

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

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

**Dated:22.12.2021**

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

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

\* \* \*

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

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

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

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

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

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

  
**SECTION OFFICER**

**ANNEX**

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

**1. Details of the applicant:**

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

**2. Details of Spouse:**

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

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

Signature of the applicant

Date: