

DRAFT GUIDELINES REGARDING ALLOCATION OF EMPLOYEES AS PER THE PRESIDENTIAL ORDER 2025

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. G.O.Ms No.---- Finance(HR--) Department, dated -----.

In the Government Order 1st read above, the State Government republished the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 (hereinafter referred to as the "Presidential Order, 2025") in the Andhra Pradesh Gazette. The provisions of the said Order came into force with effect from 15.12.2025.

2. In the Government Order 2nd 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.

3. In the Government Order 3rd read above, Government in the Finance Department issued guidelines for distribution of posts among the respective local cadres constituted under the Presidential Order, 2025.

4. Consequent upon the issuance of orders by the General Administration (SPF & MC) Department under Paragraph 3 of the Presidential Order, 2025 organizing civil posts into various local cadres, and the issuance of guidelines by the Finance Department for determination and distribution of cadre strength among such local cadres, it has become necessary to undertake the allotment of personnel to the respective local cadres in accordance with Paragraph 4 of the Presidential Order, 2025.

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

Sl. No.	Implementation Committees and composition	Purpose
1	District level Committee (DLC): i. District Collector of the erstwhile district -Chairman ii. District Collector of the newly formed	For allotment of persons for district cadre/ contiguous district cadre posts in all departments in the erstwhile

Sl. No.	Implementation Committees and composition	Purpose
	district(s) – Co-Chairman iii. District Head of the Department concerned – Member-Convener iv. District Head of the new Unit – Co-Member v. District Revenue Officer – Member	and newly formed districts.
2	Head of Department level Committees (HLC): i. Head of the Department concerned –Chairman ii. District Head of the Department of erstwhile and newly formed Districts within the Zone – Members iii. Zonal Head or any officer(s) of the concerned Department, as nominated by the Head of the Department – Member-Convener	For allotment of persons for zonal cadre/ contiguous zonal cadre posts in all departments in the erstwhile and newly formed zones including contiguous zones.
3	Secretariat Level Committees (SLC): i. Special Chief Secretary/Principal Secretary/ Secretary to Government of the Administrative Department A.P. Secretariat – Chairman ii. Head of the Department concerned –Member-Convener iii. Zonal Heads within each Multi-Zone or officers as may be applicable and nominated by the Head of Department – Member.	For allotment of persons for Multi-Zonal Cadre posts in the newly constituted Multi-Zones in each Department.

6. The Implementation Committees constituted as above shall, mutatis mutandis, follow the procedure specified at Annexure-I for allotment of personnel to the respective District, Contiguous District, Zonal, Contiguous Zonal and Multi-Zonal Cadres, as the case may be.

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Annexure- I : Procedure for Allotment of Personnel

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

STAGE-I

- 1) The Implementation Committees (ICs) shall verify the cadre strength and working strength of each category of posts allotted to the newly constituted units of appointment, as determined and distributed by the Finance Department at the District, Contiguous District, Zonal, Contiguous Zonal and Multi-Zonal levels, and ensure that no post is left unaccounted for.
- 2) The particulars of the working strength of personnel in each category of posts shall be notified as per the Orders of the Finance Department and displayed on the official website of the concerned Department and on the notice boards of the offices concerned at conspicuous places for information of all employees.
- 3) While undertaking the allotment exercise under these guidelines, the Implementation Committees shall take into account the mapping of the erstwhile District, Zonal and Multi-Zonal Cadres with the corresponding newly constituted District, Zonal and Multi-Zonal Cadres, as specified in Annexure–I appended to this Order.
- 4) The Implementation Committees shall satisfy themselves that the cadre strength, working strength and allocable strength determined for each local cadre are in conformity with the orders issued by the Finance Department and the provisions of the Presidential Order, 2025.

Preparation and Verification of Seniority Lists:

- 5) The Implementation Committees shall verify that the seniority list of employees for the purpose of allocation as per Presidential Order 2025 in each cadre has been prepared in accordance with the instructions issued by the General Administration (SPF & MC) Department vide Circular Memo No.256656/SPFMC/2026, dated 09.06.2026, and shall ensure that the particulars have been compiled on the basis of entries recorded in the Service Registers of the employees or such other records duly verified and certified by the competent appointing authority.
- 6) The seniority list shall include all employees borne on the cadre, including those on probation, leave of any kind, deputation, training, suspension, or under unauthorized absence/absconding, and the ICs shall ensure that no eligible employee is omitted from the seniority list of the respective cadre.
- 7) The seniority list shall contain, inter alia, the name of the employee, gender, mobile number, date of birth, date of entry into the present cadre, community status, details of Persons with Benchmark Disabilities (PwBD), and such other particulars as may be relevant for the purpose of allotment. The list shall also indicate employees who are widows not remarried, employees having mentally

challenged dependent children, and employees suffering from any of the following serious ailments, supported by valid medical records:

- a) Cancer;
 - b) Neuro-surgical ailments requiring major surgery;
 - c) Kidney Transplantation;
 - d) Liver Transplantation;
 - e) Open Heart Surgery.
- 8) Employees serving on deputation shall be considered by their parent Department for the purpose of allotment, and the allotment orders in respect of such employees shall be issued by the parent Department concerned.
 - 9) Inclusion of an employee in the seniority list, or the position assigned therein, shall not confer any vested right relating to allotment, seniority, preference, or proportional allocation. Allotment shall be made strictly in accordance with the provisions of the Presidential Order, 2025, the applicable statutory rules, and these guidelines.
 - 10) Where any information furnished by an employee is found to be false, incorrect, or misleading, appropriate disciplinary action under AP CCA Rules shall be initiated against the employee concerned. Where such incorrect information has been certified or forwarded without due verification, action shall also be initiated against the responsible authority in accordance with the relevant Conduct Rules and disciplinary procedures.
 - 11) The Implementation Committee shall convene an orientation meeting with the concerned Joint Staff Council(s) and other recognized representatives of the employees, wherever applicable, to explain the scheme of organization of local cadres, the principles governing allotment of personnel, and the procedure proposed to be followed for implementation of the provisions of the Presidential Order, 2025.

STAGE- II

- 1) **Publication of Seniority List for the purpose of allocation of personnel under P.O 2025:** The updated seniority list prepared in accordance with Circular Memo No.256656/SPFMC/2026, dated 09.06.2026, shall be placed before the Implementation Committee.
- 2) Where the seniority list has not been finalized, the Draft Seniority List shall be published on the Department's website and displayed on the notice boards of the offices concerned, inviting objections from employees within three (3) days. The objections received shall be examined and disposed of within three (3) days, and the Final Seniority List shall be published on the seventh day from the date of publication of the Draft Seniority List.
- 3) **Option Forms:** The respective Implementation Committees shall issue Option Forms in the prescribed format appended as Annexure-II to this Order, enabling each employee to exercise preference among District, Zone and Multi-Zone cadres.
- 4) **Submission of Option Forms:** Every Government servant shall submit the Option Form indicating his/her preference along with supporting documents, wherever applicable, in respect of claims under special categories. The option once

exercised shall be final and irrevocable, and no request for alteration or modification shall be entertained thereafter under any circumstances.

STAGE–III: Allotment of Personnel

The Implementation Committees, while ensuring that no employee is left un-allotted, shall undertake the allotment of personnel in accordance with the procedure and priority specified below.

- 1) In the first instance, the administrative requirement of the post in the respective local cadre shall be taken into consideration. Thereafter, the seniority list placed before the Committee, along with the options exercised by the employees and claims under special categories, shall be duly considered for allotment.
- 2) **Priority in Allotment:** Employees belonging to specified special categories shall be accorded priority in allotment to local cadres, as far as feasible and subject to verification of supporting documents, irrespective of their position in the seniority list. Such claims shall be considered in the order of priority indicated below.
 - i. Persons with Benchmark Disabilities (PwBD) employees with a certified disability of seventy percent (70%) or more.
 - ii. Employees having mentally challenged children (preference given for locations with adequate medical facilities).
 - iii. Widows who are not re-married.
 - iv. Employees seeking consideration strictly on medical grounds for the following ailments, in the order of priority indicated below supported by verifiable documents:
 - a) Cancer,
 - b) Neurosurgery,
 - c) Kidney Transplantation,
 - d) Liver Transplantation, and
 - e) Open Heart Surgery.
 - v. In case of the special categories, any of the employees are equally eligible, then the seniority shall be taken onto account for allotment.
- 3) **Allocation based on Seniority and Preferences:** After accommodating the claims of special categories, the remaining employees shall be allotted to local cadres based on their seniority, duly taking into consideration the preferences exercised by them in the Option Forms.
- 4) **Tie between Preferences and Availability of Posts:** Where the number of employees opting for a particular local cadre exceeds the available vacancies, allotment shall be made strictly in accordance with seniority.
- 5) **Proportionate Distribution of Scheduled Castes and Scheduled Tribes:**
 - i. The Scheduled Caste (SC) and Scheduled Tribe (ST) employees shall be proportionately distributed among the local cadres based on the allocable

