**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.

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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<br>2. District Heads of the Departments concerned – Member |
| 2 | Zonal posts and MultiZonal posts | 1. Prl. Secretary to Government, GAD.<br>2. Special CS/Prl.Secy./Secretary to Government of the concerned Department.<br>3. Head of the Department concerned.<br>4. Senior Consultant to Government (HRM & Services), Finance Department.<br>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 Departments of Secretariat,**
**All Heads of the Departments,**
**All the District Collectors in the State.**
**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 intoconsideration 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 underPO-2018shallbeconsideredforallotmentto 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./Prl. 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.

**Annexure-I**

| Sl. No. | ErstwhileDistrict | 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-Malkajgiri |
| | | 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)**

| Erstwhile Zone under old PO | Multi Zones as per PO 2018 | NewZone | New District |
|---|---|---|---|
| **Zone-V:** 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) |
| | | Zone-IV Bhadradri | Bhadradri-Kothagudem |
| | | | Khammam |
| | | | Mahabubabad |
| | | | Warangal |
| | | | Hanumakonda |
| | MultiZone-II | Zone-V Yadadri | Janagoan |
| **Zone-VI:** Hyderabad, Ranga Reddy, Nizamabad, Mahabubnagar, Medak,Nalgonda | MultiZone-I | Zone-II Basara | Nizamabad |
| | | Zone-III Rajanna Sircilla | Siddipet(Part of erstwhile Medak) |
| | | | Medak |
| | | | Kamareddy |
| | MultiZone-II | Zone-V Yadadri | Suryapet |
| | | | Nalgonda |
| | | | Yadadri-Bhongir |
| | | Zone-VI Charminar | Medchal-Malkajgiri |
| | | | Hyderabad |
| | | | RangaReddy |
| | | | Sangareddy |
| | | | Vikarabad |
| | | Zone-VII Jogulamba | Mahabubnagar |
| | | | Narayanpet |
| | | | Jogulamba-Gadwal |
| | | | Wanaparthy |
| | | | Nagarkurnool |

**Annexure-III**

**GOVERNMENT OF TELANGANA**

**Employee Preference Form for allotment to new local cadres under Telangana Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2018**

| | | |
|---|---|---|
| 1 | Name of the Employee | |
| 2 | Employee ID | |
| 3 | Gender | |
| 4 | Category (SC/ST) | |
| 5 | Department | |
| 6 | Designation/ Post | |
| 7 | Order of Preference for New Local Cadres* | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 8 | a. Do you want to claim under Special Category? (Yes/No) | |
| | b. Specify the Special Category as per Para 22 of guidelines dated 06.12.2021. | |
| | c. Whether supporting documents are attached? (Yes/No) | |

Date:

Place: **(Signature of Employee)**

*Employees shall compulsorily indicate their preference for all new local cadres within the erstwhile local cadre