

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

General Administration (SPF & MC) Department - Allotment of Persons for each category of posts organised as local cadres of District, contiguous Districts, Zone, contiguous Zone and Multi-zone in all Departments in conformity with the provisions of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 – Orders – Issued.

GENERAL ADMINISTRATION (SPF & MC) DEPARTMENT

G.O.Ms.No.129

**Dated:17.07.2026.
Read the following:**

1. The Ministry of Home Affairs, Government of India, Order No.S.O.5777(E), dated:15.12.2026.
2. G.O.Ms.No.45, G.A.(SPF & MC) Department, dated:20.04.2026.
3. G.O.Ms.No.54, G.A.(SPF & MC) Department, dated:14.05.2026.
4. G.O.Ms.No.46, Finance(HR.I-Plng. & Policy)Department, dated: 06.07.2026.

ORDER:

In the reference first read above, the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 was published in the Gazette of India: Extraordinary [Part II Sec.3(ii)], dated 15-12-2025 and came into force with effect from 15.12.2025, in supersession of the Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

2. In the Government Order second read above, the State Government has 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.

3. In the Government Order third read above, guidelines have been issued specifying the procedure for 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 in terms of Paragraph 3 of the Presidential Order, 2025.

4. In the Government Order fourth read above, Government in the Finance Department have issued guidelines for determination of cadre strength and distribution of posts among the respective local cadres in conformity with the Presidential Order, 2025. Consequent upon the issuance of orders by the General

Administration (SPF and MC) Department under Paragraph 3 of the Presidential Order, 2025 organizing civil posts into District, contiguous Districts, Zone, contiguous Zone and Multi-zone 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 persons 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 powers conferred under sub-paragraph (3) of Paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 hereby constitutes a three Tier Implementation Committees for each Department and authorise the Implementation Committee structure for making the allotment of persons to the newly formed local cadres in each Department in accordance with the principles and procedure specified in the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 and as per these orders and guidelines appended to this order:-

Sl. No.	Implementation Committees and Composition	Purpose
1	District Level Implementation Committee (DLC): (a) District Collector of the erstwhile district –Chairman (b) District Collector of the newly formed district/s (either full or part)- Co-Chairman (c) District level Department Head of the erstwhile district – Member-Convener (d) District Level Department Head/s of newly formed district/s – Co-Convener (e) District Revenue Officer of the erstwhile and newly formed units – Members	Allotment of persons to District and contiguous District cadre posts in all Departments in erstwhile and newly formed Districts and contiguous Districts.

2	Head of Department Level Implementation Committees (HLC): (a) Head of the Department concerned - Chairman (b) District level Departmental Heads of erstwhile and newly formed Districts (either full or part) within the Zone - Members (c) Zonal Head (if existing) or any Senior other Officer of the concerned Department, as nominated by the Head of the Department - Member-Convener	Allotment of persons to Zonal and contiguous Zonal cadre posts in all Departments in the erstwhile and newly formed Zones and contiguous Zones.
3	Secretariat Level Implementation Committees (SLC): (a) Special Chief Secretary/Principal Secretary/ Ex-Officio Secretary /Secretary to Government - Chairman (b) Zonal Heads within each Multi-Zone (if existing) or any other Senior Officer of the concerned Department, as nominated by the Secretary - Member. (c) Head of the Department concerned - Member-Convener	Allotment of persons to Multi-Zonal cadre posts in all Departments in the newly constituted Multi-Zones.

6. The Implementation Committees constituted as above, shall follow the procedure specified in the Appendix enclosed to this order on allotment of persons to the category of posts organised as local cadres in all Departments as District, contiguous District, Zonal, contiguous Zonal and Multi-Zonal cadres, as the case may be, in terms of the provisions of Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025.

7. The Special Chief Secretaries/ Principal Secretaries / Secretaries/ Ex-officio Secretaries to Government, the Heads of Departments, the Implementation Committees, the District Collectors/ Regional Officers/Heads of districts/Heads of Offices shall take necessary action in the matter accordingly.

8. This order issues with the concurrence of the Finance (HR.I-Plng.& Policy) Department vide their UO No. FIN01-HR0PDPP(TRPO)/80/2026-HR-I(Computer No.3334062), dated 12.07.2026.

9. A copy of this order is available in the internet and can be accessed at <https://goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT

To

All the Special Chief Secretaries/Principal Secretaries/Secretaries/Ex-officio Secretaries to Government.

All the Departments of A.P. Secretariat.

All the Heads of Departments.

All Implementation Committees through the Secretariat Departments/HoDs /District Collectors.

All the District Collectors.

The Chief Executive Officer, the Andhra Pradesh Centre for Financial Systems and Services (APCFSS), AP, Mangalgi.

All Middle Level Officers of Secretariat Departments.

All Regional Offices/Heads of the Districts/Heads of Offices through the Head of Department concerned.

All Secretariat Level Nodal Officers/HoD level Nodal Officers/District Level Nodal Officers through the Departments concerned.

The Registrar General, AP High Court, Amaravati. (With a covering letter)

The Finance (HR.I-Plg and Policy)Department.

The Law Department

The Genl. Admn. (Cabinet) Department

The Joint Secretary, Government of India, Ministry of Home Affairs, New Delhi.

The Director of Treasuries and Accounts, AP Mangalgi.

The Principal Accountant General, A.P., Vijayawada.

The Director, Translations A.P., Vijayawada.

