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**SPEED POST**

F.No. 27/13/2013-SRS  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
Dated: 27<sup>th</sup> October, 2014

To

1. The Chief Secretary,  
Govt. of Andhra Pradesh,  
L-Block, 7<sup>th</sup> Floor, Room No. 703,  
AP Secretariat, Hyderabad - 500022.
2. The Chief Secretary,  
Govt. of Telangana,  
Telangana Secretariat, Hyderabad - 500022.

29 OCT 2014

Subject: - Guidelines for Final Allocation of State Cadre Employees (other than AIS Officers)  
under AP Reorganization Act, 2014 – reg.

Dear Sir,

This has kind reference to letter No. 16275/SR/2014 dated 05.09.2014 of Dr. P.V. Ramesh, Principal Secretary (R&E), Govt. of Andhra Pradesh forwarding therewith the draft guidelines for allocation of State Cadre Employees (other than AIS) as recommended by the Advisory Committee. In this regard, I am directed to inform that the Central Govt. has approved the guidelines for final allocation with the slight modification in Para 6 (vii) of the draft guidelines in respect of Octopus and Grey Hound Forces.

2. It is, therefore, requested to take necessary action for allocation of State Cadre employees (keeping in view approved guidelines) in compliance of sub-section 2 of Section 77 of Andhra Pradesh Reorganisation Act. The list of employees for whom the final allocation is to be issued may be submitted with the recommendation of the Advisory Committee to the undersigned through e-mail ID [ajit.kumar67@nic.in](mailto:ajit.kumar67@nic.in) for further necessary action.

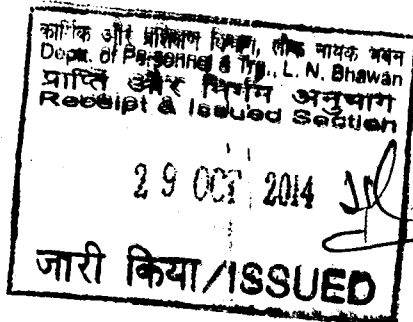
Encl.: - As above.

Yours faithfully

(Ajit Kumar)

Under Secretary to the Government of India

Tel: 24624235





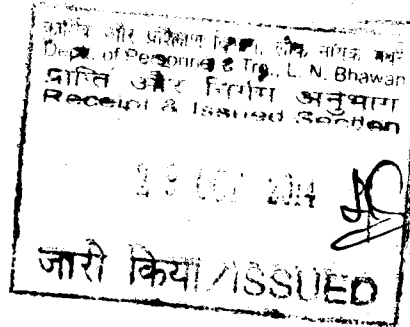
Copy to:

- (1) Sh. C.R. Kamalanathan, Chairman, Advisory Committee, Andhra Pradesh Reorganization, 5<sup>th</sup> Floor, C-Block, Telangana Secretariat, Hyderabad
- (2) Principal Secretary, SR (GAD), Government of Andhra Pradesh, AP Secretariat, Hyderabad.
- (3) Joint Secretary (AT&A), DoPT North Block, New Delhi.

(Ajit Kumar)

Under Secretary to the Government of India

Tel: 24624235





## Introduction

1. The Andhra Pradesh Reorganisation Act 2014 was notified on the first of March 2014. The Central Government has, in its notification S O 655 E dated 4<sup>th</sup> March 2014, specified the second day of June 2014, as the appointed day for the purposes of the Act, when the new State of Telangana and the residuary State of Andhra Pradesh came into existence.

## Provisions as to Services

2. By virtue of the provisions of Section 97 of the Act, Article 371D of the Constitution will continue to remain in force in relation to the States of Telangana and Andhra Pradesh. Part VIII of the Act comprising Sections 76 to 83 relates to 'Provisions as to Services', Section 76 being on All India Services and Section 83 on the Andhra Pradesh Public Service Commission. Sections 77 to 82 are the provisions on the strength of which persons borne on the Andhra Pradesh State cadres shall be allocated to the Successor States.

