



తెలంగాణ రాజ పత్రము  
**THE TELANGANA GAZETTE**  
PART-I EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 243 ]

HYDERABAD, THURSDAY, AUGUST 30, 2018.

**NOTIFICATIONS BY GOVERNMENT**

-x-

**GENERAL ADMINISTRATION DEPARTMENT**  
**(SPF-MC)**

THE TELANGANA PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT) ORDER, 2018.

[G.O.Ms.No. 124, General Administration (SPF-MC), 30th August, 2018.]

The following Order of President of India, Ministry of Home Affairs, vide F.No. 21013/01/2015-SR, dated the 29-08-2018 is republished :

**ORDER**

**G.S.R. 820(E).**— In exercise of the powers conferred by clauses (1) and (2) of article 371D of the Constitution and in supersession of the notification under G.S.R. 524 (E) dated 18th October, 1975 in its application to the State of Telangana, the President hereby makes, with respect to the State of Telangana, the following Order, namely:-

**1. Short Title, extent and Commencement.**—(1) This Order may be called the Telangana Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2018.

(2) It extends to the whole of the State of Telangana.

(3) It shall come into force at once.

**2. Interpretation.**— (1) In this Order, unless the context otherwise requires,-

(a) "Direct Recruitment" includes recruitment made on a temporary basis but does not include recruitment made in pursuance of any scheme approved by the State Government providing for the regularisation of the services of persons holding posts on a temporary basis before the commencement of this Order;

(b) "District" means a revenue district for all other departments or a police district or Police Commissionerate, in case of Police Department, as specified in the Schedule;

(c) "Local Area" in relation to any local cadre, means the local area specified in paragraph 6 for direct recruitment to posts in such local cadre;

(d) "Local Authority" does not include any local authority which is not subject to the control of the State Government;

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(e) "**Local Cadre**" means any local cadre of posts under the State Government organized in pursuance of paragraph 3, or constituted otherwise for any part of the State;

(f) "**Local Candidate**" in relation to any local area, means a candidate who qualifies under paragraph 7 as a local candidate in relation to such local area;

(g) "**Multi-Zone**" means the multi-zones specified in the Schedule comprising the territories mentioned therein;

(h) "**Schedule**" means the Schedule appended to this Order;

(i) "**Special Office or Establishment**" means an Office or Establishment notified as such by the State Government;

(j) "**State**" means the State of Telangana.

(k) "**State Government**" means the Government of Telangana;

(l) "**State-Level Office or Institution**" means an office or institution serving, or the jurisdiction of which extends to, the State as a whole and notified as such by the State Government; and

(m) "**Zone**" means a zone specified in the Schedule comprising the territories mentioned therein.

(2) The General Clauses Act, 1897 (Central Act 10 of 1897) applies for the interpretation of this Order as it applies for the interpretation of a Central Act.

**3. Organisation of Local Cadres.**—(1) The State Government shall, within a period of thirty-six months from the commencement of this Order, organise classes of posts in the civil services of, and classes of civil posts under the State into various local cadres for different parts of the State to the extent and in the manner, hereinafter provided:

Provided that, notwithstanding the expiration of the said period, the President may by order, require the State Government, whenever he considers it expedient to do so, to organise any classes of posts in the civil services of and classes of civil posts under the State into different local cadres or different parts of the State.

(2) The posts belonging to the category of Junior Assistant and each of the other categories equivalent to or lower than that of a Junior Assistant in each department in each district shall be organised into separate cadre.

**Explanation.**—For the purposes of this sub-paragraph, sub-paragraph (1) of paragraph 6 and sub-paragraph (1) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Junior Assistant if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Junior Assistant.

(3) The posts belonging to each non-gazetted category of Teachers in Madal Praja Parishad, Zilla Praja Parishad and Government Schools in each district shall be organized into a separate intergrated cadre and the posts belonging to all other non-gazetted category of Teachers and equivalent or similar category of posts in each department under the State Government in each district shall be organized into a separate cadre.

(4) The posts belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department in each Zone shall be organized into a separate cadre.

**Explanation.**—For the purposes of this sub-paragraph, sub-paragraph (2) of paragraph 6 and sub-paragraph (2) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Superintendent if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Superintendent.

(5) The posts belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department in each Multi-Zone shall be organized into a separate cadre.

**Explanation.**—For the purposes of this sub-paragraph, sub-paragraph (3) of paragraph 6 and sub-paragraph (3) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Deputy Collector if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Deputy Collector.

(6) Notwithstanding anything contained in sub-paragraphs (2), (3) and (4), the State Government may, where it considers it expedient to do so, organize the posts belonging to any of the categories referred to therein, in any department, or any establishment thereof, in two or more contiguous districts (either full or part) or zones, as the case may be, into a single cadre.

(7) In organizing a separate cadre in respect of any category of posts in any department for any part of the State, nothing in this Order shall be deemed to prevent the State Government from organizing or continuing more than one cadre in respect of such category in such department for such part of the State.

(8) Where the State Government is satisfied that it is not practicable or expedient to organize local cadres under this paragraph in respect of any category of posts in any department, it may, by notification, make a declaration to that effect and on such declaration the provisions of this paragraph shall not apply to such category of posts.

**4. Allotment of Persons.**— (1) Persons holding posts required to be organized into local cadres shall be allotted to such cadres by the State Government or any officer or authority authorised by it in this behalf in accordance with the principles and procedure hereinafter specified.

(2) In allotting persons to local cadres due regard shall be had to all or any of the following, namely:-

- (a) the administrative needs of the posts in the local cadres;
- (b) the need for the composition of balanced local cadres with reference to age and seniority groups;
- (c) the length of service of the persons concerned in the part of the State for which the local cadre is organized;
- (d) knowledge of the persons concerned of the language spoken and the law in force in the part of the State for which the local cadre is organized;
- (e) preference of the persons concerned for allotment to any local cadre, where feasible.

(3) The State Government may, in respect of different departments and different categories of posts, constitute committees to advise on the allotment of persons to local cadres.

(4) Any person aggrieved by an order allotting him to any local cadre may submit a representation to the State Government within a period of sixty days from the date of communication of the order.

(5) The State Government shall on receipt of such representation and after consultation with the appropriate committee constituted under sub-paragraph (3) make such order as it deems fit:

Provided that wherever such an order is likely to result in the change of allotment of any other person, no such order shall be made without giving an opportunity to that other person to make a representation.

(6) Every order passed by the State Government under sub-paragraph (5) shall, subject to the provisions of clause (3) of article 371-D of the Constitution of India, be final.

(7) *Notwithstanding the provisions contained in the above sub-paragraphs, the State Government may continue the persons holding posts required to be organized into local cadres, in their existing cadres localized under the Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975 as adopted for Telangana State.*

#### **5. Local Cadres and Recruitment or Appointment of Persons.-**

(1) *Each part of the State, for which a local cadre has been organised in respect of any category of posts, shall be a separate unit for purposes of recruitment, appointment, discharge and such other matters as may be specified by the State Government, in respect of that category of posts.*

(2) *Nothing in this order shall prevent the State Government from making provision for,-*

- (a) *equitable opportunities to persons in all local cadres in the matter of promotion to higher posts;*
- (b) *the transfer or appointment by transfer of a person from any local cadre to any office or Establishment to which this Order does not apply, or Vice Versa;*

- (c) transfer of a person from one local cadre to another local cadre on a reciprocal basis subject to the condition that the person so transferred shall be assigned seniority in the latter cadre with reference to the date of his transfer to that cadre.

**6. Local Areas.-** (1) Each district shall be regarded as a local area,-

(i) for direct recruitment to posts in any local cadre under the State Government comprising all or any of the posts in any department in the district belonging to the category of a Junior Assistant or to any other category equivalent to or lower than that of a Junior Assistant.

