

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

Circular Memo No.1655/SPF.I/2021-7.

Dt.23.12.2021

Sub:- Public Services – PO 2018 – Transfers and Postings of employees to new local cadres by Counselling – Reg.

Ref:- G.O.Ms.No.317, G.A. (Ser.) Dept., Dt.06.12.2021.

Government have issued Orders vide reference 1st cited above, for allotment of employees to local cadres organized as per Presidential Order, 2018. The employees allotted to the local cadres have been directed to report in the newly allotted cadres. Guidelines are issued herein for posting the employees in their newly allotted cadres by Counselling.

2. These Orders are issued in relaxation of the ban on transfers imposed vide G.O.Ms.No.81, Finance (HRM-I) Department, Dt.18-06-2018.

I. Employee Pool for Posting in new Local Cadres:

3. Employees who are currently serving within the jurisdiction of the same local cadre to which they have now been allotted pursuant to G.O.Ms. No.317, G.A. (Ser.) Dept., dt.06-12-2021, shall be deemed to have been posted in their current posts and shall not be considered for fresh posting, for the time being.

Illustration: An employee of erstwhile Adilabad District, allotted to Mancherial District and currently serving in Mancherial District shall be deemed to be posted in his present posting and need not be considered for fresh posting, for the time being.

4. All employees allotted to the new local cadres pursuant to G.O.Ms. No.317, G.A. (Ser.) Dept., dt.06-12-2021, but not currently serving within the limits of the newly allotted cadre shall be given fresh posting in the newly allotted cadres.

Illustration: An employee of erstwhile Adilabad district currently serving in Nirmal District and allotted to Mancherial District, should report to Mancherial District and shall be given posting in Mancherial District.

II. Procedure to be followed:

Seniority List:

5. A seniority list shall be prepared in respect of the employees for each category of posts in the new local cadre. These lists shall be prepared by the District HoDs for the District cadre posts and approved by the District Collectors concerned.

The seniority list shall be displayed in the format enclosed as Annexure I.

Allocable Posts:

6. All the Departments shall workout the vacancies available for filling up in that category/local cadre by taking into consideration the following:

- i) Existing clear vacancies in that category of posts in the local cadre, before the process of allotment, and
- ii) Vacancies arising on account of movement of employees out of the cadre.

7. Thereafter, **having due regard to the administrative/ functional needs** in the local cadres, the departments, shall workout the number of allocable posts in each category and local cadre, against which the postings need to be made.

While preparing the list of allocable posts, **it shall be ensured that minimum operational staff is available in offices and functional units, even in remote and hardship areas.** This exercise is necessary to meet the administrative requirements, prevent skewed distribution and ensure fair & balanced postings of available employees.

Illustration: If the currently available vacancies of Junior Assistants in a particular department in local cadre is fifty and number of Junior Assistants allotted to that local cadre and coming from outside the local cadre is forty, the Competent Authority is required to identify forty out of the fifty posts which are to be filled up on priority. These forty posts are to be treated as allocable posts and notified for the purpose of obtaining preferences.

8. The list of allocable posts shall be prepared by the District HoDs in respect of the District Cadre posts and approved by the District Collectors concerned. The list of allocable posts in each category shall be notified in the format enclosed as Annexure II.

Preferences from Employees:

9. Preferences shall be taken from the employees for this purpose in the format, enclosed as Annexure III, by conducting counselling. Employees can indicate their preferences, together with the order of such preferences, for all allocable posts/locations in that category, failing which the competent authority shall do postings as per guidelines.

10. The posting and transfer of employees shall be done in a transparent and objective manner, having due regard to preferences given and the seniority of the employees. A member from TGO, TNGOs and other employee associations recognized by the Government of Telangana may be invited for this exercise.