



CHIEF SECRETARY

Circular Memo No. 3313030 /SPFMC/2026

Dated:25.06.2026

- Sub GA(SPF&MC)-Presidential Order 2025-Meetings with Recognised Service Associations – Orders- reg.
Ref 1. G.O.Ms.No.45, G.A (SPF & MC) Department, dated 20.04.2026.
2. G.O.Ms.No.54, G.A (SPF & MC) Department, dated 14.05.2026.

In terms of the orders issued in the G.O.Ms.No.54, G.A.(SPF&MC) Department, dated 14.05.2026, the Heads of Departments through the Secretariat Departments have furnished to the Chief Secretary to Government, the proposals for organisation of posts to various local cadres & which under scrutiny in the GA(SPF&MC) Department.

2.The Presidential Order, 2025 introduces significant structural changes compared to the superseded Presidential Order, 1975 & it is considered necessary that the Recognised Service Associations are adequately apprised about the following:

(a) Proposals of the Department for organisation of posts as per the orders stipulated in G.O.Ms.No.54, GA(SPF&MC) Department, dated 14.05.2026;

(b) Guidelines proposed by the Finance Department for fixing & distribution of cadre strength. (Annexure 1)

(c) Guidelines proposed by the GA(SPF&MC) Department on allotment of persons to various local cadres. (Annexure 2)

4. It is directed that the meeting shall be held at **3.00 p.m. on 30-6-2026** by all the Heads of Departments, without fail & the intimation sent by 26-6-2026 to all the Registered Service Associations.

5. It is further directed that all Special Chief Secretaries / Principal Secretaries / Secretaries to Government shall hold a follow-up meeting with all the HoDs under their purview on **1-7-2026 Forenoon**, understand the issues raised & the communicate the genuine concerns invariably to the G.A.(SPF&MC) Department by **2-7-2026 Forenoon**.

6. All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government/ HODs shall take immediate action in the matter accordingly.

G. Sai Prasad

(G.SAI PRASAD)

To

All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government.
All the HODs in the State

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HR.I – PLG & POLICY) DEPARTMENT**

Circular Memo No. FIN01-HR0PDPP(RRD)/17/2026-HR-I, **Dated:25-06-2026**

Sub: Finance Department – Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 – Determination and Distribution of cadre strength among District, Zonal and Multi-Zonal local cadres – Draft Guidelines-Communicated.

Ref: 1. Presidential Order S.O. 5777(E), dated 15.12.2025 (Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025), published in the Gazette of India, Part II, Section 3(ii), dated 15.12.2025.
2. G.O.Ms.No.45, GA(SPF&MC) Department, dated 20.04.2026 (re-publication of the Presidential Order, 2025 in the A.P. Gazette).
3. G.O.Ms.No.54, GA(SPF&MC) Department, dated 14.05.2026.

In the references 1st and 2nd read above, the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 (“the Presidential Order, 2025”) has come into force with effect from 15.12.2025, in supersession of the 1975 Order, organising the State into 26 Districts, 6 Zones and 2 Multi-Zones as set out in the Schedule thereto.

2. In the reference 3rd read above, the General Administration (SPF&MC) Department has directed all Secretariat Departments to classify the categories of posts governed by their respective Service Rules into District Cadre, Zonal Cadre, or Multi-Zonal Cadre, in conformity with Paragraphs 3 and 6 of the Presidential Order, 2025, and to furnish proposals in Formats I to III of the Annexure thereto.

3. G.O.Ms.No.54 cited above addresses the classification of categories of posts into the appropriate local cadre. It is necessary to determine and distribute cadre strength in each category of posts among District, Zonal and Multi-Zonal local cadres in terms of Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025.

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4. Accordingly, Finance Department has prepared the draft guidelines on the determination and distribution of cadre strength, which are enclosed herewith **as Annexure** for information. Final Guidelines will be issued after approval by the competent authority. All Secretariat Departments and Heads of Departments **are requested to immediately initiate internal processes and activities** for the determination and distribution of cadre strength in the new local cadres, in anticipation of the Final Guidelines.

Vadarevu Vinay Chand
Secretary to Government (HR)

To

All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government.
All the Heads of Departments.

Copy to:

The General Administration (SPF&MC) Department.
The Law Department.
All District Collectors.
The P.S. to Hon'ble Minister for Finance.
The P.S. to Chief Secretary to Government.
The P.S. to Special Chief Secretary, Finance Department.
SF/SCs.

// FORWARDED :: BY ORDER //



SECTION OFFICER

Annexure
Draft Guidelines for distribution of cadre strength among local cadres of district, zone, and multi-zone as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 -

1. Applicability

- 1) These guidelines shall be applicable for all categories of posts (permanent, temporary and also the supernumerary posts) sanctioned in the Secretariat Departments, offices functioning at various levels under the Heads of the Departments and also the State Level Offices / Institutions / Establishments.
- 2) These guidelines shall not be applicable for
 - i. Posts earmarked/ held by All India Service officers and officers belonging to Group 'A' and Group 'B' of Government of India working in the state.
 - ii. Posts earmarked/ held by Judicial Officers.
 - iii. Posts in Legislature Secretariat and in Governor's Secretariat.
 - iv. Posts in the Hon'ble High Court, District and other subordinate courts in A.P.
 - v. Posts and personnel in Public Sector Entities.
- 3) All posts sanctioned in the offices mentioned under Para 14 of the Presidential Order 2025 are exempt from application of the said Order. In a case where certain categories of posts are specifically created in those offices, such categories of posts themselves shall become exempt from application of Presidential Order 2025. In a case where only a few posts, belonging to a category of post that is localized under Para 3 of the Presidential Order 2025, are sanctioned in the said offices, then the said exemption shall be applicable only to the extent of the number of posts sanctioned in such offices, but not the entire category of post.

