

GOVERNMENT OF ANDHRA PRADESH
&
GOVERNMENT OF TELANGANA

GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No. 19184/SR I /A1/2014-3

Dated : 12-01-2015

Subject: Andhra Pradesh Reorganisation Act 2014 – Allocation of State cadre employees– Calling for options from eligible State cadre employees indicating their preference for either of the States of Andhra Pradesh or Telangana State- Instructions -Regarding

- Ref:**
1. Cir. Memo No. FSA/01/2014 G.A (SR) Dept, dt 30.10.2014.
 2. G.O.Ms.No.312, G.A (SR) Dept, Dt: 30.10.2014
 3. Cir.Memo.19184/SR/2014 G.A (SR) Dept, Dt. 05.11.2014.
 4. Govt.Memo.No.20700/SRI/2014, G.A (SR) Dept, Dt.29.11.2014.
 5. Cir. Memo No. 19184/SR/A1/2014-2, G.A (SR) Dept, Dt: 03-12-2014

1. Allocation of employees is being done in two steps. As a first step state cadre posts existing as on 01.06.2014 are being provisionally allocated between the successor States of Andhra Pradesh and Telangana State, followed later by final allocation of posts after considering comments and suggestions. The second step is the tentative allocation of employees between both the States and calling for objections if any. Final allocations of posts and employees will be done after taking into consideration the comments and suggestions on the provisional cadre strength and the objections against tentative allocation of employees, with the approval of the Govt. of India based on the recommendations of the Advisory Committee.

2. Four formats have been designed for collection of information from each Department (Forms; I, II, III & IVA).

- a). Form I has been designed to gather basic information on departments.
- b). Forms II and IV- A are designed to arrive at the strength of State cadres and Local cadres in each department of Government.
- c). Form III has been designed to secure information on personnel in every allocable category.

3. Information in Forms I, II and IVA, which primarily deal with posts, are being furnished by the Departments and the same are being scrutinised. Finalization of cadre strength of the departments and its division between the two States and allocation of employees will be taken up department-wise to ensure accuracy and speed of allocation of posts and personnel.

4. Part I of Form-III which contains information on employees in order of seniority (as available on the 1st June 2014) in respect of each allocable state cadre posts is being enabled to facilitate the entry of information by those Departments which have furnished data in Forms I, II & IVA.

5. While Part-1 of Form-III contains details of employees to be furnished by the departments of Secretariat / Heads of the Departments, Part-2 of Form-III is the Option Form to be filled by each employee after being asked to do so through public notification in the website of reorganisation.gov.in and SMS.

6. Part-3 of Form-III is required to be filled in by the departments of Secretariat / Heads of the Departments for each employee after receiving the hard copy of the option form from the employee.

7. The principles guiding allocation are specified in para 18 of the Guidelines Relating to Allocation of State Services Employees approved by Government of India communicated in the G.O second cited. As per para 18 (d) of the Guidelines, the employees to be allocated would include persons who are absconding, long absentees, those on leave preparatory to retirement or other kinds of leave, those under suspension, persons undergoing training and employees on deputation, including foreign service deputation and retired / died on or after the appointed date i.e 02.06.2014. There shall not be any case of any employee not being allocated to either of the successor States. These guidelines also provide for preferential allocation in certain cases.
8. As per the provisions of Section 77(2) of A.P. Reorganisation Act, 2014 "as soon as may be after the appointed day, the Central Government shall, by general or special order, determine the successor State to which every person referred to in sub-section (1) shall be finally allotted for service, after consideration of option received by seeking option from the employees, and the date with effect from which such allotment shall take effect or be deemed to have taken effect".
9. **Procedure for Options:**
- a) Notification calling for options would be placed in the A.P. Reorganisation website. SMS messages containing user id and password will be sent to each employee to the mobile number as given in Form -III (Part 1).
 - b) Wide publicity may be given by each department. Each Head of the Department (HoD) has to provide necessary guidance to the employees in filling option form online. It may also be publicized that options once exercised cannot be changed.
 - c) Accordingly all the employees holding allocable state cadre posts, whose names are entered in (Part I of Form III) in the allocable categories (as specified in Form II) have to exercise their option in the prescribed proforma (as in Part II of Form III) online and also submit the hard copy of the Option form duly signed.
 - d) Where the provisional notification of cadre strength of allocable categories of State cadres has been notified calling for comments and suggestions in respect of a department, the employees holding posts in these categories will be called upon to exercise their option, expressing preference for the State to which they wish to be allocated, as soon as the Head of the Department submits remarks on the comments and suggestions on the provisional notification of cadre strength of a department, and files the prevailing seniority list as available as on 1-6-2014 duly authenticated for record and the same is entered in Form-III (Part 1) on the A P reorganization site.
 - e) Each employee has to enter details in the option form made available online (url: www.reorganisation.ap.gov.in) and down load the filled option form.
 - f) Each employee after down loading the filled option form shall then take a printout of the down loaded filled option form and send the form duly signed along with relevant certificates and support documents (in respect of his/her claim for local candidature and/or preferential allotment as applicable) as prescribed/required to the Member-Secretary, Advisory Committee, G.A. (SR) Department, A.P. Secretariat through proper channel, i.e., through their respective Head of the Department of the Government in which they are working indicating their preference to either of the two States within two weeks from the date of publication of notification calling for options.
 - g) The Departments concerned of Telangana State will forward the option forms of employees working under them after due certification to the GA (SR) department of Andhra Pradesh through the Heads of the Departments in Andhra Pradesh for consolidation under a copy to the G.A (SR) Department of Telangana State.