3. Section 80 of the Act provides for constitution of Advisory Committees (AC) and for issue of allocation guidelines by the Central Government. Accordingly, the Central Government has in its order dated 29<sup>th</sup> March 2014 constituted an Advisory Committee for the State Government Employees, to delineate objective and transparent criteria for the allocation of personnel belonging to the State Government borne on the existing cadres of different services of Andhra Pradesh between the two States viz., Andhra Pradesh and Telangana; to determine the cadre strength; to recommend specific individual allocation of State Government employees; and to consider any representation made by a State Government employee(s) affected by such allocation, in order to ensure fair and equitable treatment to all and to make appropriate recommendations.

## Functions of State Reorganization Department (SRD)

4. There shall be a State Reorganization Department (SRD), within the General Administration Department, functioning in the residuary State of Andhra Pradesh under the overall guidance of the Chief Secretary to Government. The SRD will be the nodal office for coordinating all matters relating to implementation of the Andhra Pradesh Reorganization Act, 2014. A State Coordination Committee comprising the Chief Secretaries of the States of Telangana and Andhra Pradesh, and the Secretaries in charge of SRD of Andhra Pradesh and Telangana, with the Secretary SR of Andhra Pradesh as the Member-Secretary, who shall not be less than the rank of a Secretary to the State Government, will provide effective support to the Advisory Committee set up under Section 80 of the Act in the discharge of its functions. The Department may have officers of both States to discharge the duties under part viii of the Act. Arrangement will be made by the Chief Secretary, Telangana to provide accommodation to the GA SR department of AP to enable Telangana officers to interact on and

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submit SR related papers, like options, representations etc. in the Telangana Secretariat premises.

5. The Department shall be responsible for providing the data base of posts, cadre strength, vacancies, and personnel as on the "appointed day" to the Advisory Committee, together with all material papers including the laws, rules, instructions, seniority lists, and details of disputes in relation to seniority, among others. The department shall also be responsible for submission of proposals relating to the cadre strength of different categories of posts in the States of Telangana and Andhra Pradesh, to secure options from the allocable employees in the continuing State as on the 2<sup>nd</sup> June, 2014, to receive representations and remarks on cadre strength, publish tentative lists of persons proposed to be allocated to the two States, to receive representations and objections from the affected employees, and to publish the final lists as determined by the Centre, duly liaising with the State Government of Telangana and the Andhra Pradesh Government. The Principal Secretary to Government of Andhra Pradesh in charge of the GA (SR) Department shall be the Ex-Officio Member Secretary of the AC. He shall provide effective liaison with the Central Government and the AC on the one hand and the Government of Telangana and the various departments of the State of Andhra Pradesh on the other, and be responsible for all service matters pertaining to State Reorganization. The Secretary General Administration (S.R.) Department of Telangana shall be closely associated with matters concerning State services employees allocation.

### Preparatory Steps

6. The first task of the Advisory Committee shall be the determination of cadre strength of the different categories of posts in various Services in the Departments in the combined State of Andhra Pradesh as on 1 June 2014, and to propose allocation of posts and distribution of cadre strength between the two States. Preparatory to this process, it shall be the responsibility of the General Administration (State Reorganization Department) of the Continuing State of Andhra Pradesh to gather information on and determine the following, to facilitate accurate and equitable estimation of the effective cadre strength of all categories of posts in the various departments in the two States:

- i. A list of all Specified Gazetted categories of posts included in Schedule (3) of the Andhra Pradesh Public Employment Order, 1975 as amended up to date, for which local cadres have been organized. All the gazetted categories of posts other than the specified gazetted categories will therefore be allocable between the States.
- ii. A list of all gazetted categories of posts other than the specified gazetted categories that are allocable between the two States.