2. Consequent upon the bifurcation of the erstwhile State of Andhra Pradesh in the year 2014, the residual State of Andhra Pradesh comprised the following local areas as specified in Schedule-II to the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975:

Zone	Districts
Zone-I	Srikakulam,
	Vizianagaram
	Visakhapatnam
Zone-II	East Godavari
	West Godavari

Zone	Districts
	Krishna
Zone -III	Guntur
	Prakasam
	Nellore
Zone-IV	Chittoor
	Cuddapah
	Anantapur
	Kurnool

3. As per the changes made in respect of local areas in the Presidential Order, 2025, the following 26 districts have been organized in 6 zones and 2 multi-zones in the State:-

Multi-Zone	Zone	Districts
Multi-Zone-I	Zone-I	Srikakulam
		Vizianagaram
		Parvathipuram Manyam
		Visakhapatnam
		Anakapalli
	Zone-II	Alluri Sitarama Raju
		East Godavari
		Kakinada
		Dr.B.R. Ambedkar Konaseema
	Zone -III	West Godavari
		Eluru
		NTR
		Krishna
Multi-Zone-II	Zone-IV	Guntur
		Palnadu
		Bapatla
		Prakasam
		Sri Potti Sriramulu Nellore
	Zone-V	Tirupati
		Chittoor
		Annamayya
		YSR Kadapa
	Zone-VI	Nandyal
		Ananthapuramu
		Kurnool
		Sri Sathya Sai

4. In view of the changes effected in the local areas under the Presidential Order, 2025, the cadre strength of various categories of posts in each Department shall be determined and distributed among the respective local cadres in the manner specified below:

(1) Determination of Cadre Strength: The Cadre Strength of a local cadre shall be the total number of sanctioned posts of a particular category, in a Department, located within the territorial jurisdiction of the District, Zone, Contiguous District, Contiguous Zone or Multi-Zone, as the case may be, for which the local cadre has been organized; and

also, the posts borne in the A.P. Secretariat, Offices of Heads of Departments, Special Offices or Establishments, and State-level Offices/Institutions, which are filled on tenure basis from among the members of the respective local cadres.

(2) Exclusion of posts from Cadre Strength: The following posts shall not be taken into account while computing the Cadre Strength of a category:

(i) Posts borne on the establishment of Special Offices or Special Establishments, notwithstanding that such offices or establishments are physically located within a District, Zone or Multi-Zone;

(ii) Posts borne on the establishment of the Andhra Pradesh Secretariat, Offices of the Heads of Departments, and other State-level Offices, Institutions or Establishments.

(iii) Accordingly, only those posts forming part of the regular field establishment within the territorial limits of the concerned local cadre shall be reckoned for determination of the Cadre Strength.

(3) Distribution of Cadre Strength: The next step shall be the distribution of Cadre Strength of each local cadre. After arrival of cadre strength for each category of posts in the Department as specified para 10 (1) and (2) above, the cadre strength shall be distributed among the new local cadres - district, contiguous district, zone, contiguous zone and multi-zone, as the case may be, having regard to territorial jurisdiction, administrative requirements, service delivery obligations and functional necessity.

5. Establishment of Offices in the Reorganized Local Areas

Supervisory offices that are coterminous with the erstwhile local areas (4 Zones, 13 Districts & 51 Divisions).

1) In the case where a HoD has supervisory offices that have jurisdictions coterminous with the erstwhile local areas, one of the following measures shall be adopted as deemed fit.

a) The HoD may establish new supervisory offices in the newly created zones, districts & divisions, as the case may be, and redefine the jurisdictions of the existing offices in conformity with the reorganized local areas (2 multi-zones, 6 zones, 26 districts & 72 divisions).

- b) In the case where establishment of the new supervisory offices is not financially or administratively feasible, and if the operations in the reorganized local areas can be managed from the existing supervisory offices, the HoD may propose to continue with the existing offices appropriately redefining their jurisdictions, as required.
 - c) If it is considered that the operations of the existing supervisory offices at a particular multi-zonal / zonal / district / divisional level are not critical or relevant to the current administrative requirements, the HoD may propose to discontinue the existing offices at such levels, by shifting the functions, posts and personnel concerned to the superior / subordinate offices or different supervisory offices as may be necessary.
- 2) Where it is decided to establish new supervisory offices in the newly created multi-zones, zones, districts & divisions, the following aspects shall be taken into consideration.
- a) If the new supervisory offices have already been established in the new local areas, following the provisional allocation of posts and personnel effected in the year 2022, the same offices may be confirmed and continued by the HoD.
 - b) If there are other offices existing in the respective local areas under the same HoD, then the HoD may propose to convert such other offices as the new multi-zonal / zonal / district / divisional offices, as the case may be.
 - c) As far as possible, the new multi-zonal / zonal / district / divisional offices shall be established in and around the respective district / divisional headquarters, unless the nature of business, service delivery, or operations of such offices so requires.

Offices that are non-coterminous with the erstwhile local areas (4 Zones, 13 Districts & 51 Divisions).