- h) It is mandatory for every employee to fill in the option form carefully and correctly whether or not the employee would like to exercise option in favour of one State or the other.
- i) Since filling up of option form electronically is essential to ensure speed of allocation of personnel it is likely that the employees belonging to the Last Grade/Class-IV may have difficulties in entering details. To obviate this difficulty, the Heads of Office are requested to open a facilitation centre in each office to help and facilitate such of those employees who have problem in entering details online.

10. **Certification by the Head of the Department:**

The Head of Department under whom the employee is working shall carefully scrutinise the correctness of statements / information furnished in the option forms (both electronic and hard copy) by each employee with reference to Service Records and other relevant documents and certify the factual accuracy of the statements/ information made in the option form of each employee working under him. Each Head of Department shall ensure that option form is (both electronic and through a hard copy of the same duly signed) filled in by all the employees who are expected to exercise the options and send the forms pertaining to all the employees to the G.A.(SR) Department of Andhra Pradesh after due verification and certification.

11. **Corrections :**

- a) The information contained in the Option Form as filled online by the employee will be stored as a permanent record. However a copy of the form furnished by employees will be available online in editable form to the Head of the department for verification of details furnished by the employee, and certification of the same if need be by making corrections, if any, required for the purpose of certification. The head of department will also be required to scrutinise and make his recommendations on preferential claim for allotment to a particular State on grounds specified in paragraph 18 (k.l.and m) of the Guidelines relating to allocation of State services employees (detailed below), like spouse case or extreme personal hardship.

(18 k). Spouse of an All India Service (AIS) officer who belongs to a State cadre or is an employee of a State Government institution shall be allocated, where so desired by the spouse, to the State to which the AIS officer is allocated.

(18 l). Spouses in State cadre in Government or in State Government institutions, local bodies and those who are deemed allocated as per the Act, shall as far as practicable, be allotted to the same State, after considering options made by them and their local candidature. Spouses who are local candidates of a State shall be allocated to that State. Spouses who belong to different States may be allocated after considering their options.

(18 m). Cases of alleviation of extreme personal hardship of State Government employees will be exceptions to the principle:

- i) Widowed female employees may be considered for allocation to the State to which option is exercised.
- ii) Handicapped persons of more than 60% disability may be allocated on the basis of option, subject to the procedure prescribed by the State Government.

iii) An employee or whose spouse or child is known to be facing serious medical hardship, in cases of Cancer, Open Heart / Bye-pass surgery, and Kidney Transplantation / Kidney failure and continuing on dialysis shall be considered for allotment on special grounds on priority on the basis of option, subject to strict proof of verification as per the procedure prescribed by the State Government. This clause is applicable to only those employees who are working outside the common capital.

b). These additional details be provided in Form-III (Part III) by the HOD. The Heads of the Departments has to simultaneously verify and certify the printed out hard copy of the Option form duly signed by the employee and the accompanying preferential claim for allocation with supporting documents if any and send the same to the GA (SR) Department of Andhra Pradesh with his recommendations, duly furnishing a copy to the GA (SR) Department of Telangana State.

12. These instructions may please be circulated to all the allocable employees of each allocable category of post in their department for favour of information and necessary action.

I.Y.R. KRISHNA RAO,
CHIEF SECRETARY TO GOVT,
Government of Andhra Pradesh.

RAJIV SHARMA,
CHIEF SECRETARY TO GOVT,
Government of Telangana State.

To

All the Departments of Secretariat of Andhra Pradesh and Telangana State

All the Heads of the Departments of Andhra Pradesh and Telangana State

Copy to:

PS to Chairman, Advisory Committee

PS to Chief Secretary to Govt, A.P

PS to Chief Secretary to Govt, Telangana State

PS to Secretary to Govt (SR), GAD, A.P

PS to Spl Secretary to Govt (SR), GAD, Telangana State

//FORWARDED: BY: ORDER//


SECTION OFFICER