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- iii. A list of categories of posts in respect of which multi zonal cadres have been organised in terms of Sub paragraph 5 of Paragraph (3) of the Andhra Pradesh Public Employment Order (APPEO) 1975, which transcends the boundaries of the successor States, posts in which will now be required to be allocated between the two States, on the basis of the physical location of the posts in the territories comprised in the two States. Persons holding posts in these cadres shall be given option to exercise preference to serve either of the States.
- iv. A list of all non gazetted categories of posts in the departments which have been notified as exempt from the requirement of organizing local cadres, under Sub paragraph (8) of Paragraph (3) of the APPEO, 1975, by virtue of which it becomes necessary to consider allocation of posts and persons holding such posts.
- v. A list of departments which came into existence after the issue of the Presidential Order to which the provisions of the Presidential Order have not been applied. As such, no local cadres would have been organised in these departments. Territorial posts in these departments will be deemed to be allocated based on location. State cadre posts, both non-gazetted and gazetted, and the personnel holding such posts will be allotted between the two States in accordance with the principles specified in para 18 of the guidelines.
- vi. Up to date and authentic lists of the following, which stand exempted under Paragraph 14 from the provisions of the Presidential Order:
  - (a) Secretariat Departments,
  - (b) Offices of Heads of Departments,
  - (c) Special Offices and Establishments,
  - (d) State Level Offices and Institutions, and
  - (e) Major Development Projects.

The State Government may identify, in respect of the above entities, those departments, Special Offices and Establishments, State Level Offices and institutions and Major Development projects that exclusively serve territories falling within each Successor States, which will be treated as territorial institutions for purposes of this Act. All posts in these departments, offices, institutions or projects will be deemed allotted to the successor States where they are physically located.

The rest of the entities notified under the Presidential Order that serve the entire State only will now be treated as State level Offices, Institutions and Establishments, and Major Development Projects. The posts in these State Level Entities determined as such for the purposes of this Act have to be equitably shared between the States. The State Government of Andhra Pradesh will furnish the list of entities that will be treated as territorial entities; and those that will be treated as State Level entities for the purposes of the Act to the Advisory Committee with supporting

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data in respect of every department to enable the Advisory Committee to ensure accuracy of the classification by the Government.

- vii. Under sub-section (5) of Section 9 of the Act, the Grey Hounds and Octopus forces of the existing State of A P shall be distributed between the successor States after seeking the options from the personnel. **They would also be considered in terms of para 18(s).** The State Govt. of AP will give details of the posts and strength of personnel in place in these forces to the Advisory Committee.
- viii. All State level posts (non-territorial) in departments would be equitably apportioned between the two States in the ratio of population (58.32 for AP and 41.68 for Telangana) or on the basis of geographic intensity of activity in the two States. The State Government shall determine the departments, State level posts which are to be apportioned on the basis of geographic intensity of activities of the department, including the rationale and ratio to be adopted for apportionment of posts. The AC shall cross check the accuracy of empirical validation done by the State Government.
- ix. The Member Secretary of the General Administration State Reorganization Department shall make available to the Committee all data relating to the cadre-wise, department-wise lists of persons ordered to serve the State of Telangana provisionally by the Central Government including representations there on and decisions thereof.

#### Allocation of Posts

7. All sanctioned civil services and civil posts that existed immediately prior to the appointed day, i.e. as on 01 June 2014, shall be allotted to the successor States. Sanctioned posts do not include posts approved to be filled-in on contract or by outsourcing. Allocable posts include vacant posts. Allocation of posts and personnel between the two States in respect of State Services (other than All India Services) will be undertaken in terms of Sections 77 to 82 of the Act, which may be read as an integral part of these guidelines.

8. The posts of the un-divided State have to be allocated between the Successor States with reference to the territorial posts relatable to the geographic area of the Successor State, and the State level posts. The territorial posts located in the geographical area of a Successor State go to that Successor State; whereas the posts at the State level are to be equitably shared between the two States. The territorial posts and a fair share of the State level posts in a category together constitute the total cadre strength of a category of post in a State.