(ii) for direct recruitment to posts in any cadre under any local authority within that district carrying a scale of pay, the minimum of which does not exceed the minimum of the scale of pay of a Junior Assistant or a fixed pay not exceeding that amount.

(iii) for direct recruitment to the posts belonging to each non-gazetted category of Teachers in Mandal Praja Parishad, Zilla Praja Parishad and Government Schools in each district and the posts belonging to all other non-gazetted category of teachers and equivalent or similar category of posts in each department under the State Government in each district:

Provided that where a single cadre has been organized for two or more districts under sub-paragraph (6) of paragraph 3 of posts belonging to any of the categories referred to in clauses (i), (ii) or (iii), each of such districts shall be regarded as separate local area in respect of such cadre.

(2) Each Zone shall be regarded as a local area,-

(i) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department;

(ii) for direct recruitment to posts in any cadre under any local authority within that zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant but does not exceed the minimum of the scale of pay of Superintendent in Government Department:

Provided that where a single cadre has been organized for two or more zones under sub-paragraph (6) of paragraph 3 of posts belonging to any of the categories referred to in clause (i) or clause (ii), each of such zones shall be regarded as separate local area in respect of such cadre.

(3) Each Multi Zone shall be regarded as a Local Area ,-

(i) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department;

(ii) for direct recruitment to posts in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department but does not exceed the minimum of the scale of pay of Deputy Collector in Government Department.

**7. Local Candidate.—**(1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the posts,-

(i) if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared, or as the case may be, first appeared.

(b) In cases where no minimum educational qualifications has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment.

**Explanations.**—For the purpose of this paragraph,-

(i) 'educational institution' means a University or any educational institution recognised by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means,-

- (a) the examination, a pass in which is the minimum educational qualification prescribed for the post;
- (b) the Seventh Class examination or an examination declared by the State Government to be equivalent to the Seventh Class examination; whichever is lower;

(iii) in reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded;

(iv) the question, whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post,-

(i) if he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to,-

(A) such local area where he has studied for the maximum period out of the said period of seven years; or

(B) where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) if during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to,-

(A) such local area where he has resided for the maximum period out of the said period of seven years; or

(B) where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods;

(b) in cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to,-

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence in two or more local areas are equal such local area where he has resided last in such equal periods.

(c) in cases where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the native place of the parents of such Visually Handicapped and Hearing Handicapped persons.

**8. Reservation in the matter of Direct Recruitment.**—(1) 95 % of the posts to be filled by direct recruitment at any time,-

(a) in any local cadre under the State Government comprising posts belonging to the category of Junior Assistant or a Category equivalent to or lower than that of Junior Assistant;

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(b) in any cadre under a local authority comprising posts carrying a scale of pay the minimum of which, or a fixed pay which does not exceed the minimum of the scale of pay of a Junior Assistant;

(c) in any local cadre comprising the posts belonging to each non-gazetted category of Teachers in Mandal Praja Parishad, Zilla Praja Parishad and Government Schools in each districts and the posts belonging to all other non-gazetted category of Teachers and equivalent/similar category of posts in each department under the State Government in each district,

shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(2) 95% of the posts to be filled by direct recruitment at any time,-

(a) in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department; and

(b) in any cadre under any local authority within that zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant but does not exceed the minimum of the scale of pay of Superintendent in Government department,

shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(3) 95 % of the posts to be filled by direct recruitment at any time .-

(a) in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department; and

(b) in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department but does not exceed the minimum of the scale of pay of Deputy Collector in Government department,

shall be reserved in favour of local candidates in relation to the local area of such cadre.

(4) Notwithstanding anything contained in sub-paragraphs (1) and (2), where in respect of any of the categories referred to in the said paragraphs a single cadre has been organised for two or more districts or zones under sub-paragraph (6) of paragraph 3, 95% of the posts to be filled by direct recruitment at any time in such cadre shall be reserved in favour of and allocated amongst the local candidates in relation to each of the local areas in respect of such cadre in the ratio as prescribed by the State Government basing on the population of such local areas.

(5) While determining under this paragraph the number of posts to be reserved in favour of Local candidates any fraction of a post shall be counted as one.

(6) While allocating the reserved posts amongst the candidates in relation to different local area fractions of a post shall be adjusted by counting successively the fractions in descending order of magnitude as one and where the fraction to be so counted cannot be selected by reason of the fractions being equal the selection shall be by lot.

(7) Notwithstanding anything contained in the foregoing provisions of this paragraph,-

(a) there shall be at least one post left unreserved out of the posts filled by direct recruitment at any time to any local cadre; and

(b) there shall be, as far as possible, at least one post allocated for the local candidates in respect of each local area.

(9) **Carry forward of reserved posts.-** If a qualified local candidate in respect of a local area is not available to fill a post reserved or allocated in favour of a local candidate in respect of that local area, such post shall be carried forward for recruitment of a local candidate in respect of that local area for period not exceeding three years:

Provided that pending recruitment of a local candidate, such post may be filled in temporary by borrowing the service of a person holding a post of the same category in any other local cadre or under any other local authority as the case may be.

**10. Power to Authorize issue of Directions.-** (1) The President, may by order, require the State Government to issue such directions as may be necessary or expedient for the purpose of giving effect to this Order to any local authority and such local authority shall comply with such directions.

(2) The State Government may, for the purpose of issuing any direction under sub-paragraph (1) or for satisfying itself that any directions issued under sub-paragraph (1) have been complied with, require by order in writing any local authority to furnish such information, report of particulars as may be specified in the Order and such local authority shall comply with such order.

**11. Order to have over-riding effect.—**The provisions of this Order shall have effect notwithstanding anything contained in any Statute, Ordinance, rule, regulation or other order made before or after the commencement of this Order in respect of direct recruitment to posts under the State Government or any local authority.

**12. Removal of Doubts.-** For the removal of doubts, it is declared that nothing in this Order shall affect the operation of provisions made by the State Government or other competent authority before or after the commencement of this Order in respect of reservation in the matter of appointments to posts in favour of any backward classes of citizens, the Scheduled Castes and the Scheduled Tribes in so far such provisions are not inconsistent with this Order.

**13. Certain appointments and promotions to be provisional.-** Any appointment or promotion made after the commencement of this Order or order made in pursuance of the proviso to sub-paragraph (1) of paragraph 3, as the case may be and before any local cadre has been organized under the provisions of this Order or any order made in pursuance of the provision to paragraph 3, to any post which is required to be included in such cadre shall be provisional and shall, within a period of twelve months after such organization, be reviewed and readjusted in accordance with the provisions of this order.

**Explanation.-** For the purposes of this paragraph, any local cadre shall be deemed to be organized with the allotment of persons to it under paragraph 4.

**14. Saving.-** Nothing in this Order shall apply to:-

- (a) any post in the Secretariat of the State Government;
- (b) any post in an office of the Head of a Department;
- (c) any post in a Special Office or Establishment; and
- (d) any post in a State-level office or institution.

#### SCHEDULE

[See Paragraph -2(b),(g),(h),(I)]

#### A. FOR ALL DEPARTMENTS EXCEPT POLICE DEPARTMENT

Multi Zone	Zone	Districts
Multi Zone- I	Zone I -Kaleshwaram	Asifabad-Komarambheem, Mancherial, Peddapalli, Jayashankar-Bhupalapalli Districts.
	Zone II -Basara	Adilabad, Nirmal, Nizamabad, Jagtiyal Districts.
	Zone III-Rajanna	Karimnagar, Sircilla-Rajanna, Siddipet, Medak, Kamareddy Districts.
	Zone IV- Bhadradi	Kothagudem-Bhadradi, Khammam, Mahabubabad, Warangal Rural, Warangal Urban Districts.
Multi Zone-II	Zone V- Yadadri	Suryapet, Nalgonda, Bhongir-Yadadri, Jangaon Districts.
	Zone VI- Charminar	Medchal-Malkajiri, Hyderabad, Ranga Reddy, Sangha Reddy Districts.
	Zone VII- Jogulamba	Vikarabad, Mahaboobnagar, Jogulamba-Gadwal, Wanaparthy, Nagarkurnool Districts.