- 3) In the case where a HoD has supervisory offices that have jurisdictions non-coterminous with the erstwhile local areas, the HoD may propose to
 - a) continue with the existing office structure by aligning the jurisdictions of the existing offices as may be necessary or
 - b) reorganise the offices coterminous with the local areas (District, Zonal and Multi Zonal) specified in the Presidential Order 2025 or
 - c) if the operations of such offices are not critical or relevant to the current administrative requirements, discontinue such existing offices and shift the functions, posts and personnel concerned to superior or subordinate offices or different offices as may be necessary.
- 4) The following offices under a HoD shall be deemed to have devolved to the reorganized division, district, zone, or multi-zone, as the case may be, in which they are located and such offices shall align their jurisdictions to the reorganized local areas appropriately.
 - a) Offices functioning below the level of revenue divisions, whether or not they are coterminous with the erstwhile local areas; and

- b) Individual service delivery units that are technical, functional, or academic but not supervisory in nature, and have independent operations (such as institutions, schools, colleges, hospitals, police stations, engineering divisions / sub-divisions / sections, etc.).

6. Principles governing offices subjected to allocation

The offices that are subjected to allocation of cadre strength shall be decided based on the following principles.

- 1) The Secretariat Departments, offices of HoDs and other State level offices / Establishments / Institutions *shall not be subjected to allocation*, as such offices are not affected by reorganization of local areas.
- 2) Where a HoD has field offices that have jurisdictions coterminous with the erstwhile local areas (zones / districts / divisions), the cadre strength sanctioned in such offices *shall be subjected to allocation* to the respective reorganized local areas (multi-zonal / zonal / district / divisional), if the HoD decides to establish offices in the newly formed local areas.
- 3) Where a HoD has field offices that are non-coterminous with the erstwhile local areas, the cadre strength sanctioned in such offices *shall not be subjected to allocation* across the respective reorganized local areas. However, if the HoD concerned proposes to convert the existing non-coterminous offices into offices coterminous with the reorganized local areas, then the cadre strength of such offices *shall be subjected to allocation* accordingly.
- 4) Where a HoD has field offices below Division Level (viz. Mandal / Grama Panchayat / Revenue Village level), the cadre strength sanctioned in such offices *shall not be subjected to allocation*.
- 5) Where a HoD has individual service delivery units that are technical / functional / academic but not supervisory in nature (such as institutions, schools, colleges, hospitals, etc.), the cadre strength of such units *shall not be subjected to allocation*.

7. Determination and distribution of Working Cadre Strength:

(1) The Working Cadre Strength of a local cadre shall be determined by deducting the existing vacancies from the Cadre Strength. For this purpose, posts held by persons on deputation, leave, on training or under suspension, shall be treated as occupied posts and shall not be reckoned as vacancies.

(2) After determination of the working cadre strength for each category of posts in the Department as specified above, the working cadre strength shall be distributed among the new local cadres - district, contiguous district, zone, contiguous zone and multi-zone, as the case may be, in the same proportion as the cadre strength has been distributed among them.

(3) No post shall be left unallocated while distributing the Working Cadre Strength among the reorganized local areas. In cases where a category comprises a single post or two posts which cannot be apportioned on a proportionate basis, such post or posts shall be allocated to such local cadre as may be determined based on functional and administrative requirements.

(4) In cases where, in certain Departments, the number of sanctioned posts in a particular category is limited, but a larger number of employees belonging to the said category are working in other Departments on tenure basis or on Foreign Service deputation, the posts held by such employees under Foreign Service in the borrowing Departments shall be reckoned as part of the cadre strength solely for the limited purpose of distributing personnel among the local cadres.

(5) Change of posts from State Level to multi-zonal cadre:- Certain categories of posts which were hitherto State level posts, such as Deputy Collector, Deputy Superintendent of Police (DSP), Commercial Tax Officer (CTO), and other categories at a similar level, have now been organized into Multi-Zonal Cadres. Accordingly, the sanctioned strength of such categories of posts shall be distributed between Multi-Zone-I and Multi-Zone-II in accordance with the provisions of the Presidential Order, 2025 and these guidelines.

8. Posts Allocation Ratios (PARs) for Distribution of Cadre Strength and Working Strength

1) For allocation of the sanctioned cadre strength of the supervisory offices in the erstwhile local areas, into the reorganized local areas, each HoD shall determine the Posts Allocation Ratios (PARs) based on specific Service Delivery Parameter appropriate to the Department, such as (a) number of service-delivery units (b) the number of beneficiaries (c) the extent of service-delivery area (d) population; or (e) such other parameter as may be appropriate to the functions of the department in the reorganized local areas. The HoD may also adopt the Service Delivery Parameter used for the provisional allocation of posts and personnel during the district reorganization exercise carried out in the year 2022.

2) Mandal-wise data on the Service Delivery Parameter chosen by the HoD shall form the basis for computing the PARs.

3) In the case of offices subjected to allocation, the sanctioned cadre strength of the erstwhile local area offices shall be allocated, in accordance with the PARs, to the offices in the reorganized local areas formed from the respective erstwhile local areas.

4) The PARs specify the proportion in which the cadre strength, or working cadre strength, of a particular erstwhile local area is to be distributed among the reorganized local areas formed out of that erstwhile local area, based on the relative presence of the Service Delivery Parameter selected by the HoD in each of the reorganized local areas.

Example 1: The PARs of a HoD for erstwhile Krishna district may be arrived at as “Krishna : NTR : Eluru = 40 : 50 : 10” which means that 40% of the posts go to reorganized Krishna, 50% to reorganized NTR and 10% to reorganized Eluru.

Example 2: Similarly, the PARs for erstwhile Kurnool district may be arrived at as “Kurnool : Nandyal = 55 : 45” which means that 55% of the posts go to reorganized Kurnool and 45% to reorganized Nandyal.)

5) In the case of offices subjected to allocation, the Working Cadre Strength of the erstwhile local area offices shall also be allocated to the offices in the respective reorganized local areas, in accordance with the PARs.

9. Allocation of Posts

A.) Post of Head of Office (HoO) in the supervisory offices subjected to allocation.