9. State Services posts (other than All India Services) shall be allocated in the following manner:

- i. Posts relatable to a territory which includes areas like village, town, circle, mandal, division, district, zone, or multi-zone, including posts relatable to institutions, special offices and establishments, projects, and undertakings to be classified as territorial entities, where such territories have been transferred in their entirety to a successor State, shall be deemed to be posts of that successor State on and from



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the appointed day, i.e., the 2nd June 2014. For removal of doubts it is clarified that mere location of an entity in the Hyderabad City does not make it a territorial institution, posts in which are allocable to the State of Telangana. The following illustrative list of territorial posts stand allotted to the Successor States:

- a. All posts in the local, district, zonal and multi-zonal cadres, which fall entirely in one of the successor States, including those posts in multi zonal cadres that transcend the State boundary, which are located within the respective States.
  - b. Other categories of territorial posts in departments, which have not been organised into local cadres by virtue of exemption from the Presidential Order or otherwise.
  - c. Posts in departments or entities which fall solely and serve exclusively one of the States
  - d. Posts in special offices and establishments serving solely one State
  - e. Posts in major development projects solely falling within and serving one State
  - f. Posts in state level institutions falling within and serving one State solely.
- ii. All other posts, which are not exclusively relatable to areas going only to one State, like posts in the Secretariat and offices of Heads of Departments; and State Level Offices and Institutions, Special Offices and Establishments and Major Development Projects, determined as such for the purposes of this Act, if any, serving more than one State, including posts belonging to the organized State and Subordinate Services cadre posts in these offices, may be allotted on the basis of the ratio of population of the two States. Accordingly all regular sanctioned posts in every category of posts mentioned above shall be divided in the ratio of population of the two States as per 2011 census i.e., 41.68:58.32 between the State of Telangana and the State of Andhra Pradesh respectively. However in case of departments responsible for activities that do not exclusively conform to population criterion, the apportionment of posts between the Successor States may be based on the ratio of geographic intensity of activity of the department concerned in the two States, validated by empirical evidence.
10. It is clarified that the State level posts that are divisible between the two States comprise two distinct types of posts in a department, viz.:
- i. Posts at the State level of organised State-wide Services in a department for which the whole State is the unit of appointment, officers holding posts which are liable for transfer throughout the State; and
  - ii. Posts in the State level entities in a department serving the whole State where the unit of appointment is the office of the Secretariat head, the H o D or the Head of the State level entity.

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Posts in a category belonging to an organised State-wide Service like the Andhra Pradesh Agricultural Service comprise the following:

- Territorial posts which are deemed to be allotted to the respective States; and
- Posts in State level entities that have to be distributed between the States in the proportion specified.

#### **Determination of Cadre Strength of Allocable Categories of Posts**

11. The G A (SR) Department shall propose the cadre strength of all categories of allocable posts in the undivided State on the day preceding the appointed day, i.e., June 01, 2014, and the distribution of posts thereof between the successor States, in accordance with the principles set forth in these Guidelines, after verifying and satisfying itself of the details of sanctioned posts category wise, cadre-wise, grade-wise.

12. The Advisory Committee shall in turn scrutinize and arrive at the cadre strength in the State as on the 01 June 2014, and the distribution of posts in each category of posts in every department between the two States. The statement will clearly indicate the posts including vacant posts allocated in each category in every department, in the two States as on the 'appointed day'. While determining cadre strength and distributing posts the following may be kept in mind:

- i. Posts included in the AIS cadres will not be allocated
- ii. AIS cadre posts in a combined cadre of AIS and State Services posts in a category will not be allocated.
- iii. Automatic advancement scales, which are personal to those who have completed specified number of years of service, will not be treated as separate cadres for allotment purposes.
- iv. There are posts in different grades in a category. For example in the case of the class of deputy collectors there are deputy collectors of ordinary grade, selection grade and special category. For the purpose of allotment each of these will be a separate category. Similarly, doctors of each specialty will be treated as a separate category for the purposes of apportionment.
- v. Where, however, the number of posts of different grades in a category is too small making it difficult to apportion in the specified ratio, such posts could be clubbed for allocation.
- vi. There are a large number of single/ isolated posts or posts the number of which cannot be proportionately divided and allotted. A single post could be allotted to the State for which it was created or the State that it serves most or with reference to the State to which the person holding the post is allotted.
- vii. No allocable posts should be omitted while distributing the cadre strength between the two States.