**B. POLICE DEPARTMENT**

Multi Zone	Zone	Police Districts/Commissionarates
Multi Zone-I	Zone I -Kaleshwaram	Bhupalapalli-Jayashankar, Asifabad-Komarambheem, Ramagundam Police Commissionerate.
	Zone II -Basara	Adilabad, Nirmal, Nizamabad Police Commissionerate, Jagityal.
	Zone III- Rajanna	Karimnagar Police Commissionerate, Siddipet Police Commissionerate, Sircilla-Rajanna, Kamareddy, Medak.
	Zone IV- Bhadradi	Kothagudem-Bhadradi, Khammam Police Commissionerate, Mahabubabad, Warangal Police Commissionerate.
Multi Zone-II	Zone V- Yadadi	Suryapet, Nalgonda, Rachakonda Police Commissionerate.
	Zone VI- Charminar	Hyderabad Police Commissionerate, Cyberabad Police Commissionerate, Sangareddy.
	Zone VII- Jogulamba	Mahabubnagar, Wanaparthi, Gadwal-Jogulamba, Nagarkurnool, Vikarabad.

(BY ORDER AND IN THE NAME OF THE PRESIDENT)

**S.K. SHAHI,***Joint Secretary to Govt. of India,  
Ministry of Home Affairs.**[F.No. 21013/01/2015-SR,  
dated the 29-08-2018]***Dr. SHAILENDRA KUMAR JOSHI,**  
*Chief Secretary to Government.*





**తెలంగాణ రాజ పత్రము**  
**THE TELANGANA GAZETTE**  
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HYDERABAD, THURSDAY, SEPTEMBER 6, 2018.

**NOTIFICATIONS BY GOVERNMENT**

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**GENERAL ADMINISTRATION DEPARTMENT**  
**(SPF-MC)**

THE TELANGANA PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT) ORDER, 2018 - CORRIGENDUM.

[G.O.Ms.No. 132, General Administration (SPF-MC), 1st September, 2018.]

**CORRIGENDUM**

In the G.O.Ms.No. 124, G.A. (SPF-MC) Department, dated: 30-08-2018 under **SCHEDULE** "[See paragrah - 2(b), (g), (h), (l)]" is substituted by "[See paragraph - 2(b), (g), (h), (m)]".

**Dr. SHAIENDRA KUMAR JOSHI,**  
*Chief Secretary to Government.*

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No. 127]

HYDERABAD, WEDNESDAY, JUNE 30, 2021.

NOTIFICATIONS BY GOVERNMENT

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GENERAL ADMINISTRATION DEPARTMENT

*(SPF-I)*

TELANGANA PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT) AMENDMENT ORDER, 2021- REPUBLICATION.

*[G.O.Ms.No. 128, General Administration (SPF-I), 30<sup>th</sup> June, 2021.]*

The following Order of President of India, Ministry of Home Affairs [F.No. 21013/01/2019-SR] Dated the 16-04-2021 is republished:

G.S.R. 279(E) - In exercise of the powers conferred by clauses (1) and (2) of article 371D of the Constitution, the President hereby makes the following Order to amend the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, namely:—

1. **Short Title, and Commencement-** (1) This order may be called the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment), Amendment, Order, 2021.  
(2) It shall come into force at once.

In the Telangana Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2018, for the "Schedule", the following "Schedule" shall be substituted, namely:-

**SCHEDULE**

[See sub-paragraphs (b), (g), (h) and (m) of paragraph 2]

**A. FOR ALL DEPARTMENTS EXCEPT POLICE DEPARTMENT**

Sl.No.	Multi Zone	Zone	Districts
(1)	(2)	(3)	(4)
1	Multi Zone-I	(a) Zone I - Kaleshwaram	Asifabad-Komarambheem, Mancherial, Peddapalli, Jayashankar-Bhupalapalli, Mulugu Districts.
		(b) Zone II - Basara	Adilabad, Nirmal, Nizamabad, Jagtial Districts.
		(c) Zone III - Rajanna	Karimnagar, Sircilla-Rajanna, Siddipet, Medak, Kamareddy Districts.
		(d) Zone IV - Bhadradi	Kothagudem-Bhadradi, Khammam, Mahabubabad, Warangal Rural, Warangal Urban Districts.
2	Multi Zone-II	(a) Zone V - Yadadi	Suryapet, Nalgonda, Bhongir-Yadadi, Jangaon Districts.
		(b) Zone VI - Charminar	Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sangareddy, Vikarabad Districts.
		(c) Zone VII - Jogulamba	Mahaboobnagar, Narayanpet, Jogulamba-Gadwal, Wanaparthy, Nagarkurnool Districts.

**B. POLICE DEPARTMENT**

Sl.No.	Multi Zone	Zone	Police Districts/ Commissionarates
(1)	(2)	(3)	(4)
1	Multi Zone-I	(a) Zone-I Kaleshwaram	Bhupalapalli-Jayashankar, Asifabad-Komarambheem, Ramagundam Police Commissionarate, Mulugu
		(b) Zone II - Basara	Adilabad, Nirmal, Nizamabad Police Commissionarate, Jagtial.
		(c) Zone III - Rajanna	Karimnagar Police Commissionarate, Siddipet Police Commissionarate, Sircilla - Rajanna, Kamareddy, Medak.
		(d) Zone IV - Bhadradi	Kothagudem - Bhadradi, Khammam Police Commissionarate, Mahabubabad, Warangal Police Commissionarate.
2	Multi Zone-II	(a) Zone V - Yadadi	Suryapet, Nalgonda, Rachakonda Police Commissionarate.
		(b) Zone VI - Charminar	Hyderabad Police Commissionarate, Cyberabad Police Commissionarate, Sangareddy, Vikarabad.
		(c) Zone VII - Jogulamba	Mahaboobnagar, Narayanpet, Wanaparthy, Gadwal-Jogulamba, Nagarkurnool.

[ F. No. 21013/01/2019-SR ]

Dated : 16-04-2021.

(BY ORDER AND IN THE NAME OF THE PRESIDENT)

**SHRI PRAKASH,**Joint Secretary to Govt. of India,  
Ministry of Home Affairs.Note : The Principal Order was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i) vide notification number G.S.R. 820(E), dated the 29<sup>th</sup> August, 2018.**SOMESH KUMAR,**

Chief Secretary to Government.

(12)

**GOVERNMENT OF TELANGANA  
ABSTRACT**

The Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order 2018 – Organization of Local Cadres – Allotment of persons holding posts required to be organized into local cadres – Orders – Issued.

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GENERAL ADMINISTRATION (SPF-I) DEPARTMENT

G.O.Ms.No.317

Dated:06.12.2021

Read the following:

1. G.O.Ms.No.124, G.A.(SPF-MC) Dept., dated 30.08.2021.
2. G.O.Ms.No.128, G.A.(SPF-I) Dept., dated 30.06.2021.
3. G.O.Ms.Nos.141 to 221 dated 04.08.2021, G.O.Ms.Nos.254, 255 & 256, dated 27.08.2021 and G.O.Ms.Nos.257 and 258 dated 28.08.2021 of GA (SPF.II) Department.

\* \* \*

1. The President of India has, in exercise of the powers conferred by clauses (1) and (2) of Article 371D of the Constitution of India, in supersession of the Notification under G.S.R. 524(E) dated 18.10.1975, in its application to the State of Telangana, made the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, providing among other things, for the organization of local cadres in respect of posts under the State Government and for the allotment of persons holding such posts to the local cadres to be so organized.

