Registers (PRs) and prepare a catalogue of files active on March 1, 2014, in the proforma enclosed at Annexure-A. Each file, including the note file, shall be page numbered and maintained as per the established Office Procedure. The concerned officer has to ensure continuity of pages in current and Note files and certify the same.

3. The concerned Section Officer/Desk Officer (Assistant / Deputy / Joint / Additional Secretary) should scrutinise the list of existing files existing on March 1, 2014 received from the Section Officer and submit the list to the Secretary latest by March 20, 2014. All head of the departments and the officer-in-charge of the corporations, societies, institutions, autonomous institutions, and training centres shall take similar action. The Secretary / Head of the Department will approve the list of existing files duly ensuring that all files active on March 1, 2014, are entered in the file inventory. These details shall be entered manually in two hardbound registers in the prescribed format, one each for Andhra Pradesh and Telangana States, and also electronically in the central database established by the Centre for Good Governance (CGG). This exercise shall be completed

by March 25, 2014. The concerned Section Officer will update this data online every day until the appointed day.

II. Management of Disposed files (Record /Disposal Management)

4. Concurrently, each section - comprising of the concerned section officer (SO) and the ASOs under the overall supervision of the concerned supervisory officer - must organise all disposed files (Disposals) that are in the physical custody of the Section as well as those in the record room, year wise. This would include all files irrespective of the nature of disposal and the perceived importance of the file. These files will be catalogued and entered in a hardbound register using the format enclosed as Annexure – B to this order. The concerned supervisory officer will review and authenticate the entries in the register.

5. All files, irrespective of the time and year of disposal, will be catalogued, as long as they are available in the department, including those in the physical custody of senior officers. Simultaneously, the list of files will be entered in the online database created by CGG. All line departments, agencies, corporations, societies, autonomous institutions, training centre etc., under the control of the secretariat departments will follow the process outlined above. The cataloguing of the disposals shall be completed by March 25, 2014 and the data will be digitised latest by April 30, 2014. These two processes could progress concurrently.

6. As a general principle, it has been decided that all existing and disposed files will be made into two copies, one each for the states of Andhra Pradesh and Telangana and the original to be kept as permanent record in the archives accessible to both states. The head of the secretariat department will review the nature and importance of the disposal and decide if it merits copy or not. The files that relate to one of the two states will be copied once, with the copy devolving to the concerned state and the original being retained in the archives. The secretary of the department will decide based on the time and cost considerations if the copy of the files should be digital or physical. Either way, the files should be organised for easy retrieval.

III. Inventory of movable assets

7. Each department will establish a special team to prepare a detailed inventory of all movable assets. The movable assets will include all items that are movable, from the smallest pin and pen to the biggest generator and furniture. It includes furniture, vehicles, computers, phones, etc. The inventory of all moveable assets will be prepared in the proforma at Annexure-C and vehicles in Annexure-D of this order. This exercise shall be completed by March 25, 2014. This data will be entered in a hardbound register (two copies) and also in the central database established by CGG.

IV. Inventory of Immovable Assets

8. The secretary of the department will ensure that all departments and agencies under his /her control will prepare a detailed inventory of immovable assets held by them in the proforma enclosed as Annexure-E. This data will be entered in the database being established by CGG latest by March 25, 2014.

9. The movable asset inventory is to be limited to those in the secretariat, head of the line departments, corporations, societies, institutions, autonomous organisations, training centres etc. under the control of the department located in the GHMC area or headquartered elsewhere in the state and would not include the regional and district offices. However, the inventory of immovable assets would cover all offices from the village to the secretariat of each department. The immovable asset inventory of field offices must be entered in the CGG database latest by April 18, 2014.

V. Departmental Architecture & HR Management

10. The secretary of the concerned department shall review the current architecture of the secretariat department as well as the heads of departments, corporations, societies, institutions, autonomous organisations, training centres, etc., under the department's control, with specific reference to organisations and institutions included in the Schedules 9 and 10 of APR Act 2014. While undertaking this task, special attention shall be paid to the mandate and responsibilities of the department and a structure that would facilitate operational effectiveness of the department in the states of Telangana and Andhra Pradesh. In departments with more than one secretary in charge, all secretaries must work together under the leadership of the senior-most person to propose an integrated structure that would be responsive to the needs of the citizens and effective in delivering public services. This process shall involve extensive consultations with the heads of departments and agencies as well other key stakeholders, including experts.

