

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

**Memo.No.1655/SPF-1/2021-3**

**Dated:13.12.2021**

Sub: PO-2018 – Allotment of employees to new local cadres – Further instructions–Issued - Reg.

Ref: 1. G.O.Ms.No.317, G.A.(SPF.I) Department, dated 06.12.2021.

2. Govt., Memo.1655/SPF.I/2021, 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 reference 2<sup>nd</sup> cited, wherein, it has been informed 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 shall be compiled by **08.12.2021** for taking necessary action for allotment to new local cadres as per the orders issued in the G.O 1<sup>st</sup> cited.

2. Now for allotment of employees to new local cadres, preferences from all the District, Zonal and Multi-Zonal cadre employees shall be taken so that the allotment of employees to new local cadre can be completed as per the Schedule enclosed.

3. The compliance report in this regard may be sent by the Collectors concerned of erstwhile districts to General Administration (SPF) Department in regard to District cadre posts.

4. The Spl.C.Ss/Prl.Secretaries/Secretaries/Head of the Departments are requested to incorporate the preferences of employees in the seniority list duly adding the details of claims under special category, if any. This list in the enclosed proforma shall be furnished to General Administration Department by 16.12.2021 in soft and hard copies in excel format (enclosed).

5. Schedule of State Level Allotment Committee meetings shall be intimated separately.

**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**

**SCHEDULE FOR ALLOTMENT OF EMPLOYEES TO NEW LOCAL CADRES**

<b>SL.No.</b>	<b>Activity</b>	<b>Person responsible</b>	<b>District</b>	<b>Zonal &amp; Multi-Zonal</b>
1	Taking preferences from all employees	District HoD for District cadres & HoD for Zonal / Multi-Zonal	By 16.12.2021	By 16.12.2021
2	Issue of orders based on the Allotment Committee proceedings.	District HoD for District cadres & HoD etc. for Zonal / Multi-Zonal	By 20.12.2021	By 20.12.2021
3	Joining of employees		Within one week from date of allotment orders	Within one week from date of allotment orders

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

**ANNEXURE to the Govt. Memo.No.1655/SPF-1/2021-3, G.A (SPF-I) Dept., Dated.13.12.2021**

**Seniority list in Erstwhile Local Cadre**

SI.No	Erstwhile Local Cadre (Zone/Multi Zone)	Name of the Erstwhile District / Zone	Department	Designation	Employee Name	Date of Birth	Gender (M/F)	Emp ID	Category (SC/ST)	Mobile number	Seniority Number	Preferences of new local cadres *					Claims under special category, if any; **
												1	2	3	4	5	
1	2	3	4	5	6	7	8	9	10	11	12	13					14

\* Please indicate zones or multi-zones number in the order of preference.

\*\* Please indicate (A) Disability, (B) Mentally Retarded children, (C) Widows under compassionate appointments, (D) Medical grounds (cancer, Neurosurgery, Kidney Transplantation, Liver Transplantation, Open Heart Surgery).

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**