2. In pursuance of the provisions contained in Paragraph 3 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, Government have issued orders, approving the schemes for organization of local cadres in respect of various categories of posts in all the Departments.

3. Paragraph 4 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018 provides that the persons holding posts required to be organized into local cadres, shall be allotted to such cadres by the State Government or any officer or authority authorized by it in this behalf, in accordance with the principles and procedure specified therein.

4. In exercise of the powers conferred by Paragraph 4 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, Government hereby authorize the following Committees for allotment of persons holding posts in the existing local cadres, to the new local cadres organized vide orders 3rd read above, in accordance with the principles and procedure specified in Paragraph 4.

S. No.	Local Cadre	Allotment Committee
1	District Cadre posts	1. District Collector of erstwhile district - Chairman 2. District Heads of the Departments concerned – Member
2	Zonal posts and MultiZonal posts	1. Prl. Secretary to Government, GAD. 2. Special CS/Prl.Secy./Secretary to Government of the concerned Department. 3. Head of the Department concerned. 4. Senior Consultant to Government (HRM & Services), Finance Department. 5. Any other Senior Officers/ as decided by the Government.

5. The detailed guidelines are appended to this order. The clarifications, if any required, would be issued by the Government from time to time.

6. The schedule will be communicated separately.

**Model Code of Conduct**

7. The above process shall be taken up in the first instance in the districts where the Model Code of Conduct of the Election Commission of India is not in force. In the remaining districts, it shall be taken up after the Model Code of Conduct is lifted.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

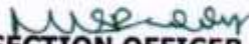
**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

**To**  
**All Hon'ble Ministers**  
**The Chief Adviser to Government**  
**The OSD to Hon'ble Chief Minister**  
**All Departments of Secretariat**  
**All Heads of Departments**  
**All District Collectors in the State**  
**The Principal Secretary, TSPSC, Hyderabad.**

**Copy to:**

**The P.S. to Chief Secretary to Govt.**  
**The P.S. to Prl. Secretary, G.A.D**  
**SF/SCs**

**//FORWARDED:: BY ORDER//**

  
**SECTION OFFICER**

**APPENDIX****Presidential Order 2018: Allotment of Employees to New Local Cadres Guidelines****New Local Cadres under PO 2018**

1. Government have issued orders approving the schemes for organization of local cadres in all Departments in accordance with the provisions of the Presidential Order 2018. In pursuance of the said orders, all the Departments have fixed the cadre strength of each district, zonal and multi-zonal cadre.

**Allocable Working Strength in New Local Cadres**

2. All the Departments, having due regard to the administrative needs of the posts in the local cadres, allocated the working strength to each new local cadre in the same proportion as the sanctioned posts are distributed among the new district/zonal/multi-zonal cadres, for the purpose of allotment of persons to the new local cadres. This has been done to prevent skewed distribution and ensure fair & balanced distribution of the working personnel among the new local cadres.

**Preparation of List of Employees**

3. All Heads of the Departments shall prepare the list of all the employees as per seniority in each of the erstwhile local cadres, to allot them among the new local cadres, including those who are on leave, under suspension, undergoing training, on deputation, on foreign service, so as to ensure that no employee is left un-allotted to a new local cadre.
4. The personnel who are on leave/under suspension/undergoing training/deputation/ foreign service, subsequent to their allotment to the new local cadres, shall be deemed to have reported in the new local cadre and their leave/suspension/training/deputation would continue in the new local cadre.

**Allotment to New Local Cadres**

5. The employees of the erstwhile local cadres shall be considered for allotment to the new local cadres organized under PO-2018, after obtaining their preferences.

**District Cadre Posts**

6. Subject to the allocable working strength that has been fixed for new district cadres as per administrative requirements, all the posts in an erstwhile district cadre, wherever they are located, shall be taken into consideration for the purpose of allotment of that erstwhile district cadre employees.
7. Eight new districts, namely, Hanumakonda, Jayashankar- Bhupalapalli, Mahabubabad, Mulugu, Siddipet, Mahabubnagar, Vikarabad and Rangareddy have been formed drawing areas from more than one erstwhile district.

8. Hence, persons holding posts in the erstwhile district cadres of Karimnagar, Warangal, Khammam, Nalgonda, Mahabubnagar and Rangareddy, shall be considered for allotment, not only to the local cadres of the new districts which have been formed entirely out of the area of the erstwhile district, but also to the local cadres of neighbouring new districts, wherein certain areas of the erstwhile district are included, to the extent of posts located in such areas.
9. The statement showing each of the erstwhile districts and the corresponding new districts (full and part) for the purpose of allotment of persons holdings posts in erstwhile district cadres to the new district cadres, is in Annexure-I to these guidelines.

#### **Zonal Cadre Posts**

10. Subject to the allocable working strength that has been fixed for new zonal or multi-zonal cadres, as the case may be, as per administrative requirements, all the posts in an erstwhile zonal cadre, wherever they are located, shall be taken into consideration for the purpose of allotment of that erstwhile zonal cadre employees.
11. Erstwhile Zone-V cadre employees shall be considered for allotment to Zones I to IV under the new PO (excluding the posts located in Nizamabad, Kamareddy, Medak and erstwhile Medak district area of Siddipet) and to Zone-V, to the extent such posts are located in Jangaon district.
12. Erstwhile Zone-VI cadre employees shall be considered for allotment to Zones V to VII under the new PO (excluding the posts located in Jangaon district) and to Zone-II, to the extent such posts are located in Nizamabad district and Zone-III, to the extent such posts are located in Kamareddy, Medak and erstwhile Medak district area of Siddipet.

#### **Multi Zonal Cadre Posts**

13. Erstwhile Zone-V cadre employees shall be considered for allotment to Multi-Zone – I (excluding the posts located in Nizamabad, Kamareddy, Medak and erstwhile Medak district area of Siddipet) and to Multi-Zone-II, to the extent of such posts located in Jangaon district.
14. Erstwhile Zone-VI cadre employees shall be considered for allotment to Multi-Zone-II (excluding the posts located in Jangaon district) and to Multi-Zone-I, to the extent of such posts located in Nizamabad, Kamareddy, Medak and erstwhile Medak district area of Siddipet.
15. Erstwhile multi-zone cadre employees and the employees holding posts to which PO-1975 was not applicable but which are made multi- zonal cadre posts under PO-2018 shall be considered for allotment to either of the two multi-zones.
16. The statement showing the erstwhile Zones and the corresponding new Zones and Multi Zones for the purpose of allotment of persons holding posts in the erstwhile Zonal cadres to new Zonal and Multi Zonal cadres, is in Annexure-II to these guidelines.

**Preferences**

17. The particulars of the allocable working strength in the new local cadres will be displayed for information of the employees.
18. Persons holding posts belonging to the erstwhile district, zonal and multi-zonal cadres, shall indicate their preferences for allotment to the new district, zonal and multi-zonal cadres, in the Form made available to them and submit the same to the district office of the department concerned (District cadre), Head of Department (Zonal cadre) or Secretary to Government (Multi zonal cadre), within such time as may be notified by the Government.
19. Employees shall indicate their preferences, together with the order of such preferences, for all the new local cadres to which they are entitled to be considered for allotment, failing which the competent authority shall do the allotment as per guidelines.

**Allotment**

20. The Allotment Committees concerned shall scrutinize the preferences submitted by the employees and prepare the allotment list in respect of each local cadre, keeping in view the provisions of Paragraph 4 of the PO-2018 and in case, more preferences are received than the number of posts available, the allotment shall be made basing on seniority.
21. As far as practicable, SC, ST employees will be allotted to district/zonal/multi-zonal cadres in same proportion as the allocable working strength that has been distributed among the new district/zonal/multi-zonal cadres.
22. Subject to administrative needs and ensuring balanced composition of local cadres, preferences given by the following special categories of employees may be accommodated as far as practicable, regardless of seniority, on submission/uploading of the required documentary evidence in support of their claim -
  - Employees with disability of 70% or more as certified by a competent authority as per Persons with Disabilities (P.W.D) (Equal opportunities, protection of rights and full participation) Act, 1995.
  - Employees having mentally retarded children to a place where medical facilities are available.
  - Widows appointed under the compassionate appointment scheme.
  - Medical grounds for the following diseases in the below given order of priority:
    - a. Cancer
    - b. Neurosurgery
    - c. Kidney Transplantation
    - d. Liver Transplantation
    - e. Open Heart Surgery



- 23. After allotment, if the spouses working under State Government, Local Bodies and State Government Institutions are allotted to different cadres, an option will be provided to apply for change of cadre. Subject to administrative needs and availability of vacancies, and, as far as practicable, spouses will be accommodated in one local cadre.
- 24. Allotment Committees will invite a Member from TGOs, TNGOs and other employee associations recognized by the Government of Telangana at the time of allotment.
- 25. The Allotment Committees will be provided suitable access to the IFMIS portal to facilitate the process of allotment and issue of allotment orders.
- 26. The Special C.S./Pri. Secretary/Secretary to the Government, the Head of the Department or the Appointing Authority, as the case may be, shall issue orders of allotment to the new local cadres in respect of multi-zonal, zonal and district cadres respectively, as per the allotment lists approved by the Allotment Committees.

**Representations on Allotment Orders**

- 27. Any employee aggrieved by an allotment to a local cadre may submit a representation to the Secretary to the Government of the concerned Department. The Government may, on receipt of such representation, duly consider and dispose of the same as deemed fit.

**Relaxation**

- 28. In exceptional circumstances, in the interests of the administrative needs and exigencies and in cases of undue hardship, Government may allot an employee to any of the local cadres in relaxation of the above guidelines.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

**//FORWARDED: : BY ORDER//**

*[Handwritten Signature]*  
**SECTION OFFICER**

## Annexure-I

Sl. No.	Erstwhile District	Details of new Districts to which the erstwhile District cadre employees are eligible for allotment
1	Adilabad	Adilabad
		Kumurambheem - Asifabad
		Mancherial
		Nirmal
2	Hyderabad	Hyderabad
3	Karimnagar	Hanumakonda(Part)
		Jagitial
		Jayashankar-Bhupalpalli (Part)
		Karimnagar
		Peddapalli
		Rajanna-Sircilla
		Siddipet (Part)
4	Khammam	Bhadradri-Kothagudem
		Khammam
		Mahabubabad (Part)
		Mulugu(Part)
5	Mahabubnagar	Jogulamba-Gadwal
		Mahabubnagar (Part)
		Nagarkurnool
		Narayanpet
		RangaReddy (Part)
		Vikarabad (Part)
		Wanaparthy
6	Medak	Medak
		Sangareddy
		Siddipet (Part)
7	Nalgonda	Nalgonda
		Suryapet
		Yadadri-Bhongir
8	Nizamabad	Kamareddy
		Nizamabad
9	RangaReddy	Mahabubnagar (Part)
		Medchal-Malkajiri
		RangaReddy (Part)
		Vikarabad(Part)
10	Warangal	Hanumakonda(Part)
		Janagoan
		Jayashankar-Bhupalpalli(Part)
		Mahabubabad(Part)
		Mulugu(Part)
		Siddipet(Part)
Warangal		

**Annexure-II**

**(Details of new Multi Zones and new Zones to which the erstwhile Zonal cadre employees are eligible for allotment)**

<b>Erstwhile Zone under old PO</b>	<b>Multi Zones as per PO 2018</b>	<b>NewZone</b>	<b>New District</b>
<b>Zone-V:</b> Adilabad, Karimnagar, Warangal, Khammam	MultiZone-I	Zone-I Kaleshwaram	Kumurambheem-Asifabad
			Mancherial
			Peddapalli
			Jayashankar-Bhupalpalli
			Mulugu
		Zone-II Basara	Adilabad
			Nirmal
			Jagitial
		Zone-III Rajanna	Karimnagar
			Rajanna-Sircilla
			Siddipet (Part of erstwhile Warangal & Karimnagar)
			Bhadradri-Kothagudem
	Zone-IV Bhadradri	Khammam	
Mahabubabad			
Warangal			
Hanumakonda			
MultiZone-II	Zone-V Yadadri	Janagoan	
<b>Zone-VI:</b> Hyderabad, Ranga Reddy, Nizamabad, Mahabubnagar, Medak,Nalgonda	MultiZone-I	Zone-II Basara	Nizamabad
		Zone-III Rajanna Sircilla	Siddipet(Part of erstwhile Medak)
			Medak
	MultiZone-II	Zone-V Yadadri	Kamareddy
			Suryapet
			Nalgonda
		Zone-VI Charminar	Yadadri-Bhongir
			Medchal-Malkajgiri
			Hyderabad
			RangaReddy
			Sangareddy
		Zone-VII Jogulamba	Vikarabad
			Mahabubnagar
			Narayanpet
Jogulamba-Gadwal			
		Wanaparthy	
		Nagarkurnool	



**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF-I) DEPARTMENT**

**Memo.No.1655/SPF-1/2021**

**Dated:06.12.2021**

Sub: PO-2018 – Allotment of employees to new local cadres – Seniority lists in the erstwhile local cadres. – Compilation - Reg.

Ref: G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.

\* \* \*

Attention of all the Special C.S./Prl.Secretaries/Secretaries to Governments, Heads of Departments and the District Collectors is invited to the orders issued in the reference cited regarding the allotment of employees to the new local cadres under PO-2018.

2. It is necessary that the erstwhile local cadre (PO 1975) seniority lists in respect of all the categories of posts which have been organized into new local cadres are readily available for reference during the process of allotment of employees to the new local cadres.
3. The said seniority lists shall be compiled in the format enclosed, by **08.12.2021**.
4. The district HoD of erstwhile district and the HoD at state level will be responsible for compilation of seniority lists for District and Zonal/Multi-zonal cadres respectively.
5. The compliance report in this regard may be send by the Secretary concerned by 8<sup>th</sup> evening.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./Prl.Secy/Secretaries, all Departments of Secretariat.  
All HoDs.  
All District Collectors in the State.  
SF/SC.

//FORWARDED: : BY ORDER//

  
**SECTION OFFICER**



(23)

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF-I) DEPARTMENT**

Memo.No.1665/SPF-I/2021-2,

Dt:13.12.2021

Sub: PO 2018 – Allotment of employees to new local cadres – Appointment of  
"Reporting Authority" for each Zone - Reg.

Ref: 1. G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.  
2.Govt.Memo.No. 1665/SPF-I/2021, G.A (SPF.I) Department,  
Dt:06.12.2021.

\* \* \*

Attention of all the Departments of Secretariat, Heads of Departments is invited to the orders issued in the references cited regarding the allotment of employees to the new local cadres under PO 2018.

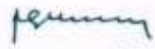
2. They are informed that after allotment of personnel to various zones by the State Level Committee and issue of orders by the Government Departments/Head of the Departments concerned, allotted personnel have to report to the zone concerned. Hence, all Secretariat Departments/Head of the Departments having zonal posts have to designate an authority in each zone called "Reporting Authority" to which these allotted employees of all Zonal Posts have to report.

3. They are, therefore, requested to appoint a "Reporting Authority" for each Zone in the format enclosed and inform General Administration Department by 14.12.2021.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./Pri.Secy/Secretaries, all Departments of Secretariat.  
All Head of the Departments.  
SF/SC.