11. Based on this exercise, each secretariat department will propose an integrated structure for the entire department, including proposals for amalgamation, right-positioning, right-sizing, and any other option that would merit consideration in terms of efficiency, effectiveness and improved responsiveness. The need for merger of secretariat departments, line agencies and parastatal entities should be considered with due diligence.

12. Based on this exercise, each secretariat department will prepare a detailed organogram indicating the current structure and the proposed structure duly indicating the structure of the department at Secretariat, HOD, special offices, establishments, state level institutions, major development projects, etc. The department will submit the existing architecture and the proposed structure of the departments for the states of AP and Telangana along with the rationale for the proposal to the State Reorganisation

Cell/Chief Secretary after its review and concurrence by the Apex Committee latest by March 29, 2014.

13. Concurrently, based on the provisional structure proposed for the departments of Telangana and Andhra Pradesh states effective June 02, 2014, the department shall propose the division of the sanctioned regular posts existing on March 1, 2014 starting from the lowest operational entry level, i.e., just above the last grade service category to the State Reorganisation Cell by March 29, 2014 following the State Reorganisation Act/guidelines with approval from the apex committee. The inventory of each category of the sanctioned posts, including the vacant posts would have to be furnished. The Secretary concerned shall indicate if any post could be surrendered to a common pool/Finance Department.

14. The departments are requested to pay careful attention to the sections 77, 78 79, 80, 81, and 82 of APR Act 2014 and the follow-up guidelines issued by the Government from time to time while undertaking this exercise. Only those posts sanctioned on regular basis as of March 01, 2014, shall be reckoned for this purpose. All ad hoc, supernumerary, contract, and outsourcing posts should not be considered while undertaking this exercise. The Finance Department will issue detailed instructions in this regard separately.

15. The above exercise would cover all sanctioned regular posts that have state-wide jurisdiction, that *inter alia* includes all staff in the secretariat establishment, the head of the departments, including posts in the state subordinate services (non-gazetted categories) in respect of which no local cadre has been formed in terms of Para 3 (8) of the Public Employment Order; multi-zonal cadre posts that currently have operational responsibility in both Telangana and Andhra Pradesh areas in terms of paragraph 3(5) of the Order and also all posts that have state-wide transfer potential under the existing cadre management regime.

16. Simultaneously, workload assessment be done for each post and job description / work allocation be made for each post. This exercise shall be completed by March 29, 2014 and placed before the Apex Committee for its review before it is put up to competent authority for approval.

17. It may be noted that all posts in the local, district, zonal and multi-zonal cadres that fall entirely in one of the successor states will stand allocated to that state on the appointed day. Similarly, the posts in the departments / institutions / special offices / major projects that fall solely and serve exclusively one of the states will devolve to that state. All Secretaries have to prepare structure of administration at the field level and the inventory of all posts in the field and submit the same to State Reorganisation Cell by 29 March 2014. It is emphasised that the above exercise will have no reference to the persons occupying the posts and therefore has to be a totally objective exercise keeping in view the effectiveness of administration.

18. Simultaneously, the department will have to prepare an inventory of all officers, including those on long leave of any nature, under training, deputation, other duty, foreign service, work order deployment, suspension, unauthorised absence, etc., latest by March 18, 2014. The Finance Department will issue detailed instructions in this regard and all departments will furnish the information of the state level posts through the online database established by CGG.

VI. Management of Legal Matters

19. The secretary of the concerned department shall compile the list of all laws, rules and regulations that currently guide the conduct of business of the department. Thereafter, the department will examine the need for adopting the laws, rules and regulations *ipso facto* to both Telangana and Andhra Pradesh on the appointed day. The department shall also examine the need for extending any legislation, regulations, etc., that are currently not applicable to one or the other state and prepare necessary proposals. The department may also consider proposing abrogation of laws, regulations, etc., that are archaic and have no relevance in the contemporary governance framework.