- 1) The posts of the existing HoOs in the erstwhile local area offices shall be allocated to the reorganized local area offices based on the functional, administrative or operational importance of those local areas.
- 2) For the remaining reorganized local areas, the post of HoO shall be provided by one of the following means
 - a) Posts equivalent or immediately subordinate to the HoO cadre, which are available in the erstwhile local area offices, shall be allocated to such reorganized local areas and designated as HoO posts. Wherever required, powers may be delegated to such posts as may be necessary.
 - b) The Head of Department may propose to relocate the required number of vacant posts from other offices under the Head of Department..

B) Allocation of posts other than Head of Office (HoO) in the supervisory offices subjected to allocation.

- 1) Where a supervisory office is identified to be subjected to allocation, the cadre strength sanctioned for that office shall, for the purpose of these guidelines, be referred to as the Allocable Cadre Strength, and the corresponding working strength shall be referred to as the Allocable Working Strength.

- 2) No posts should be omitted while distributing the allocable cadre strength among the reorganized local areas.
- 3) Where there are posts in different grades in a category, that carry out similar functions, and if the cadre strength in each grade is too small to be apportioned then the number of posts of different grades may be clubbed for allocation. For instance, where 1 post of Mechanic Grade-I and 2 posts of Mechanic Grade-II are to be allocated to 3 reorganized districts, then the cadre strength of these posts may be clubbed, and 3 posts may be allocated to the 3 reorganized districts.
- 4) In case of single / isolated posts that cannot be proportionately divided and allotted, such posts shall be allocated depending on their functional / administrative requirement.
- 5) While allocating the cadre strength of the Ministerial Service posts, it should be ensured that every office gets at least one ministerial post to the possible extent.
- 6) In case the HoD considers that the cadre strength of the supervisory offices at erstwhile multi-zonal / zonal / district/ division levels is too low to be apportioned among the reorganized local areas then the HoD may propose one of the following measures.
 - a) Propose to relocate to such offices, required number of vacant posts from other office(s) in order to achieve the minimum cadre strength requirement.
 - b) Propose not to divide the cadre strength but redefine the jurisdiction of such offices appropriately in alignment with the reorganized multi-zones / zones / districts / divisions.
 - c) Propose discontinuation of the offices by shifting the functions, posts and personnel concerned to superior or subordinate offices or different offices as required.

10. Provisional allocation for Markapuram and Polavaram Districts

- 1) Government has vide reference cited... has notified and created two districts of Markapuram and Polavaram Districts **wef** _____. These two districts have not been included in the Schedule to the Presidential Order, 2025. However, the provisional allocation of posts is to be done to these districts also, until such time as these districts are formally included in the Presidential Order.
- 2) In this regard, all departments shall ensure that the final allocation to the 26 districts, particularly in respect of the districts from which Markapuram and Polavaram have been formed, accounts for the provisional allocation to these two districts. Orders of provisional allocation shall be issued simultaneously with the final allocation orders for the 26 districts.

11. Detailed Process

The following activities shall be carried out for the final allocation of cadre strength and working strength duly adopting the core principles specified above.

Step – 1 : Identification of offices subjected to allocation

- 1) The HoD shall collate the list of offices existing in the department as on date, duly excluding any district or divisional offices created as part of the district reorganisation exercise carried out in 2022.
- 2) The HoD shall then categorize the offices into the following.
 - a) List of offices subjected to allocation.
 - b) List of offices that are not subjected to allocation, along with justification.
- 3) The Head of Department shall specify the details of the offices to be established in the reorganised local areas in respect of each office subjected to allocation, and map each new office to the respective erstwhile local area office.
- 4) The HoD shall carry out the above activities through the designated online platform.

Step – 2: Arriving at Posts Allocation Ratios (PARs)

- 1) The HoD shall decide the Service Delivery Parameter as specified in the guidelines above.
- 2) The Head of Department shall feed mandal-wise data on the chosen Service Delivery Parameter on the designated online platform to compute the PARs for distribution of both cadre strength and working cadre strength.

Step – 3 : Final Allocation of Cadre Strength & Working Strength

- 1) The HoD shall distribute the allocable cadre strength across the reorganized local areas as per the PARs arrived at.
- 2) The HoD shall then distribute the allocable working strength also across the reorganized local areas following the same PARs.
- 3) The above activities shall be carried out on the designated online platform for which separate orders shall be issued by the Finance Department.

Step – 4 : Submission of Proposal and Orders on Final Allocation

- 1) The HoD shall generate the proposal containing the final allocation of cadre strength and working strength and submit it to the Secretariat Department concerned.
- 2) The Secretary concerned shall scrutinise the proposal, ensure that it is in conformity with these guidelines and the Presidential Order, 2025, and forward it for the concurrence of the Finance Department.
- 3) The Finance Department shall examine the proposal, accord concurrence and issue the necessary orders on the final allocation of cadre strength and working cadre strength.

12. **Ban on Certain Administrative Activities:** There shall be a ban on creation and upgrading of posts, fresh recruitment, promotions, transfers and deputations in all departments until the process of allotment of personnel to their respective local cadres is completed in the respective Departments, to ensure smooth implementation of Paragraph 4 of the Presidential Order, 2025.

13. All Special Chief Secretaries, Principal Secretaries, Secretaries and Ex-Officio Secretaries to Government in the Secretariat Departments, all Heads of Departments, all District Collectors, Regional and District Heads, and other Competent Authorities shall take necessary action in the matter accordingly.

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SPF&MC) DEPARTMENT**

Circular Memo. No. 3314379/GAD/SPFMC/2026

Dated: 26-06-2026.

Sub: G.A (SPF&MC) Department-A.P. Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 – **Draft guidelines** on allotment of Persons to Local Cadres - For information and initiation of activities-Reg.