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**

**ANNEXURE**  
**(FORMAT)**

(24)

Department: \_\_\_\_\_

SI.No	Zone Name	Zone No	Districts in the Zone	Designation of Reporting Authority	Head Quarter of Reporting Authority
1	Kaleshwaram	I	Asifabad- Komarambheem, Mancherial, Peddapalli, Jayashankar Bhupalapalli, Mulugu		
2	Basara	II	Adilabad, Nirmal, Nizamabad, Jagitiyal		
3	Rajanna	III	Karimnagar, Siricilla- Rajanna, Siddipet, Medak, Kamareddy		
4	Bhadradi	IV	Kothagudem- Bhadradi, Khammam, Mahabubababd, Warangal, Hanumakonda.		
5	Yadadi	V	Suryapet, Nalgonda, Bhongir-Yadadi, Jangaon		
6	Charminar	VI	Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sanga Reddy and Vikarabad		
7	Jogulamba	VII	Mahaboobnagar, Jogulamba-Gadwal, Wanaparthi, Nagarkurnool, Narayanapet		



(25)

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF-I) DEPARTMENT**

**Memo.No.1655/SPF-1/2021-3**

**Dated:13.12.2021**

Sub: PO-2018 – Allotment of employees to new local cadres – Further instructions–Issued - Reg.

Ref: 1. G.O.Ms.No.317, G.A.(SPF.I) Department, dated 06.12.2021.  
2. Govt., Memo.1655/SPF.I/2021, G.A.(SPF.I) Department, dated 06.12.2021.

\* \* \* \*

Attention of all the Special C.S./Pri.Secretaries/Secretaries to Governments, Heads of Departments and the District Collectors, is invited to the reference 2<sup>nd</sup> cited, wherein, it has been informed that the erstwhile local cadre (PO 1975) seniority lists in respect of all the categories of posts which have been organized into new local cadres shall be compiled by **08.12.2021** for taking necessary action for allotment to new local cadres as per the orders issued in the G.O 1<sup>st</sup> cited.

2. Now for allotment of employees to new local cadres, preferences from all the District, Zonal and Multi-Zonal cadre employees shall be taken so that the allotment of employees to new local cadre can be completed as per the Schedule enclosed.

3. The compliance report in this regard may be sent by the Collectors concerned of erstwhile districts to General Administration (SPF) Department in regard to District cadre posts.


4. The Spl.C.Ss/Pri.Secretaries/Secretaries/Head of the Departments are requested to incorporate the preferences of employees in the seniority list duly adding the details of claims under special category, if any. This list in the enclosed proforma shall be furnished to General Administration Department by 16.12.2021 in soft and hard copies in excel format (enclosed).

5. Schedule of State Level Allotment Committee meetings shall be intimated separately.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./Pri.Secy/Secretaries, all Departments of Secretariat.  
All HoDs.  
All District Collectors in the State.  
SF/SC.

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**



**SCHEDULE FOR ALLOTMENT OF EMPLOYEES TO NEW LOCAL CADRES**

<b>SL.No.</b>	<b>Activity</b>	<b>Person responsible</b>	<b>District</b>	<b>Zonal &amp; Multi-Zonal</b>
1	Taking preferences from all employees	District HoD for District cadres & HoD for Zonal / Multi-Zonal	By 16.12.2021	By 16.12.2021
2	Issue of orders based on the Allotment Committee proceedings.	District HoD for District cadres & HoD etc. for Zonal / Multi-Zonal	By 20.12.2021	By 20.12.2021
3	Joining of employees		Within one week from date of allotment orders	Within one week from date of allotment orders

**SOMESH KUMAR**  
**CHIEF SECRETARY TO GOVERNMENT**

58

**ANNEXURE to the Govt. Memo.No.1655/SPF-1/2021-3, G.A (SPF-I) Dept., Dated.13.12.2021**

**Seniority list in Erstwhile Local Cadre**

Sl.No	Erstwhile Local Cadre (Zone/Multi Zone)	Name of the Erstwhile District / Zone	Department	Designation	Employee Name	Date of Birth	Gender (M/F)	Emp ID	Category (SC/ST)	Mobile number	Seniority Number	Preferences of new local cadres *					Claims under special category, if any; **	
												13	1	2	3	4		5
1	2	3	4	5	6	7	8	9	10	11	12	13	1	2	3	4	5	14

\* Please indicate zones or multi-zones number in the order of preference.

\*\* Please indicate (A) Disability, (B) Mentally Retarded children, (C) Widows under compassionate appointments, (D) Medical grounds (cancer, Neurosurgery, Kidney Transplantation, Liver Transplantation, Open Heart Surgery).

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

(28)

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF-I) DEPARTMENT**

**Memo.No.1655/SPF-1/2021-3**

**Dated: 13.12.2021**

Sub: PO-2018 – Allotment of employees to new local cadres – Further instructions-Issued - Regarding.

Ref: 1. G.O.Ms.No.317, G.A.(SPF.I) Department, dated 06.12.2021.  
2. Govt., Memo.1655/SPF.I/2021, General Administration (SPF.I) Department, dated: 06.12.2021.

\* \* \* \* \*

Attention is invited to the reference 2<sup>nd</sup> cited, wherein, it has been requested to compile seniority lists in respect of all the categories of posts. This exercise must have been completed.

2. Now for allotment of employees to new local cadres, preferences from all the District, Zonal and Multi-Zonal cadre employees shall be taken as per the Schedule enclosed herewith.

SL.No.	Activity	District	Zonal & Multi-Zonal
1	Taking preferences from all employees	By 16.12.2021	By 16.12.2021
2	Issue of orders based on the Allotment Committee proceedings.	By 20.12.2021	By 20.12.2021
3	Joining of employees	Within one week from date of allotment orders	Within one week from date of allotment orders

3. The compliance report in this regard may be sent by the Collectors concerned of erstwhile districts to General Administration (SPF) Department in regard to District cadre posts.


4. The Spl.C.Ss/Pri.Secretaries/Secretaries/Head of the Departments are requested to incorporate the preferences of employees in the seniority list duly adding the details of claims under special category, if any. This list in the enclosed proforma shall be furnished to General Administration Department by 16.12.2021 in soft and hard copies in excel format (enclosed).

5. Schedule of State Level Allotment Committee meetings shall be intimated separately.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./Pri.Secy/Secretaries, all Departments of Secretariat  
All HoDs.  
All District Collectors in the State  
Sc/sf

//FORWARDED: : BY ORDER//

  
**SECTION OFFICER**



**Annexure to the Govt. Memo. No. 1655/SPF.I/2021-3, G.A(SPF-I) Dept., Dated.13.12.2021**

**Seniority list in Erstwhile Local Cadre**

Sl. No	Erstwhile Local Cadre (Zone/Multi Zone)	Name of the Erstwhile District / Zone	Department	Designation	Employee Name	Date of Birth	Gender (M/F)	Emp ID	Category (SC/ST)	Mobile number	Seniority Number	Preferences of new local cadres *					Claims under special category, if any; **
												13					
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	

\* Please indicate zones or multi-zones number in the order of preference.

\*\* Please indicate (A) Disability, (B) Mentally Retarded Children, (C) Widows under compassionate appointment, (D) Medical grounds (cancer, Neurosurgery, Kidney transplantation, Liver Transplantation, Open Heart Surgery).

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF-I) DEPARTMENT**

**Memo. No. 1665/SPF-I/2021-4**

**Dt:14.12.2021**

Sub: P.O.2018 – Allotment of employees to new local cadres – Appointment of scrutiny teams to assist State Level Allotment Committees - Reg.

- Ref: 1. G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.
- 2. Memo. No. 1665/SPF-I/2021, Dt:06.12.2021
- 3. Memo. No. 1665/SPF-I/2021-2, Dt:13.12.2021
- 4. Memo. No. 1665/SPF-I/2021-3, Dt:13.12.2021.