13. The recommendation of the Advisory Committee in regard to cadre strength should be finalized only after the Committee places its principles of determination along with the actual cadre strength proposed with requisite details thereof, on the website of the State Governments for a period of ten days, to allow comments / representations to be made thereon; and the Committee takes a view on the issues that may be raised by the stakeholders. Once the cadre strength is determined on this basis, shortages in different services in the undivided State of Andhra Pradesh vis-à-vis their present cadre strength should be distributed pro-rata between the successor States so that neither State is at a disadvantage. The cadre strength of departments so arrived at in consultation with the States shall be approved by the Government of India.

#### Allocation of Personnel

14. Final allocation of State cadre personnel (other than AIS) shall be done in terms of Section 77(2) and (3) of the Act reproduced below:

(2) *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:*

*Provided that even after the allocation has been made, the Central Government may, in order to meet any deficiency in the service, depute officers of other State services from one successor State to the other:*

*Provided further that as far as local, district, zonal and multi-zonal cadres are concerned, the employees shall continue to serve, on or after the appointed day, in that cadre:*

*Provided also that the employees of local, district, zonal and multi-zonal cadres which fall entirely in one of the successor States, shall be deemed to be allotted to that Successor State: Provided also that if a particular zone or multi-zone falls in both the successor States, then the employees of such zonal or multi-zonal cadre shall be finally allotted to one or the other successor States in terms of the provisions of this sub-section.*

(3) *Every person who is finally allotted under the provisions of sub-section (2) to a successor State shall, if he is not already serving therein, be made available for serving in the successor State from such date as may be agreed upon between the Governments of the successor States or, in default of such agreement, as may be determined by the Central Government:*

*Provided that the Central Government shall have the power to review any of its orders issued under this section.*

15. Under Section 81 of the Act the Central Government may give such directions to the State Government of Andhra Pradesh and the State Government of Telangana as may



224 appear to it to be necessary for the purpose of giving effect to the provisions of sections 76 to 80; and the State Governments shall comply with such directions.

16. All employees of local, district, zonal, and multi-zonal cadres, which fall entirely in one of the Successor States, shall be deemed allotted to that Successor State with effect from the appointed day of June 02, 2014. All employees who are transferable throughout the State, and employees at the State level belonging to the Secretariat, offices of HoD and State level offices, Institutions, and Special establishments and Major Development Projects shall be allotted to the Successor States. The following illustrative groups of personnel have to be considered for being allocated between the two States:

- a. Holders of posts in the organized State cadres other than those that have been localized
- b. Holders of other posts which have not been localized
- c. Holders of posts in the Secretariat
- d. Holders of posts in offices of heads of departments
- e. Holders of posts in state level offices and special offices and establishments
- f. Holders of posts in Major development projects if any
- g. Holders of Trans- border multi zonal cadres posts, and
- h. Octopus and greyhound forces personnel.

17. A review of personnel strength of each category of posts shall be done by the Advisory Committee to determine the number of persons to be allotted to each cadre of a category to the two States; in the light of the cadre strength of each category of post in a department on the appointed day. Thereafter the Committee will determine, in the light of the proposal received from the GA (SR) Department, the details of persons to be allotted to each State in respect of each category, keeping in view the status of seniority lists of cadres and disputes in relation to seniority and implications thereof, in accordance with the principles and procedure herein after prescribed.