Ref: 1.G.O.Ms.No.45, G.A.(SPF&MC) Department, dated 20.04.2026.
2.G.O.Ms.No.54, G.A.(SPF&MC) Department, dated 14.05.2026.
3. Circular Memo No. FIN01-HR0PDPP(RRD)/17/2026-HR-I, Dated: 25-06-2026.

In the Government Order second read above, orders were issued under Paragraph 3 of the Presidential Order, 2025 specifying the organization of civil posts in the State into various local cadres, namely District Cadres, Contiguous District Cadres, Zonal Cadres, Contiguous Zonal Cadres and Multi-Zonal Cadres, in respect of the different Departments.

2. In the Government Order third cited above, Government in the Finance Department issued the Draft guidelines for determination of the Cadre Strength and Working Cadre Strength, & distribution of posts among the local cadres constituted under the Presidential Order, 2025.

3. After issuance of orders by G.A. (SPF & MC) Department under Paragraph 3 of the Presidential Order, 2025 organising civil posts into various local cadres, & the issuance of the Final guidelines by Finance Department for determination & distribution of cadre strength among such local cadres, the allotment of personnel to the local cadres shall have to be undertaken in accordance with Paragraph 4 of the Presidential Order, 2025.

4. The GA(SPF&MC) Department has prepared Draft Guidelines for allocation of persons to the local cadres, **which are Annexed**. The Final Guidelines will be issued shortly after obtaining the approval of the competent authority.

5. The Draft guidelines contemplate Three-tier Implementation Committees(ICs) for each Department for allotment of personnel to the local cadres as mentioned hereunder:

(a) **District Level Committee(DLC)** chaired by the District Collector for District Cadre & Contiguous District cadre posts. cadre/ contiguous District cadre posts

(b) **Head of Department Level Committee(HLC)** chaired by the Head of Department for Zonal & Contiguous Zonal Cadres

(c) **Secretary Level Committee(SLC)** chaired by the Secretary to Government for Multi-Zonal posts.

6. All the Secretariat Departments, Heads of Departments & District Collectors are requested to immediately initiate necessary internal processes & preparatory activities for allocation of persons to the respective local cadres in accordance with the enclosed Draft Guidelines, so as to ensure timely completion of the exercise upon the issuance of the Final Guidelines.

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To.

All the Special Chief Secretaries/Principal Secretaries/Secretaries/Ex-officio Secretaries to Government.

All the Heads of Departments.

All the District Collectors.

The Chief Executive Officer, the Andhra Pradesh Centre for Financial Systems and Services (APCFSS), AP, Mangalagiri.

All Middle Level Officers of Secretariat Departments.

All Regional Offices/Heads of the Districts/Heads of Offices through the Head of Department concerned.

All Secretariat Level Nodal Officers/HoD level Nodal Officers/District Level Nodal Officers through the Departments concerned.

The Finance Department.

The Law Department

Copy to:

The P.S. to Special Chief Secretary to Chief Minister.

The P.S. to Chief Secretary to Government.

The P.S. to Special Chief Secretary to Government (Services &HRM), GAD.
SF/SC.

//FORWARDED:: BY ORDER//



SECTION OFFICER

Annexure

Draft Guidelines for Allotment of Persons among Local Cadres of District, Zone, & Multi-Zone as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025.

THREE TIER IMPLEMENTATION COMMITTEES FOR EACH DEPARTMENT

Government, in exercise of powers conferred under sub-paragraph (3) of Paragraph 4 of Presidential Order, 2025, constitute following three-tier Implementation Committees for each Department to oversee & facilitate the process of allotment of personnel to the respective local cadres in accordance with provisions of the Presidential Order, 2025:

Sl.	Implementation Committees(IC) & Composition	Purpose
1	District Level Committee (DLC): (a) District Collector of the erstwhile district – Chairman (b) District Collector of the newly formed district/s – Co-Chairman (c) District level Department Heads of the erstwhile district – Member-Convener (d) District Level Department Head of newly formed district/s – Co-Member (e) District Revenue Officer of the erstwhile & newly formed units – Members	Allotment of persons for District cadre/ contiguous District cadre posts in all Departments in the erstwhile and newly formed districts.
2	Head of Department Level Committees (HLC): (a) Head of the Department concerned – Chairman (b) District level Department Heads of erstwhile and newly formed Districts within the Zone – Members (c) Zonal Head or any other Officer of the concerned Department, as nominated by the Head of the Department – Member-Convener	Allotment of persons for Zonal cadre/ contiguous Zonal cadre posts in all departments in the erstwhile & newly formed zones including contiguous zones.
3	Secretariat Level Committees (SLC): (a) Special Chief Secretary/Principal Secretary/ Secretary to Government – Chairman (b) Zonal Heads within each Multi-Zone or any other Officer of the concerned Department, as nominated by the Secretary – Member. (c) Head of the Department concerned – Member-Convener	Allotment of persons for Multi-Zonal Cadre posts in the newly constituted Multi-Zones in each Department.

The Implementation Committees(ICs) constituted as above shall, mutatis mutandis, follow the procedure specified below for allotment of personnel to the respective District, Contiguous District, Zonal, Contiguous Zonal and Multi-Zonal Cadres.

