

MOST URGENT

GOVERNMENT OF TELANGANA

MUNICIPAL ADMINISTRATION DEPARTMENT

O/o Commissioner and Director of

Municipal Administration,

T.S., Hyderabad.

CIRCULAR

Roc.No.373661/2021/M3, dt. 08/12/2021

Sub:- Telangana Public Employment (Organization of Local Cadres and Regulation of District Recruitment) Order, 2018 – Organization of Local Cadres – Allotment of persons holding posts required to be organized into local cadres – Regarding.

Ref:- 1.G.O.Ms.No.195 GA., dt.4.8.2021.
2. G.O.Ms.No.317 of Gen. Admn (SPF – I) Dept., dt: 06.12.2021
3. Govt Memo.No. 1665/SPF-1/2021 GA Dept, dt. 06.12.2021 and dt.7.12.2021.

The attention of all MCs is invited to the references cited. In the reference 2nd cited, Government informed that Para 4 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018 provides that the persons holding the 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. In exercise of the said powers, Govt authorized the following Committees for allotment of persons holding posts in the existing local cadres, to the new local cadres organized, in accordance with the principles and procedure specified:

S.No	Local Cadre	Allotment Committee
1	District Cadre Post	1) District Collector of erstwhile district – Chairman. 2) District Head of the Departments Concerned – Member.
2	Zonal posts and Multi zonal 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.
--	---

2. Govt further communicated detailed guidelines along with the following Annexures:

Annexure-I :Details of new Districts to which the erstwhile District cadre employees are eligible for allotment

Annexure-II :Details of new Multi Zones and new Zones to which the erstwhile Zonal cadre employees are eligible for allotment

Annexure-III:Employee Preference Form for allotment to new local cadres under PO 2018

3. In the reference 3rd cited, Govt expressed necessity that the erstwhile local cadre (PO 1975) seniority lists in respect of all 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 and to compile the same in the prescribed format by 08.12.2021. Govt further informed that the District HoD of erstwhile will be responsible for compilation of seniority lists for District cadres. Therefore, activity has to be taken for preparation of Seniority list for Multi Zonal, Zonal and District posts.

4. In view of the above Government orders, the District HOD of erstwhile District will be responsible for compilation of Seniority list for District Cadre Posts. Henceforth, the following instructions are hereby issued for strict compliance:

4.1 The MCs of the erstwhile Districts are directed to prepare and submit the seniority lists of all the employees working in the District Cadre posts cadre-wise separately to the respective District Head Quarter ULB MC who act as Dist HoD for submission to Dist Collector.

4.2 The erstwhile District Headquarter ULB MC will act as Dist HoD for this purpose and shall prepare inter-se seniority lists of such employees cadre-wise separately of all ULBs in the Erstwhile Dist..

4.3 After finalization, a copy of the same shall submit to the District Collector and copy to the RDMA concerned and RDMAs Hyd & Warangal concerned are directed to supervise the same.

5. For effective implementation of the above time bound Government orders, the following Officers of the Department are hereby nominated to coordinate and guide the MCs of erstwhile Districts mentioned against each of their names:

Sl. No.	Name of the supervisory Officer & Designation	Erstwhile District ULBs allotted
1	Sri. K. Phalgun Kumar, MC, Manikonda	All ULBs of erstwhile RR Dist and MC, Boduppal will act as Dist HoD for this purpose
2	Smt. Shailaja, MC, Adilabad	All ULBs of erstwhile Adilabad Dist and Adilabad MC will act as Dist HoD for this purpose

3	Sri. K.V. Ramana Chary, MC, Siddipet	All ULBs of erstwhile Karimnagar Dist, and MC , Karimnagar will act as Dist HoD for this purpose
4	Sri. P. Sridhar, DD, O/o CDMA	All ULBs of erstwhile Khammam Dist,
5	Sri. P. Srinivas Reddy, RDMA, Hyderabad	All ULBs of erstwhile Mahabubnagar Dist
6	Sri. Shahid Masood, RDMA, Warangal	All ULBs of erstwhile Warangal Dist
7	Sri. Jayanth, JD, O/o CDMA	All ULBs of erstwhile Medak Dist
8	Sri. Z. Swaroop, AD, O/o CDMA	All ULBs of erstwhile Nizamabad Dist
9	Sri. Ishaq-Ab-Khan, Consultant, O/o CDMA	All ULBs of erstwhile Nalgonda Dist and MC Suryapet will act as Dist HoD for this purpose

6. The MCs of ULBs shall coordinate with District Head Quarter ULB MC, the District Collectors, AC LBs and also the above Officers of this Dept in effective implementation of the Govt orders without any sort of errors.

Dr N Satyanarayana I A S

DIRECTOR OF MUNICIPAL ADMINISTRATION

To

All the Municipal Commissioners (except GHMC).

The RDMAs Warangal and Hyderabad

All the Special Officers concerned

All the Additional Collectors (LBs) in the State.

All the District Collectors in the State

Copy submitted to the Spl. Chief Secretary to Government, MA & UD Dept, Hyderabad.

**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.

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 Officer/s 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 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 holding 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./Pr. 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.	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
4	Khammam	Siddipet (Part)
		Bhadradri-Kothagudem
		Khammam
		Mahabubabad (Part)
5	Mahabubnagar	Mulugu(Part)
		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	New Zone	New District
Zone-V: Adilabad, Karimnagar, Warangal, Khammam	MultiZone-I	Zone-I Kaleshwaram	Kumurambheem-Asifabad
			Mancherla
			Peddapalli
			Jayashankar-Bhupalpalli
			Mulugu
		Zone-II Basara	Adilabad
			Nirmal
			Jagitial
		Zone-III Rajanna	Karimnagar
			Rajanna-Sircilla
			Siddipet (Part of erstwhile Warangal & Karimnagar)
		Zone-IV Bhadrachari	Bhadrachari-Kothagudem
			Khammam
			Mahabubabad
			Warangal
			Hanumakonda
	MultiZone-II	Zone-V Yadadri	Janagan
Zone-VI: Hyderabad, Rangareddy, 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

**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 8th 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

Seniority list in Erstwhile Local Cadre									
---	--	--	--	--	--	--	--	--	--

[illegible]