\* \* \*


Following (4) scrutiny teams are appointed to assist the State Level Committees regarding allotment of employees to Zonal and Multi-Zonal cadres:-

Scrutiny Team	Members
I	Smt. G.Sunitha Devi, Joint Secy. to Govt., GAD Sri K.Mallikarjuna Rao, A.S to Govt., G.A (Services) Dept., Sri N.Madhusudhan Reddy, S.O, G.A (SPF.II) Dept.,
II	Sri S.Apparao, OSD to Govt., Sri K.Bramhananda Reddy, A.S to Govt., G.A.Dept., Sri N.Suresh Kumar, S.O, G.A (SPF.I) Dept.,
III	Sri Rayi Ravi, Addl.Secy to Govt., Finance Dept., Sri A.Srinu, Asst. Secy to Govt., Finance Dept., Sri Ramesh, S.O, Finance Dept.,
IV	Sri Nageshwara Rao, Deputy Secy., to Govt., Finance Dept., Sri Iqbal Hussain, Asst Secy to Govt., Finance Dept., Sri Rajender, S.O, Finance Dept.,

**VIKAS RAJ  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The individuals concerned.  
All Secretariat depts.,  
All Heads of Departments

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Memo.No.1655/SPF-I/2021-5**

**Dated:22.12.2021**

Sub: PO-2018 – Allotment of employees to new local cadres – Appeal against allocation of new cadre and its disposal – Guidelines - Issued- Reg.

Ref: G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.

\* \* \*

Attention of all the Secretaries to Governments, Heads of Departments and the District Collectors is invited to the orders issued in the reference cited regarding the allotment of employees to the new local cadres under PO-2018. The following procedure is to be followed for appeal against allocation of cadres and its disposal:

1. After receipt of proceedings of allocation, the employee shall first join in the New Local Cadre.
2. Appeal can be given in the format prescribed along with copy of allocation proceedings to the District Head of the Department for District Cadres and to HoD for Zonal and Multi-Zonal Cadres
3. The District HoD or HoD, as the case may be, shall compile all these applications and submit to the Secretary concerned.
4. The Secretary concerned shall, after due enquiry, dispose these appeals expeditiously.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Secretaries of Secretariat  
All HoDs.  
All District Collectors in the State.  
SF/SC.

**//FORWARDED: : BY ORDER//**

*M. S. Reddy*  
**SECTION OFFICER**

APPEAL AGAINST ALLOCATION OF NEW CADRE

Name of the Employee :

Employee I.D :

Designation :

Erstwhile Local Cadre :

Allocated New Cadre :

Allocation Proceeding No :

Secretariat Department :

Reasons for Appeal :

Signature

Date:



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**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Memo.No.1655/SPF-I/2021-6**

**Dated:22.12.2021**

Sub: PO-2018 – Inter local cadre transfer of employees on spouse grounds  
– Guidelines - Issued- Reg.

Ref: G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.

\* \* \*

In the reference read above, guidelines were issued for allotment of employees to new local cadres under PO – 2018. Under the said guidelines, provision was made for option to apply for change of local cadre on spouse grounds after allotment.


2. In this regard, the following procedure shall be followed for receipt and disposal of applications for change of cadre on spouse grounds:

- After receipt of proceedings of Allocation, the employee shall first join in the New Local Cadre.
- Thereafter, the employee seeking change of local cadre on spouse grounds shall apply in the format at ANNEX to district head of the department for district cadre and to Head of the Department for Zonal and multi zonal cadres.
- District HoD or HoD, as the case may be, shall compile the applications received and submit to the Secretary concerned with their specific recommendation.
- The Secretary concerned after due examination shall dispose off the applications expeditiously.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./PrI.Secy/Secretary/Spl.Secretaries of all Departments of  
Secretariat  
All HoDs.  
All District Collectors in the State.  
SF/SC.

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**

**ANNEX**

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**PO 2018 – APPLICATION FOR CHANGE OF LOCAL CADRE ON SPOUSE GROUNDS**

**1. Details of the applicant:**

- Name :
- Employee I.D. :
- Mobile No. :
- Designation :
- HoD Name :
- Secretariat Department :
- Erstwhile local cadre :
- Allocated new local cadre :
- Date of joining in newly allocated local cadre :  
(Copy of proceeding of joining report)

**2. Details of Spouse:**

- Name :
- Employee I.D. :
- Mobile No. :
- Designation :
- HoD Name :
- Secretariat Department :
- Erstwhile local cadre :
- Allocated new local cadre :
- Date of joining in newly allocated local cadre :  
(Copy of proceeding of joining report)

**3. Local cadre requested on spouse grounds :**

Signature of the applicant

Date:

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**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Circular Memo No.1655/SPF.I/2021-7.**

**Dt.23.12.2021**

Sub:- Public Services – PO 2018 – Transfers and Postings of  
employees to new local cadres by Counseling – Reg.

Ref:- G.O.Ms.No.317, G.A. (SPF.I) Dept., Dt.06.12.2021.  
\*\*\*

Government have issued Orders vide reference 1<sup>st</sup> cited above, for allotment of employees to local cadres organized as per Presidential Order, 2018. The employees allotted to the local cadres have been directed to report in the newly allotted cadres. Guidelines are issued herein for posting the employees in their newly allotted cadres by Counseling.

2. These Orders are issued in relaxation of the ban on transfers imposed vide G.O.Ms.No.81, Finance (HRM-I) Department, Dt.18-06-2018.

**I. Employee Pool for Posting in new Local Cadres:**

3. Employees who are currently serving within the jurisdiction of the same local cadre to which they have now been allotted pursuant to G.O.Ms. No.317, G.A. (SPF.I) Dept., dt.06-12-2021, shall be deemed to have been posted in their current posts and shall not be considered for fresh posting, for the time being.

**Illustration:** An employee of erstwhile Adilabad District, allotted to Mancherial District and currently serving in Mancherial District shall be deemed to be posted in his present posting and need not be considered for fresh posting, for the time being.

4. All employees allotted to the new local cadres pursuant to G.O.Ms. No.317, G.A. (SPF.I) Dept., dt.06-12-2021, but not currently serving within the limits of the newly allotted cadre shall be given fresh posting in the newly allotted cadres.

**Illustration:** An employee of erstwhile Adilabad district currently serving in Nirmal District and allotted to Mancherial District, should report to Mancherial District and shall be given posting in Mancherial District.

**II. Procedure to be followed:**

**Seniority List:**

5. A seniority list shall be prepared in respect of the employees for each category of posts in the new local cadre. These lists shall be prepared by the District HoDs for the District cadre posts and approved by the District Collectors concerned.

The seniority list shall be displayed in the format enclosed as Annexure I.

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#### **Allocable Posts:**

6. All the Departments shall workout the vacancies available for filling up in that category/local cadre by taking into consideration the following:

- i) Existing clear vacancies in that category of posts in the local cadre, before the process of allotment, and
- ii) Vacancies arising on account of movement of employees out of the cadre.

7. Thereafter, **having due regard to the administrative/ functional needs** in the local cadres, the departments, shall workout the number of allocable posts in each category and local cadre, against which the postings need to be made.

While preparing the list of allocable posts, **it shall be ensured that minimum operational staff is available in offices and functional units, even in remote and hardship areas.** This exercise is necessary to meet the administrative requirements, prevent skewed distribution and ensure fair & balanced postings of available employees.

**Illustration:** If the currently available vacancies of Junior Assistants in a particular department in local cadre is fifty and number of Junior Assistants allotted to that local cadre and coming from outside the local cadre is forty, the Competent Authority is required to identify forty out of the fifty posts which are to be filled up on priority. These forty posts are to be treated as allocable posts and notified for the purpose of obtaining preferences.

8. The list of allocable posts shall be prepared by the District HoDs in respect of the District Cadre posts and approved by the District Collectors concerned. The list of allocable posts in each category shall be notified in the format enclosed as Annexure II.

#### **Preferences from Employees:**

9. Preferences shall be taken from the employees for this purpose in the format, enclosed as Annexure III, by conducting counselling. Employees can indicate their preferences, together with the order of such preferences, for all allocable posts/locations in that category, failing which the competent authority shall do postings as per guidelines.