1. STAGE-I

Verification of Posts, Cadre Strength & Working Strength

- 1.1 The Implementation Committees (ICs) shall verify the (i) number of posts;(ii) cadre strength; & (iii) working strength of each category of post, as determined by the Finance Department, at the District/Contiguous District, Zonal/Contiguous Zonal & Multi-Zonal levels, & shall satisfy themselves that the same is in conformity with the provisions of the Presidential Order, 2025.
- 1.2 It shall be ensured that no Post or Person is left unaccounted
- 1.3 The ICs shall confirm that the above is in consonance with the mapping of the erstwhile District, Zonal & Multi-Zonal cadres with the corresponding newly constituted District, Zonal & Multi-Zonal cadres, as specified in **Annexure-I** to this Order & display the same in the Departmental website for information.

Verification of Draft Seniority Lists (DSL) prepared for Allocation of Persons

- 1.4 The ICs shall verify & confirm that the Draft Seniority List (DSL) in each cadre, for the purpose of allocation as per Presidential Order 2025:
 - (a) is prepared in strict conformity with Circular Memo No.256656/SPFMC/2026, dated 09.06.2026.
 - (b) the particulars in the Seniority List are compiled on basis of Service Register entries & other conclusive records, duly certified by the appointing authority.
 - (c) includes all employees borne on the cadre, including those on probation, leave of any kind, deputation, training, suspension, on unauthorized absence/absconding, etc.
 - (d) no eligible employee of the cadre is omitted.
- 1.5 Employees serving on deputation shall be considered by their parent Department & the allotment orders shall be issued by them.
- 1.6 DSL shall, inter alia, contain (i) seniority number(ii) name(iii) gender (iv)CFMS id(v) mobile number (vi)date of birth (vii) date of joining in the category (viii)SC Group I, II, III, ST as per the Service Register.
- 1.7 DSL shall also contain in respect of the employees, where applicable & certified by the appointing authority after verification of the records, (ix) If Persons with Benchmark Disabilities (PwBD) & Disability %, as per SADAREM (x) widows, who have not remarried (xi) having mentally challenged dependent children (xii) suffering from any of the following serious ailments:
 - a) Cancer;
 - b) Major Neurosurgery;
 - c) Kidney Transplantation;
 - d) Liver Transplantation;
 - e) Open Heart Surgery.
- 1.8 If any information furnished by an employee is found to be false, incorrect, or misleading, disciplinary action under AP CCA Rules, shall be initiated against

the employee concerned for inflicting major penalty, besides rescinding any allotment made on the basis of such information.

- 1.9 Further, if it is found that incorrect information is certified or forwarded without due verification, disciplinary action under AP CCA Rules, shall be initiated against the responsible authority concerned for inflicting major penalty.
- 1.10 Employees serving on deputation shall be considered by their parent Department & the allotment orders shall be issued by them.
- 1.11 It is clarified that the above Seniority List prepared shall be only for the purpose of allocation to the local cadres as per Presidential Order, 2025.
- 1.12 The actual service seniority of the employee shall be determined as per the applicable Service Rules, as always.
- 1.13 Inclusion in the Seniority list, or position assigned therein, shall not, either now or later, confer any vested right relating to allotment, seniority, preference, or proportional allocation to the employee.
- 1.14 ICs shall ensure that allotment of the persons is made strictly in accordance with provisions of Presidential Order, 2025, applicable statutory rules, & these orders.
- 1.15 ICs shall convene an orientation meeting with Recognised Service Associations to explain the organization of local cadres, principles governing allotment of post and personnel, & procedure proposed for implementation of the provisions of the Presidential Order, 2025.

2.STAGE- II

Publication of Final Seniority List

- 2.1 DSL, after verification, to be approved by the IC.
- 2.2 DSL to be published in Departmental website immediately after Final Allocation of Cadre & Working Strength of the Department by Finance Department.
- 2.3 Objections from employees shall be invited within four (4) days.
- 2.4 Objections received shall be concurrently examined and disposed by the IC.
- 2.5 Final Seniority List (FSL) to be published in Departmental website on the seventh day from the date of publication of DSL.
- 2.6 Final Seniority List to contain details of all Objections received & nature of the disposal.
- 2.7 The FSL shall also instruct all the employees in the FSL to submit their Options within (4) days of the publication of the FSL.

Issue Option Form (OF)

- 2.8 ICs shall issue Option Form (OF) simultaneously with the publication of the DSL to all the employees included in the DSL.
- 2.9 OF shall be issued in Format appended as **Annexure-II** to this Order, enabling the employee to exercise preference among District, Zone and Multi-Zone cadres.

Submission of Option Form

- 2.10 Each employee shall submit the OF, indicating his/her preference, within (4) days of publication of the FSL.
- 2.11 Option once exercised shall be final & irrevocable, and no request for alteration or modification shall be entertained thereafter under any circumstances.

3. STAGE–III

Allotment of Personnel

- 3.1 ICs shall undertake allotment of personnel with reference to (i) Final allocation of Posts (FAP) & Working Strength (FWS) to the cadre by the Finance Department (ii) Seniority & Priority categories mentioned in the FSL (iii) Options exercised in OF by the employees.
- 3.2 ICs shall ensure that no employee is left unallotted, including those on probation, leave of any kind, deputation, training, suspension, on unauthorized absence/ absconding, etc.

Number of posts

- 3.3 Number of posts to be filled up shall be only to the extent of the FWS.

Priority in Allotment

- 3.4 Employees belonging to the Priority categories of the FSL, shall be accorded priority in allotment to local cadres, irrespective of their position in the FSL.

Order of Consideration in the Priority Categories

- 3.5 The Priority categories shall be considered in the following order.
 - (a) Employees with Persons with Benchmark Disabilities (PwBD) having disability of seventy percent (70%) or more as per SADAREM.
 - (b) Employees having mentally challenged children.
 - (c) Employees who are Widows & not remarried.
 - (d) Employees with medical grounds in the following order of priority.
 - a) Cancer,
 - b) Major Neurosurgery,
 - c) Kidney Transplantation,
 - d) Liver Transplantation, and
 - e) Open Heart Surgery.