- working strength.
- ii. After completion of the allotment process, the distribution of SC and ST employees shall be reviewed with reference to the prescribed proportionate requirement. Where a shortfall is noticed, necessary adjustment shall be made by substituting the last allotted General Category employee with an SC or ST employee, as the case may be.
 - iii. Where the number of SC/ST employees already allotted, including under special category considerations, meets or exceeds the prescribed proportionate requirement, no further adjustment shall be made.

Publication of Allocation List and issue of orders on allotment of persons

- 6) Upon finalization of the allotment process as indicated above, the allocation list of employees to the District, Zonal and Multi-Zonal Cadres shall be published on the official website of the concerned Department and displayed on the notice boards of the offices concerned for information of employees. The format for the allocation list is appended as Annexure-II.
- 7) Based on the approved allocation list, orders of allotment of personnel shall be issued and communicated to the employees concerned. These orders shall come into immediate effect, and the respective local cadres shall stand organized accordingly. The format for the allotment order is appended as Annexure-III.

STAGE-IV: Submission of joining report and Issue of posting order

- 1) Upon receipt of the allotment order, the Government servant shall submit a joining report at the office to which he/she is allotted within seven (7) days. In respect of employees allotted to a different local cadre, the Appointing/Competent Authority shall issue posting orders within seven (7) days from the date of receipt of the joining report.
- 2) Employees who continue to work within the jurisdiction of the same local cadre to which they have been allotted shall be deemed to have been posted to their existing place of posting. Such employees shall, however, submit a copy of the allotment order along with a covering letter to the Head of Office concerned for record.
- 3) The allotment orders shall be duly recorded in the Service Registers of the employees concerned.
- 4) Consequent upon issue of allotment orders to the new local cadres, the employees shall be relieved from their existing places of posting under the erstwhile local cadre and join the newly allotted local cadre. Such movement shall be deemed to have been ordered in relaxation of the ban on transfers imposed by the Finance Department.
- 5) Government servants appointed as functionaries for Census-2027 and those on election duty, in respect of whom ban on transfers is applicable, shall be permitted time for relief and submission of joining report in the newly allotted local cadres till completion of Census-2027 work/election duty or until the ban on transfers is lifted, whichever is earlier.

STAGE- V: Spouse Cases

- 1) After completion of the allotment process and issuance of allotment orders to Government servants to the respective local cadres, requests relating to spouse cases may be considered. Where both spouses are employed on regular basis under the State Government and are allotted to different local cadres, they shall, after joining in the newly allotted cadre, be given an opportunity to exercise option for change of cadre in accordance with the prescribed guidelines and subject to administrative feasibility.
- 2) Such requests, received in the prescribed format through online mode, shall be examined by the concerned Implementation Committees. Subject to administrative exigencies and availability of vacancies, appropriate orders may be issued. Wherever feasible, both spouses may be accommodated in the same local cadre, subject to their placement below the last regular candidate in the new unit and upon foregoing their claim to seniority in the earlier cadre.

STAGE-VI: Disposal of Representations received from employees aggrieved by allotment orders

- 1) All employees allotted to the new local cadres shall first submit their joining reports at the Head of Office of the local cadre to which they are allotted. Thereafter, any employee aggrieved by the allotment order may submit a representation indicating the grounds thereof to the Secretary to Government of the concerned Secretariat Department through the Head of Department or District Head concerned, as the case may be.
- 2) The Secretary to Government, after consulting the concerned Implementation Committee, shall dispose of the representation in accordance with the Andhra Pradesh Government Business Rules and communicate the decision to the employee concerned.
- 3) Where the disposal of a representation is likely to result in modification of the allotment of any employee, the affected employee shall be issued a notice indicating the proposed change of local cadre along with reasons therefor.
- 4) The affected employee shall be afforded an opportunity to submit his/her representation within a period of one (1) month from the date of receipt of such notice.
- 5) After consideration of the representations received, the Government shall pass final orders within a period of thirty (30) days. The format for issuing final orders is appended as Annexure-V.

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Annexure-II

[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-III : 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-V : 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.

DIGITAL SIGNATURE

Annexure-VI : 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.

DIGITAL SIGNATURE