20. In this endeavour, the department may enlist the support and the services of CGG, NALSAR, Damodaram Sanjivayya National Law University or any other legal expert of unimpeachable reputation and integrity. Each department will prepare a stock file containing all laws, rules, and regulations along with the proposal for new laws, if any, in two copies to the State Reorganisation by March 29, 2014. Annexure-G to this order contains the profarma to be used for data capture online for this purpose.

21. More critically, the department is required to compile the details of all court cases pending in different legal forums involving the officials of the department at all operational levels, i.e., from the secretariat to the village, and prepare a register incorporating the details and enter into the central database created by the CGG. The format for compilation of court cases is attached as Annexure-H. The court case details must also indicate the action to be taken by the successor State. Where the matter concerns both the States and is likely to have residual action after the appointed day and therefore requires close follow up by both States shall be flagged as a priority and handed over to the successor governments.

22. Secretary, Legal Affairs shall be responsible for coordination with all Secretaries in the above exercises. A Legal Cell to aid in state reorganisation matters will be established by the Law Department.

VII. Management of Contracts

23. The department Secretary shall prepare an inventory of all contracts active on 1 March 2014, which *inter-alia*, include works contracts, service contracts and contracts

relating to human resources, at all operational levels including those executed by the corporations, societies, autonomous institutions etc., under the control of the department. All contracts shall be classified into those falling within the geographical domain of Andhra Pradesh and Telangana and those pertaining to both states. This data shall be compiled in the format attached at Annexure – I and entered in the database created by CGG.

24. The contracts that would relate to both states after the appointed day would have to be analysed critically from the legal, cost, and implementation angles and necessary amendments would have to be proposed to the existing contracts in consultation with the Secretary, Legal Affairs. Wherever a contract requires an amendment, the secretary of the department shall submit detailed proposal to the competent authority through the Committee on Contracts after obtaining the view of the Finance Department. The proposal shall indicate the rationale for amendments along with detailed contours of the change proposed. Such contracts would have to be apportioned to both States of Telangana and Andhra Pradesh.

VIII. Management of Schemes, Programmes etc.

25. The Secretary of the department shall critically review all ongoing schemes, programmes and projects being implemented by the department and identify the budgetary requirements for 2014-15 and 2015-16 financial years as well as the appropriate institutional framework for effective implementation in both states. This is an opportunity for the departments to align the organisational structure and the financial resources with the objectives and the expected outcomes of each of the schemes, programmes and projects. Each department is requested to compile a report detailing the present and future of each of the schemes, programmes and projects under implementation.

26. Further, the secretary of the department is requested to submit the utilization certificates (UCs) for all Centrally Sponsored Schemes, Externally Assisted Projects, 13 Finance Commission grants, etc., latest by March 17, 2014 for the years up to 2013-14 financial year. A complete status on funds released, utilised, UCs sent, and balance for which UCs are due will need to be furnished to the State Reorganisation Cell by 10 April, 2014.

27. Concurrently, the department is required to compile the list of key policies, Government Orders, instructions, guidelines, etc., that are essential for effective conduct of the departmental activities and prepare a stock file containing all such documents to be handed over to the State Reorganisation Cell by 20 April, 2014.

IX. I.T. Infrastructure

28. The Secretary of each department shall review the existing I.T. infrastructure, hardware, software and applications in vogue in the department in consultation with the

department of I.T. & C. and prepare a comprehensive action plan for the devolution of I.T. infrastructure including the hardware, software applications along with the warranties etc., to the states of Telangana and Andhra Pradesh well ahead of the appointed day. Piloting of such a transfer for both states shall commence latest by April 15, 2014. The entire IT devolution process must be completed by May 5, 2014. Further, all operation and maintenance (O&M) contracts applicable to both states after the appointed day shall be reviewed and necessary action taken to amend the existing O&M contract so that both states will have the benefit of continued IT support after the appointed day. Secretary, IT E&C shall be the nodal officer for the above exercises and shall provide necessary support to the departments in ensuring a seamless transition.

