

Steps towards organization of posts into different Local Cadres under Para -3 of P.O. 2018.

1. The main purpose of the PO is to ensure that a major share of the vacancies arising in certain categories of posts in different parts of the State should be reserved for being filled by those who belong to that local area.
2. The Depts. have to identify the different categories of posts that require to be organized into various local cadres viz., District, Zones and Multi-zones to the extent and the manner provided at para - 3 of P.O 2018.
3. Reorganization of different classes/Categories of Posts in each Department by HoD from the existing State/Local Cadres to proposed State or Local cadres, as per Para-3 of P.O.2018 has to be taken up, duly examining the structure of the department and need for changes if any. A department organogram should be prepared.
4. The different local cadres, the post categories and their corresponding pay scales which are the basis for organizing local cadres is provided hereunder for reference :-

Sl. No.	Local Cadres	Category	Pay Scales of the post category
1	District Cadre	Upto Junior Asst.	16400---49870
2	Zonal Cadre	Upto Superintendent	28940---78910
3	Multi Zonal cadre	Upto Dy.Collector	40270---93780

5. In respect of any category of posts in any dept., if it is not practically expedient to organize into local cadres in terms of para – 3(2) to 3(5) of the P.O., in view of the special structure of such dept. unlike all other depts. in general, and in exceptional cases, the dept. may organize such posts into local cadres to the extent and manner provided at sub-para (A) and (B) below, or to declare as exempted category to the extent and manner provided at (C) below:

(A) Single Cadre for two or more local areas: If any Dept. considers it expedient to organize any category of post (for which unit of appointment overlapse more than one local area) into a single cadre for two or more local areas, i.e. District, Zone (either full or part), it may do so by invoking para 3(6) of the P.O 2018.

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(B) More than one Local Cadre within a local area: If any Dept. considers it expedient to organize any category into more than one local cadre within a local area, it may do so by invoking para 3 (7) of P.O 2018.

(C) Category of posts to be excluded from the scheme of localization: In respect of any category of posts in any Dept., if it is not practically feasible to organize into local cadres, the Dept. may claim exemption from application of the provisions of P.O 2018, under para 3(8) of the said orders.

6. **Declaration of HoDs and State level Offices/ Institutions as exempted Offices:** The posts in the Secretariat, Offices of Heads of Depts. and State Level Offices or Institutions, Special Offices or Establishments stand excluded from application of the provision of 2018 as per para - 14 of the said orders.
7. **Posts in the HoD's , State level / Special Offices to be filled by persons drawn from local cadres:** Such posts in Heads of Departments, State Level Offices or Institutions, Special Offices or Establishments which are to be filled on a tenure basis by drawing persons belonging to categories which would be organized with local cadres, shall be apportioned amongst different local cadres in proportion to the basic strength of such local cadres (Fair Share Principle).
8. **Filling up of details in proforma - I:** For the purpose of organizing of local cadres an application software is developed by CGG and all the depts. have been provided access for uploading the cadre strength details in Proforma- I.

Following points are to be kept in view while uploading data in Proforma - I :

- i. The break –up of sanctioned posts between HoD and Unit Offices should be filled up, separately, under respective columns. State Cadre Posts located in Unit Office such as Regional Joint Directors' offices should be shown under Unit Office but, it will remain as State cadre.
- ii. Against each post the method of appointment i.e., by Direct Recruitment or by promotion has to be indicated in remarks column.
- iii. Proposal regarding re-designation of any category (Ex: Roneo Operator as Xerox Operator), conversion of a category into another category (Ex: Typist, Jr. Steno as Jr. Assistant) or abolition of any category where the sanctioned strength is zero the details to be entered in the remarks column against such posts. A proposal to that effect may be moved through Finance dept. and obtained orders in circulations as per Business Rules.
- iv. Where sanctioned strength of any category is zero such categories may be considered for abolition in consultation with Finance Dept. and the same may be entered in the remarks column.