Tie Cases

- 3.6 If Employees are equally eligible, then the FSL seniority shall be considered.

Allotment based on Seniority and Preference

- 3.7 After allotting Priority categories, the remaining employees shall be allotted as per the Options mentioned in the OF, strictly based on the FSL seniority.

Proportionate Distribution of Scheduled Castes and Scheduled Tribes

- 3.8 Scheduled Caste (SC) & Scheduled Tribe (ST) employees shall be proportionately distributed among the local cadres based on the working strength.
- 3.9 After completion of the allocation based on Priority Categories & Seniority and Preference, distribution of SC & ST employees shall be reviewed with reference to the prescribed proportionate requirement.
- 3.10 In case of shortfall, adjustment shall be made duly substituting the last allotted General Category employee with the SC or ST employee.
- 3.11 In case, the number of SC/ST employees allotted, including under Priority Categories, meets or exceeds the prescribed proportionate requirement, no further adjustment shall be made.

Publication of Final Allotment List (FAL) & Issue of Orders

- 3.12 Final allotment shall be made within (3) days of last date of filing of the options.
- 3.13 FAL to District, Zonal & Multi-Zonal cadres shall be published in Departmental website in the format appended as **Annexure–III**.
- 3.14 Based on the FAL, Order of Allotment(OOA) shall be issued in the format appended as **Annexure–IV** & and communicated.
- 3.15 The orders shall come into immediate effect, and the respective local cadres shall stand organized accordingly.

4. STAGE-IV

Submission of Joining Report and issue of Posting Order

- 4.1 Employee allotted to same local cadre in which he is working shall continue in the same post.
- 4.2 Such employees shall submit a copy of the OOA to the Head of Office for record.
- 4.3 The appointing authority shall identify and issue Orders of Transfer(OOT) to the employees allotted to a different local cadre than that in which they are working within three (3) days from the date of publication of the FAL.
- 4.4 Such employees shall join the new posts within (7) days of the issue of the OOT.
- 4.5 OOTs issued shall be deemed to be in relaxation of the ban on transfers imposed by the Finance Department.
- 4.6 The OOA shall be recorded in the Service Registers of the employees concerned.
- 4.7 Instructions shall be issued separately in respect of the employees on Special Intensive Revision (SIR) duty.

5. STAGE- V

Spouse Cases

- 5.1 In cases, where the spouses employed on regular basis in State Government, are allotted to different local cadres, after joining in the post allotted, they can make a request for change of cadre.
- 5.2 The request can be made (7) days after the issue of OOT & completion of the joining of the employees to the respective local cadres.
- 5.3 Such requests made in prescribed format, shall be examined by the concerned IC .
- 5.4 The IC can consider the request for change of cadre allocation, for one of the spouses to the local cadre having overall shortfall after the final allotment, subject to placement below the last regular candidate in the new unit & foregoing claim to seniority in the earlier cadre.

6. STAGE-VI

Appeals

- 6.1 Employees aggrieved by the OOA, can file an Appeal, after joining in the post allotted, (14) days after the issue of OOT.
- 6.2 The Appeal shall lie to Secretary to Government of the Secretariat Department concerned, & made through the Head of Department/District Head concerned , as the case may be.
- 6.3 The Secretary to Government, after consulting the IC concerned, shall dispose the Appeal in accordance with the Andhra Pradesh Government Business Rules & communicate the decision to the employee concerned.
- 6.4 In case, the disposal of a representation is likely to result in modification of the allotment of any other employee, the affected employee shall be issued a notice indicating the proposed change of local cadre along with reasons therefor.
- 6.5 The affected employee shall be afforded opportunity to submit the representation within a period of one (1) month from the date of receipt of such notice.
- 6.6 After consideration of the Appeal, the Government shall pass final orders within a period of thirty (30) days in the format appended in **Annexure-V**.

Annexure-I

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Table showing names of erstwhile districts/zones/multi-zones and corresponding new districts/zones/multi-zones

- i) Each of the erstwhile Districts and the corresponding newly formed Districts (in full or part) for the purpose of allotment of persons holding posts in the erstwhile District Cadres to the newly constituted District Cadres are as follows:

Sl. No.	Name of the erstwhile District	Names of the new District(s) to which employees of erstwhile District Cadre are eligible for allotment
1.	Srikakulam,	Srikakulam, Parvathipuram Manyam
2.	Vizianagaram,	Vizianagaram, Parvathipuram Manyam
3.	Visakhapatnam,	Visakhapatnam, Anakapalli, Alluri Sitharama Raju
4.	East Godavari,	Kakinada, Dr. B.R. Ambedkar Konaseema, East Godavari
5.	West Godavari	West Godavari, Eluru
6.	Krishna.	Krishna, NTR
7.	Guntur	Guntur, Palnadu, Bapatla
8.	Prakasam	Prakasam, Sri Potti Sriramulu Nellore (border mapping may apply in part allocation depending on cadre distribution)
9.	Sri Potti Sriramulu Nellore.	Sri Potti Sriramulu Nellore, Tirupati
10.	Chittoor,	Chittoor, Tirupati, Annamayya
11.	YSR Kadapa	YSR Kadapa, Annamayya
12.	Kurnool,	Kurnool, Nandyal
13.	Ananthapuramu,	Ananthapuramu, Sri Sathya Sai

- ii) Each of the erstwhile Zones and the corresponding new Zones (full or part) and Multi-Zones along with Districts are mentioned below for the purpose of allotment of persons.