### **Principles guiding Allocation**

18. The following principles and procedure shall guide the final allocation of personnel:

- a) Persons who immediately before the appointed day are serving on substantive basis in connection with the affairs of the existing State of Andhra Pradesh shall be considered for allocation. Employees holding posts on purely ad-hoc basis immediately before the 'appointed day' shall be considered against substantive posts (or regular) held by them on the 'appointed day' if any.
- b) Allocation of employees would be based on final distribution of posts including vacant posts proposed by the Advisory Committee in consultation with the

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successor States and after approval of the Central Government.

- c) Allocable employees shall be considered for allotment between the successor States on the basis of seniority list as available on June 01, 2014.
- d) 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. There shall not be any case of an employee not being allocated to either of the successor States.
- e) State service employees who hold allocable posts shall be allocated after seeking option from the employees indicating their preference to serve in either of the successor States after taking their option into consideration.
- f) The allocation shall be done in order of seniority as available on June 01, 2014. Those who have opted, who are 'local candidates' relatable to the State to which they have opted, shall, in order of their seniority, be considered for allocation first. If allocable posts in that category remain, then, others who have opted to the State may be allocated in order of seniority. If still posts remain allocation will be made in reverse order of seniority.
- g) Vacant posts or posts created subsequent to the appointed day by either State Governments will be reckoned, if so desired by that State, for the purposes of final allotment of State Services employees.
- h) Employees who are not local in relating to both States will be allocated on the basis of place of birth or home district, as the case may be, after due verification and certification. Those originally from other States will be allocated on a case by case basis after considering their option.
- i) Employees who are members of the Scheduled Castes or the Scheduled Tribes shall be considered for allocation on the basis of their option if they are local candidates. In the event an SC or ST employee has not exercised his option or where he has not been so allocated he / she shall be allocated to the State where his caste or tribe, as the case may be, is included in the concerned schedule of the State.
- j) Last grade employees and Light Vehicle Drivers shall be allocated on the basis of option or local candidature, as far as possible. Vacant posts and posts created subsequent to the appointed day in these categories will be reckoned, if so desired by the concerned State, for the purposes of final allotment of these employees.

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- 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.
  - 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.
  - 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.
  - n) Local candidature shall be as defined under the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 as certified by the competent authority, with strict reference to the school records. While the committee may take into consideration entry made in the service register as prima facie proof of local candidature, it shall be open to either government or the committee to subject the genuineness of the employee's local candidature status to strict verification. False claim of local candidature or production of false certificate with the intent to mislead shall be punishable as a criminal offence and also be subject to major disciplinary proceedings.
  - o) Cadre composition with reference to direct recruits/ promotees and recruitments by transfer, and reserved categories of persons as on the appointed day (observed



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percentage of reservations for different groups) may, as far as practicable, be kept in view while allotting personnel to the two cadres.

- p) There are certain departments in which the number of posts in a category in the department is limited, but there are many more persons holding posts in the category on tenure in other departments or on foreign-service deputation. In cases where the posts of the category are in other departments such posts could be treated as part of the cadre strength of that department whose personnel are posted to work in them. Personnel who are in excess of the sanctioned strength in the department working on foreign service posts may be distributed between the States duly reckoning the foreign-service posts of the category in the respective States without their being formally added to the cadre strength, for the purpose of allocation of personnel between the states.
- q) Where personnel in the seniority list of a category of post is appointed based on subject specialization like in the case of teaching jobs or medical specializations, allotment of posts and personnel in such cases should be subject specialization wise.
- r) Officers who have retired/died after the appointed day but before allocation will also be allotted.
- s) Employees belonging to allocable categories of one department working in another department or organization on deputation/ tenure basis will be allotted by the parent department of the officer.
- t) Local cadre personnel, who are deemed allotted to the State in which the local cadre is situated, working on tenure basis in the Secretariat, Offices of Heads of Department, State Level institutions and Special offices and Establishments and Major Development Projects, as declared under the Presidential Order, will be repatriated to the parent local cadre.
- u) An employee 'on other duty' in a State allocated to the other State will be repatriated to the State to which the employee is allotted.
- v) Candidates who stand allotted by the APPSC or other recruiting agency before the appointed date will be asked to indicate their preference to a State. They will be liable to serve the State to which they are allocated on the basis of the guidelines.
- w) The Advisory Committee will also consider allocation of State Services Employees in the Corporations, Institutions, etc., included in Schedule IX and X of the A.P.