X. Proposals for Fiscal Consolidation and Development

29. The Secretary of the Department is requested to review the financial commitments of the department for both States after the appointed day critically, especially during 2014-15 and 2015-16 financial years, identify the critical gaps, opportunities and challenges and prepare comprehensive proposals relating to the department duly phasing the investments during the next five years. In this context, the proposals for the Fourteenth Finance Commission shall be sent to the Finance Department latest by March 29, 2014. Principal Secretary, Finance (R&E) will be the nodal officer in the matter.

XI. Coordination and Management

30. Every department shall establish a departmental task force comprising of all Secretaries, Head of the Departments and Heads of Corporations, Societies, Autonomous Bodies, Training Centres, etc. under the control of the department. The senior most Secretary of the department will chair the task force. A Nodal Committee may be constituted for each office under the control of the department comprising of a cross section of functionaries who would implement the decisions of the Task Force on a day-to-day basis. The departmental task force shall meet as frequently as possible to chalk out a comprehensive action plan and review the progress of implementation. In addition, the department may consider constituting sub-committees for different activities. The department may enlist the support of CGG and other reputed national and state level institutions for assistance in this regard.

31. Orders regarding the State Reorganisation Department supported by State Reorganisation Cell are being issued separately. All secretaries are directed to identify a senior nodal officer, well-conversant with the departmental activities who will be in touch with the department/cell on a day-to-day basis.

32. Under the State Reorganisation Act 2014 there are several actions to be taken by Government of India Ministries directly or in association with the concerned State Government department. The concerned Secretaries in the State Government shall

coordinate with the counterpart GoI Ministries to ensure that what is expected from the State Government is completed by 10 April, 2014.

XII. Implementation of Special Provisions

33. The A.P. Reorganization Act 2014 has stipulated specific measures to be undertaken by certain departments. These departments are requested to submit detailed action plan to operationalise the provisions of the APR Act 2014, by March 18, 2014.

XIII. Follow-Up Action

34. All secretaries are requested to closely monitor the activities and submit report to the Chief Secretary before 4 PM on the last working day of the week. The Chief Secretary will review the progress every Tuesday.

DR PK MOHANTY,
CHIEF SECRETARY TO GOVERNMENT

Annexure A to I

ANNEXURE - A
List of Existing Files as on 1.03.2014

Name of the Section

Designation of the Section Head

Name of the Section Head

Designation of the Case Worker

Name of the Case Worker

S.No.	Year	File No.	Subject	New State to which the file relates to (*)	Present Stage of the file (\$)	Remarks (No. of pages both current and note files)

Note: (*) (A= A.P., T= Telangana and B = both the States)

(\$) Ener U if file is under submission L for Lie Over and W if pending for want of information and P if action is not yet initiated)

Signature of the Case Worker

Signature of the Section Head

Signature of the Desk Officer / Controlling Officer

ANNEXURE – B
List of Records / Disposals as on 1.03.2014

Name of the Section

Designation of the Section Head

Designation of the Case Worker

Name of the Section Head

Name of the Case Worker

Year	Sl.No.	Disposal Number	Disposal Date	Type of Disposal	Subject	Summary of Decision	New State to which the file relates to (*)	Remarks

Note: (*) (A= A.P., T= Telangana and B = both the States)

Signature of the Case Worker

Signature of the Section Head

Signature of the Desk Officer / Controlling Officer

ANNEXURE – C
List of Movable Assets as on 01.03.2014

Name of the Department

Sl.No.	Description of the Asset	Units	Make	Year of Purchase	Value when Purchased	ID No	Location	Current Status	Remarks

Signature of the Desk Officer / Controlling Officer

Signature of the HOD/ Officer authorised by the HOD

ANNEXURE – D
List of Government Vehicles as on 1.03.2014

Name of the Department

Sl.No.	Vehicle Make	Year of Purchase	Registration Number	Chassis No.	Odometer Reading	Vehicle Condition	Remarks