Presidential Order 1975 (4 Zones, 13 Districts)	Presidential Order 2025 (6 Zones, 26 Districts)	Multi-Zone
Zone I: Srikakulam, Vizianagaram, Visakhapatnam Zone II: East Godavari, West Godavari, Krishna	Zone I: Srikakulam, Vizianagaram, P. Manyam, Visakhapatnam, Anakapalli Zone II: ASR, E. Godavari, Kakinada, Konaseema Zone III: W. Godavari, Eluru, NTR, Krishna	I

Presidential Order 1975 (4 Zones, 13 Districts)	Presidential Order 2025 (6 Zones, 26 Districts)	Multi-Zone
Zone III: Guntur, Prakasam, Nellore Zone IV: Chittoor, Kadapa, Anantapuramu, Kurnool	Zone IV: Guntur, Palnadu, Bapatla, Prakasam, Nellore Zone V: Tirupati, Chittoor, Annamayya, Kadapa Zone VI: Nandyal, Anantapuramu, Kurnool, Sri Sathya Sai	II

Annexure-II : Format for Option Form

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Option Form for Government Servants for information required for allotment to local cadres under paragraph 4 of the A.P. Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025. (To be submitted through online portal.....)

1	Name of the Government Servant	
2	Designation	
3	Employee CFMS ID	
4	Name of the Department	
5	Name of the place/office, district where the employee is presently working	
6	Employee Mobile phone number	
7	Gender (Male/Female)	
8	Date of Birth and age	
9	Date of entry into Government service	
10	Date of joining of the post in the present local cadre	
11	Social Reservation category(SC-Group-I/ SC-Group-II/ SC-Group-III)/ {Schedule Tribe}	
12	Local languages known to you	
13	Order of preference for erstwhile local cadre or new local cadre(Employees shall indicate their options for allotment to new local cadre)	

14	a. Do you want to consider any preferences under Paragraph 5(2) of G.O.Ms No....., GA(SPF&MC)Dept., dated.... b. Specify the preference to be considered as per Paragraph 5(2) of the G.O.Ms No....., GA(SPF&MC)Dept., dated..... c. Whether supporting documents with reference to claim under point (b) above are attached? (Yes/No)	

AFFIRMATION

I solemnly affirm that the particulars above are true to the best of my knowledge and belief.

Date:

Place:

(Signature of the employee)

Annexure –III: Format for list of allotment of persons.

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

[illegible]

Annexure-IV : Format for Allotment Order

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

GOVERNMENT OF ANDHRA PRADESH

_____ Department

Order No-CFMS ID...../2026,

dated2026

Sub: Allotment of persons and organizing them into local cadres as per the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 – Allotment to new local cadre - Orders- Issued.

Ref: 1.G.O.Ms.No.45, GA(SPF&MC)Dept., dated 20.04.2026 published in the Andhra Pradesh Gazette, Part-I Extraordinary No-197, Amaravati,dated:20.04.2026.

2. G.O.Ms.No. on allotment of Personnel.

Order

In exercise of powers conferred under sub-para(1) of paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025,orders issued on the process of allotment of persons in the G.O. 2nd cited, and upon considering the option form submitted by the Government servant, and on considering the advice of the Committee authorized by the Government, the following allotment order is hereby issued:-

1	Full name of the Government Servant	
2	S/o, W/o, M/o,	
3	CFMS ID of Government Servant	
4	Government Servant's Mobile No.	
5	Designation	
6	Erstwhile local cadre as per Presidential Order, 1975.	Name of the district/ Zone no/ Multi-zone no:/State
7	Organised and allotted to the new local cadre in terms of para 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025:	Name of the district/ Zone no/ Multi-zone no:

2. The above orders shall come into immediate effect, and the Local Cadres of the above Government servant shall stand organized and allotted to the new local cadre mentioned above.

3. The Government servant shall be relieved by the office concerned immediately and he/she is directed to report to the new local cadre office, within seven(7) days from the date of issue of this order.

Name and designation

Place:

Signature of the district head/HoD/Secretary to Government

To

Sri/Smt-----

Designation

Present Office address

2. Relieving Officer concerned/admitting officer.

Copy to:

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Accountant General, A.P., Vijayawada.

This order is a computer generated document and no ink signature is required.

SIGNATURE

Annexure-V : Format of final order on representation filed by the aggrieved on allotment order.

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Government of Andhra Pradesh
Department of -----

Order.No. -----/appeal/2026

Dated: -----2026

Sub The Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 – Representation filed aggrieved with the order - Disposal of representation under Paragraph 4 (5) - Orders- Issued

Ref 1.G.O.Ms.No. ---- GA(SPF&MC) Dept, dated: -----2026
2. Allotment order No.---dated ---issued by ----
3.Representation dated -----2026 of Sri/Smt.,---Designation, ---Dept.,

ORDER

Government after careful examination of the representation filed aggrieved with the allotment order and after duly consulting with the Advisory Committee constituted under sub- paragraph (3) hereby pass the following final order in terms of sub-para(5) of the paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025:-

Employee Name : -----
Employee CFMS ID : -----
Employee Mobile Number : -----
Designation : -----
Local Cadre allotted (as per
Reference 2nd cited) : -----
Revised Local Cadre allotted : -----

The Government servant shall be relieved by the office concerned immediately and he/she is directed to report to the new local cadre office, within seven(7) days from the date of issue of this order.

Name and designation

Place:

Signature of the district head/HoD/Secretary to Government

To

1.Sri/Smt-----, Designation-----

Present Office address

2.Relieving Officer concerned/admitting officer.

Copy to:

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Accountant General, A.P., Vijayawada.

This order is a computer generated document and no ink signature is required.

SIGNATURE

//FORWARDED:: BY ORDER//



SECTION OFFICER