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Reorganisation Act, 2014 and other similar entities other than those Constitutional and Statutory authorities as on 1 June 2014 while making allocation of employees between the two States.

- x) The actual allocation of personnel to States shall be guided by the public interest and the administrative needs of the posts in the States.
- y) Notwithstanding the guidelines indicated above the Advisory Committee would be at liberty to consider any principle / factor which may become crucial in deciding the allocation of employees to the successor States subject to approval of the Central Government.

### Process of Allocation of Employees

19. The Committee shall follow the procedure herein after mentioned for allocation of employees:

- i. All employees would be asked to exercise their options in the prescribed proforma annexed to these Guidelines, and forward their duly filled option forms to the Member Secretary, Advisory Committee, G A State Reorganisation Department, A P Secretariat electronically and through the proper channel indicating their preference for either of the States within two weeks from the date of public notification calling for options.
- ii. Letter calling for options shall be given wide publicity through print and electronic media. A copy of the letter shall also be placed in the public domain for wide publicity.
- iii. The employees, who are eligible for allocation to either of the successor States as specified above, will submit their option form addressed to the Member Secretary, Advisory Committee through the respective Administrative Departments of the government in which they are working, to the Andhra Pradesh State General Administration State Reorganization Department.
- iv. Scrutiny of statements made in the option forms shall be done and factual accuracy of the statements made therein certified by the head of the department under whom the employee is working. The forms so certified shall be delivered to the GA (SR) Department of the A P Government.
- v. If no option is received within the prescribed time, or where an employee is willing to be allotted to either of the two States such person shall be allotted based on the other criteria.

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- vi. Option once exercised cannot be changed under any circumstance.
- vii. After the distribution of posts is finalized, the Advisory Committee will draw up, with the help of the departments concerned and the G A State Reorganization Department of A P Government, a Tentative Allocation List for all employees whether they have exercised option or not. The Member Secretary of the Advisory Committee will circulate the Tentative Allocation List to the respective successor State Governments for information of their employees and for submission of representations, if any, by such employees within a period of two weeks from the date of such communication. The GA State Reorganization Department of AP is required to issue the Tentative Allocation List on behalf of the Advisory Committee. The list shall be widely published and circulated inviting representations of employees against their tentative allocation.

#### **Representations by and Final Allocation of Employees**

20. Representations against tentative allocation may be received and disposed off in the following manner:

- i. An employees who feels aggrieved by his tentative allocation, as prepared by the Advisory Committee would be at liberty to submit his representations to the Chief Secretary to the successor State in which he is serving, with a copy to the State Reorganization Department constituted in the State of Andhra Pradesh.
- ii. Representation of an employee should be self-contained, clearly indicating the specific points of grievance and should be addressed to the Advisory Committee. The concerned administrative department will offer its views on the representation and forward it to the G A State Reorganization Department of the Government of AP.
- iii. The successor State of Andhra Pradesh shall furnish its official comments in the light of the remarks of the administrative department on the representations received keeping in view the law, rules, and orders, and would forward the same for further consideration of the Advisory Committee.
- iv. The Advisory Committee will consider the representation of the employees after taking the views of Administrative Department concerned at a meeting attended by the representatives of the two States and the Central Government. The recommendations will thereafter be forwarded to the Central Government with the recommendations of the Advisory committee for taking a final view in the matter.



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- v. Based on the recommendations of the Advisory Committee, the Central Government shall issue final allocation orders under Section 77 of the Act allocating the employees to either of the States.
  - vi. The Central Government shall have the power to review any of its orders issued under the Act.
  - vii. The Member Secretary of the Committee would be responsible for guiding the Advisory Committee in this regard.