10. The posting and transfer of employees shall be done in a transparent and objective manner, having due regard to preferences given and the seniority of the employees. A member from TGO, TNGOs and other employee associations recognized by the Government of Telangana may be invited for this exercise.

11. Special category cases as mentioned in Para-22 of the Appendix to G.O.Ms.No.317, G.A. (SPF.I) Dept., Dt.06-12-2021 and Spouse cases shall be given priority, as far as practicable.

**Committees for Postings:**

12. The postings and transfers of employees within the newly allotted cadres shall be done by the following Committee:

Local Cadre	Committee
District Cadre Posts	1. District Collector.
	2. District Head of the Department concerned.

**Operational Guidelines:**

13. The Police Department and the Revenue-earning Departments viz., a) Commercial Taxes Department, b) Prohibition & Excise Department and c) Stamps & Registration Departments, may, if necessary and, in the interest of operational efficiency, issue further operational guidelines in this regard, to meet the administrative/ functional requirements of the Department.

14. If deemed necessary, further operational guidelines will be issued for effecting postings in Zonal and Multi-Zonal Cadres.

**Timelines:**

15. The entire process shall be completed within 7 days.

16. The employee will be deemed to have been relieved at the end of 3 days of the issue of the Posting order. Any violation in this regard shall be viewed seriously by the Government.

17. The Spl.C.S./ Prl. Secretary/ Secretary of the concerned administrative departments shall closely monitor the entire process of Postings. The progress in this regard shall be reported to GAD on daily basis.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S./Prl.Secy/Secretaries of Departments of Secretariat  
All HoDs.  
All District Collectors in the State

//FORWARDED:: BY ORDER//

*[Signature]*  
SECTION OFFICER

**ANNEXURE - I**  
**SENIORITY LIST FORMAT**

**Name of the Department** : \_\_\_\_\_  
**Cadre of the Post** : District/ Zonal/ Multi-Zonal  
**Name of the District/ Zone/ Multi-Zone:** \_\_\_\_\_  
**Post Name** : \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of the Employee</b>	<b>Date of Birth</b>	<b>Gender</b>	<b>Employee-ID</b>	<b>Mobile No.</b>	<b>Seniority Number</b>
<b>1</b>	<b>2</b>		<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**Annexure- II**

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**List of Allocable Posts**

**District:**

**Department:**

**Post Name:**

Sl.No	Unit/Office	Place/Location	Mandal	No. of Posts
1	2	3	4	5

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**ANNEXURE – III**

**EMPLOYEE OPTION FORM FOR POSTING**

<b>I</b>	<b>Employee Information</b>		
a	EMPLOYEE ID		
b	Name of the Employee		
c	Post Name (Cadre/ Category)		
d	Multi-Zone/ Zone/ District to which allotted		
<b>II</b>	<b>Details of Present Post held</b>		
a	Name of the Office presently working		
b	Name of the Present Post		
c	Present Post Location (Head Quarters)		
<b>III</b>	<b>Spouse Employment Details</b>		
a	Whether Employee/ (Yes/No) (if yes give below details)		
b	Spouse Name		
c	Name of the Department		
d	Name of the Post		
e	Post Head quarter		
<b>IV</b>	a. Do you want to claim under Special Category? (Yes/No)		
	b. Specify the Special Category as per Para 22 of guidelines issued under G.O.Ms.317 Dated 06.12.2021.		
	c. Whether supporting documents are attached? (Yes/No)		
<b>V</b>	<b>Order of preference for the Post (with location)</b>		
<b>Preference No</b>	<b>Post with Location</b>	<b>Preference No</b>	<b>Post with Location</b>
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20*	

\*(More preferences can be given, if required)

Signature of the employee



**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Memo.No.1655/SPF-I/2021- 8**

**Dated:24.12.2021**

Sub: P.O -2018 - Allotment of new local cadres – Certain Instructions – Issued -  
Reg.

- Ref: 1. G.O.M.No.317/G.A.(SPF-I) Department, dated:06.12.2021
- 2. Govt., Circular Memo No.1655/SPF.I/2021-6 dated: 22.12.2021
- 3. Govt., Circular Memo No.1655/SPF.I/2021-7 dated: 23.12.2021

Attention of all the Secretaries to Government is invited to the reference 2<sup>nd</sup> cited, wherein they were requested to dispose the applications received relating to allotment of local cadres with respect to spouse cases urgently.

2. In the reference 3<sup>rd</sup> cited, certain instructions have been given for taking up posting of employees in their newly allotted cadres. As per the instructions given, District Collectors have been asked to conduct Posting Committee Meetings from 28.12.2021.

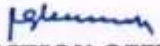
3. It may be noted that disposal of spouse category cases relating to allotment of cadres, needs to be completed before taking up posting of employees in their newly allotted local cadres.

4. Therefore, all the Secretaries to Government may ensure that all the applications relating to spouse cases are disposed of immediately, latest by 27.12.2021, duly obtaining all necessary details from the Heads of the departments/ Districts HoDs.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Special C.Ss/Prl.Secretaries/Secretaries of Secretariat  
Copy to  
All Heads of the departments.  
All District Collectors in the State.  
SF/SC.

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**

(42)

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Memo.No.1655/SPF-I/2021- 9**

**Dated:27.12.2021**

Sub: PO-2018 – Transfers and Postings of employees to new local cadres  
– Certain Instructions – Issued - Reg.

Ref: 1.G.O.Ms.No.317 G.A.(SPF.I) Department, dated 06.12.2021.  
2. Govt. Circular Memo No. 1655/SPF.I/2021 – 7, dated: 23.12.2021.  
3.From Election Commission of India, Lt.No.23/2021-ERS (Vol.-II),  
Dated.03.08.2021.

\* \* \*

In the references 1<sup>st</sup> and 2<sup>nd</sup> cited, Government have issued certain instructions regarding allotment of employees to new local cadres and transfers and posting of employees to new local cadres.

In this connection, all the Secretaries to Government/Head of Departments/District Collectors are requested not to relieve the employees of Revenue / Municipal Administration Department who are entrusted with the duties connected with "Special Summary revision of photo electoral rolls" till completion of the said work i.e. till 05.01.2022.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Special C.Ss/Prl.Secretaries/Secretaries of Secretariat  
All Head of Departments,  
All District Collectors in the State.  
SF/SC.

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**SECTION OFFICER**

**GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SPF.I) DEPARTMENT**

**Memo.No.1655/SPF-I/2021-10**

**Dated:27.12.2021**

Sub:-Public Services – PO 2018 – Postings of employees to new Zonal/Multi-zonal cadres by Counselling – Reg.

Ref:-1 . G.O.Ms.No.317,G.A.(SPF.I) Dept., Dt.06.12.2021.

2. Circular Memo No.1655/SPF.I/2021-7.,Dt.23.12.2021.

--:O:--


Attention of Secretaries to Government is invited to the references cited.

2. The Postings of employees allotted to new Zones/Multi-Zones as per Presidential Order 2018, shall be taken up on the lines of instructions indicated in the reference 2<sup>nd</sup> cited.
3. These Orders are issued in relaxation of the ban on transfers imposed vide G.O.Ms.No.81, Finance (HRM-I) Department, Dt.18-06-2018.
4. The Posting of employees within the newly allotted Zonal/Multi-Zonal Cadres shall be done by a Committee consisting of Secretary of the Department and Head of the Department concerned. The Committee may devise such mechanism as may be deemed necessary for expediting the process, duly informing General Administration Department.
5. The entire process shall be completed by 07.01.2022.

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Special C.Ss/Pri.Secretaries/Secretaries of Secretariat  
All Heads of the Departments.  
All District Collectors in the State.  
SF/SC.

**//FORWARDED: : BY ORDER//**

  
**SECTION OFFICER**