Signature of the Desk Officer / Controlling Officer

Signature of the HOD/ Officer authorised by the HOD

ANNEXURE – E
List of Immovable Assets as on 1.03.2014

Name of the Department

Sl.No.	Name of the Building	Location of Building (Place & District)	Land Area (in Sq. Meters)	Number of Floors	Plinth Area of the Buildings (in Sq. Meters)	Number of Rooms					Remarks
						Officers Room	Other Staff	Common Rooms	Bath Rooms / Toilets	Others	

Signature of the Desk Officer / Controlling Officer

Signature of the HOD/ Officer authorised by the HOD

ANNEXURE - F

List of State & Multi-Zonal Posts and Unit of Locations

Name of the Department

Cadre	Designation	Grade	Sanctioned Posts	Vacancies	Place of Unit	Type of Unit	Sanctioned Units	Vacancies
1	2	3	4	5	6	7	8	9

Employee Details									
Sno	Seniority Position	Name	Father/Husband Name	EmpID	Date of Birth	Date from which working in current location	Gender	Office where working	Working Status
1	2	3	4	5	6	7	8		

Signature of the HOD/ Officer authorised by the HOD

Annexure G

List of important laws, rules and guidelines

Name of the Department

Sl No	Name of the enactment	Law/ rules/ guidelines / notification	Reference no and date

Signature of the HOD/ Officer authorised by the HOD

Annexure H
Court Cases Information

Department Name	Court Name	Case Number	Petitioner	Respondent	Petitioner Advocate	Respondent Advocate	Case Subject/Category	Brief Prayer of case	Date of Filing	Date of Listing /Hearing	Date counter filed	Date of Judgement	Present stage of case
				(1)									
				(2)									

Signature of the Case Worker

Signature of the Section Head

Signature of the Desk Officer / Controlling Officer

Annexure I
Contracts Data

Dept: Designation:

Agreement/Contract details

Agreement History:

1. Name of Agreement:
2. Agreement amount:
3. Agreement Number:
4. Agreement Authority: Designation: Office
5. Agreement Completion date as per agreement:
6. Latest EoT granted up to
7. Any application for EoT submitted by contractor: Yes/No : If yes up to what date:
8. Expected completion date:
9. Type : Plan / Non Plan
10. Funding Agency: State/JICA/NABARD/World Bank
11. Work Category: Works/Goods/Services
12. Head of Account:
13. Nature of work: Original/ Repairs/ Maintenance(O&M)
14. Contract Category: EPC/Regular
15. If Irrigation Dept: Major/Medium/Minor/Lift Irrigation
16. Name of the Agency:
17. Address of the agency:
18. Amount of Contract paid till end of 2/2014
19. Amount of work done yet to be paid:
20. Physical progress of the work: Completed/In progress
21. Balance amount required to complete/bring the work to safe stage
22. Amount of Mobilisation advance yet to be recovered

Litigation History:

23. Any Court /Arbitration case: Yes/No If yes provide details : Add row
24. (i) Type: Court case/ Arbitration: If Court Name of the court (High Court/District court etc.) If arbitration (Single/bench etc.,) (ii) stage of case : text box for description
25. Districts covered by the project (Multiple selection)
26. Whether the contract Delivery caters to geographies of

- Telangana State
- Andhra Pradesh (Residual)
- Both

27. If both is Selected

- Balance Value in Telangana State Scope of Balance work
- Balance value in Andhra Pradesh (Residual) Scope of balance work

Technical Sanction details

Name of Work:

Amount:

T.S No.:

Date:

Sanction Authority

Designation :CE/SE/EE/Other

Office

Any revised T.S

Yes No

Administration Sanction Details

Name of Work/Project/Scheme/Program:

Amount:

Sanction by Govt. /HOD/Local body/Corporation

A.S. No

Date:

Sanction Authority

Designation:Secretary/Collector/ENC/CE/SE/EE/Commissioner/Managing Director/Director General/Others If other please capture the designation

Office

Any revised A.S

Yes No

Signature of the Case Worker

Signature of the Section Head

Signature of the Desk Officer /
Controlling Officer