- v. Any proposal for changes in any post by re-designation/deletion/conversion etc., should not affect the promotional opportunity for the feeder category and service conditions of other employees.
 - vi. Where cadre strength of any post is shown as zero in both HoD and unit offices due to single post being allotted to AP during bifurcation of State may be reviewed by the HoD for either creation or otherwise.
 - vii. Any issues regarding number of posts etc., the departments have to reconcile the figures with Finance dept. directly as P.O. database reflects number statements in Budget 2018-19.
 - viii. In respect of deputation posts which are to be filled duly borrowing personnel from other Depts. the borrowing Dept. should organize such posts as per the structure of that category in their Parent (lending) Dept. i.e., cadre control authority and the same may be indicated in the remarks column.
 - ix. Concerned administrative depts. in secretariat shall upload the details in proforma – V, with regard to declaring any Offices / Institutions under their control as special offices or Establishments and State level Offices/ Institutions which are proposed to be exempted from the purview of the PO. They may also review whether such Offices to be brought under the ambit of P.O 2018 for providing more local employment. The Offices / Institutions under Schedule IX & X of the AP Reorganization Act 2014 can be proposed as exempted category as per para - 14 of the PO 2018.
 - x. In respect of posts such as Drug inspector in DCA and Food inspector in IPM which are hitherto organized as State Cadre may be brought into the ambit of P.O, duly organizing them into local cadres, for availing the benefit of local reservation in recruitment. However, for the purpose of transfer, posting, seniority, promotions etc. such categories may be made state vide, duly making necessary provisions in the service rules, keeping in view the special circumstances and requirements of the Dept.
 - xi. **Revision of Service Rules** : Service Rules of all categories of posts have to be revised, redrafted wherever necessary, keeping in view the proposed changes i.e., organization of local cadres, re-designation of posts, conversion of any category of posts into another category, abolition of posts etc.
9. After uploading the data in Proforma- I, the HoD may take print out of the summary report available in PDF format, duly enclosing all relevant documents may submit a report to the concerned Administrative Dept. in Govt. for issue of orders.

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Determination of the Cadre Strength of different local cadres and allotment of persons.

1. The cadre strength of each category in a Dept. shall be allotted to each of such local cadre wise District, Zone, Multi-Zone as the case may be. The working strength belonging to a given category in a Dept. shall be allotted among different local cadres as per the Principals and procedure lay down in para - 4 of PO 2018
2. The Depts. to enter working strength for each category of post in Proforma. After ascertaining the local status of the employees as per Para - 7 of P.O.2018, the HoD will have to fill up the working strength as per local status in separate column in Proforma - 2, 3 and 4 (to be added by CGG in Proforma). This exercise has to be done separately by the HoD and only numbers have to be filled in the proforma - 2 to 4 in the relevant column.
3. Based on the above position of working strength and local status of employees for each local area, the HoD would be able to re-distribute the number of posts in that local area after duly making any adjustments of the posts or persons as the case may be and also arrive at the final vacancy position.

Local Cadres	Local Areas	
	Existing	As per new PO
	1	2
	2	7
	10	31

4. After completion of the steps above, a Committee with the concerned Secretary, HoD and other senior officers of the department will discuss the proposals made by the HoD in the Proforma - 1 to 4 and finalize the same in respect of both re-organization of local cadres as well as re-distribution of posts and persons and estimation of consequential vacancies.
5. The vacancies arrived at each local area for each local cadre of posts may be proposed for recruitment by promotion, or, by direct recruitment duly obtaining permission from the competent authority through Finance Department as per rules in the latter case.
6. Where ever the number of posts is not equal to number of Districts/ Field units due to reorganization of districts then the short fall may be reviewed .
7. Any notification for recruitment shall be based on the provisions of new PO 2018, and the notifications already issued and or at advanced stage shall continue as per the PO in force at the time of issue of notification.