### **Responsibility of the State Governments**

21. The State Reorganization Department of the State of A P shall assist the Advisory Committee and the Central Government in the discharge of their duties under the Act, in consultation with the State Government of Telangana. The GA (SR) Department will ensure submission by every department of a detailed scheme containing complete information required for the purpose of allocation of posts and personnel including details of Institutions exempted under paragraph 14 of the Presidential Order, details of specified gazette categories, multi zonal cadres, and categories of posts exempted under the Order; data on sanctioned posts, with vacancies there in as on the appointed day, in the department; personnel on rolls in every allocable category of post, with full details of persons allocated provisionally to serve the state of Telangana including full fledged proposal for allocation of posts, and fixation of cadre strength of every category of post in the department and for final allocation of personnel with all support data, information, laws, rules, and procedures.

22. The Advisory Committee in accordance with the provisions of the Constitution will facilitate the allocation and distribution of personnel in respect of the Subordinate Judiciary and the Legislature Secretariat by the Central Government.

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**Annexure - A - OPTION FORM****Information Required for Allocation of State Services Personnel**

{Vide section 77 in Part VIII of the Andhra Pradesh Reorganization Act, 2014}

Name of the Department belongs	Category of post to which the Government Servant
(1)	(2)
Name of the Service	Departmental unit / unit officer in respect of the category of the Government Servant
(3)	(4)

1. Name of the Government Servant :  
(As given in the Service Register)
2. Employee ID :
3. Date of birth :
4. Place of Birth (village /town & district) :
5. Home District :
6. Social Status: SC /ST /BC / /Others :
7. Marital Status:
8. Year of entry into Government Service :
9. Designation and Place of first posting :
10. If you are a local candidate in terms of the Andhra Pradesh Public Employment Order, 1975, specify the local area of which you are a local candidate, together with the name of the State in which the local area now forms a part

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11. a) Name the institutions, period of study and the places where you studied for a period of 7 years immediately preceding the qualifying examination /Matriculation examination, whichever is less  
b) Where no educational qualification has been prescribed for the post, name the place / places where you resided for a period of 7 years immediately preceding the date of notification for the post

(Please attach Study Certificates or residence certificate as applicable in your case along with this form)

12. Have you been confirmed in the post in :  
which you were first appointed
13. Post currently held :
14. Office Address :
15. Method of appointment to the post : D R /Promotee /Transferee  
currently held
16. Please state whether you have been : regularly appointed or  
temporarily appointed or kept in charge only to  
the category of post which you presently hold
17. Are you holding the present post in a :  
Substantive capacity
18. If currently working on tenure /deputation :  
/leave /suspension, provide details

Preference

I prefer to be allocated to the State of Andhra Pradesh /State of Telangana

The reason why I prefer to be allocated to the State of AP /Telangana is the following:

Affirmation

I solemnly declare that information given above is correct to the best of my knowledge and belief and nothing has been concealed.

Place  
Signature  
Date



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Verification certificate by the Head of Department

I certify that I have verified the details submitted above by the employee with reference to records and have found them to be correct.

Place

Date

Stamp

Head of the department

*Note:*

- 1) In case you claim preferential allotment in terms of paragraph 18 (l) or (m), please furnish full particulars in support of your claim in a separate sheet and attach it to this form along with supporting documents to establish your claim duly certified and recommended by the Head of the Department.
- 2) It is hereby made clear that while the preference in favour of a State expressed by a Government Servant will be taken into account while allocating the employee to a State, it shall not be mandatory for the Government to allot the employee to the State of his choice; and that it is open to the Government to allot the employee in accordance with the Guidelines framed under the Andhra Pradesh Reorganisation Act, 2014. It shall also be open to the Government to depute an employee allocated to a State to the other Successor State in terms of proviso to Section 77(2) of the A P Reorganization act, 2014.

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*[Signature]*