The Special Government Pleader, O/o the Learned Advocate General, Andhra Pradesh, A.P., High Court Buildings, Amaravati.

Copy to:

The P.S. to Special Chief Secretary to Governor.

The P.S. to Special Chief Secretary to Chief Minister.

The P.S. to Chief Secretary to Government.

The P.S. to Special Chief Secretary to Government (Services and HRM), GAD.

The P.S. to Principal Secretary to Government (PFS), Finance Department.

The P.S. to Secretary to Government, Finance (HR) Department.

The P.S. to Secretary to Government, Law Department.

SF/SC(C.No.3314379)

//FORWARDED::BY ORDER//

SECTION OFFICER

[.....Continued Appendix/Annexures]

Appendix

(to G.O. Ms. No.129,G.A.(SPF & MC) Dept., Dated:17.07.2026)

Orders and Guidelines on the procedure for the Allotment of Persons to the category of posts organised by Government in General Administration (SPF&MC)Department in all Departments as local cadres of District, contiguous District, Zone, contiguous Zone and Multi-Zone in conformity with the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025.

1. STAGE-I

Determination of Category-wise District Cadre Strength:

- 1.1 (a) The category-wise District Cadre strength in each Department shall be determined by taking into account of all District Cadre posts pertaining to the erstwhile district, irrespective of their present location, namely:-
- (i) Posts located in the residuary area of the erstwhile district;
 - (ii) Posts located in the newly formed district(s) constituted wholly out of the erstwhile district; and
 - (iii) Posts located in the areas of the erstwhile district which have become part of another newly formed district.

Determination of Working Strength:

- (b) After determination of the District Cadre strength as above, the working strength shall be determined based on the persons, borne on the erstwhile District cadre and holding the respective District Cadre posts in the aforesaid areas.

Distribution of Working Strength:

- (c) After determination of the working strength of the erstwhile district, the same shall be distributed among:-
- (i) the residuary area of the erstwhile district;
 - (ii) the newly formed district(s) constituted wholly out of the erstwhile district; and

(iii) the areas of the erstwhile district which have become part of another newly formed district.

(d) While distributing the working strength, due representation shall be ensured in respect of the Scheduled Castes and the Scheduled Tribes by maintaining the prescribed proportion of reservation, namely, Scheduled Castes (Group-I) – 1%, Scheduled Castes (Group-II) – 6.5%, Scheduled Castes (Group-III) – 7.5%, and Scheduled Tribes – 6%, as applicable.

Options for employees:

(e) The persons holding posts in the erstwhile District Cadre shall be given an option to indicate their order of preference for allotment to: –

(i) the local cadre of the residuary erstwhile district;

(ii) the local cadre of a newly formed districts constituted wholly out of the area of the erstwhile district; or

(iii) the local cadre of a neighbouring newly formed district to which any part of the area of the erstwhile district has been formed, to the extent of posts located in such area.

(f) The erstwhile District Collector, as the Chairman of the District Level Implementation Committee (DLC), shall prepare the Final Allocation List (FAL) of persons to the respective local cadres based on the preferential categories, seniority, options exercised by the employees, and these guidelines. Thereafter, the DLC shall forward the same to the District Heads of the Departments concerned for issue of the Orders of Allocation (OOA).

(g) The procedure of determination of cadre strength, working strength and distribution of working strength and giving options to the employees, the procedure mentioned as above shall also be applied mutatis mutandis in respect of zonal cadre and Multi-zonal cadre. In case of the State level posts which are now organized as Multi-zonal posts, options shall be given to the employees for allotment to one of the two multi-zones.

(h) The Implementation Committees shall follow the erstwhile districts and zones as mentioned in the Annexure-I to this order, for the purpose of cadre strength, working strength, seniority of employees.

1.2 The Implementation Committees shall verify the scheme of organization of civil posts of each category as District, contiguous District, Zonal, contiguous Zonal and Multi-Zonal for each Department as per the G.O.s issued by General Administration (SPF & MC) Department in terms of Paragraph -3 of the Presidential Order, 2025.

1.3 The Implementation Committees shall also verify the cadre strength and working strength for each category of posts at District, contiguous District, Zonal, contiguous Zonal and Multi-Zonal level, fixed for each Department as per G.Os issued by the Finance Department.

1.4 The Implementation Committees shall compare and ensure that the distribution of posts among local cadres for each category in each department is in conformity with the organization of posts issued by General Administration (SPF & MC) Department.

1.5 The Implementation Committees shall ensure that no post or person is left unaccounted or un-allotted. Action shall be taken against the person/s responsible, if it is detected at a later date, that any post or person was concealed.

Verification of Draft Seniority Lists (DSL) prepared for Allocation of Persons

1.6 The Implementation Committees shall verify and confirm that the Draft Seniority List (DSL) of employees in each cadre, for the purpose of allocation as per the Presidential Order, 2025 is:

- (a) Prepared in strict conformity with Circular Memo No.256656/SPFMC/ 2026, dated 09.06.2026 issued by General Administration (SPF & MC) Department.
- (b) Particulars in the Seniority List are compiled on basis of Service Register entries and other conclusive records, duly certified by the appointing authority.
- (c) List includes all employees borne on the cadre, including those on probation, leave of any kind, deputation, training, suspension, on unauthorized absence/ absconding, etc.
- (d) The seniority list of employees of erstwhile District shall contain all the employees including the employees borne on the erstwhile

District cadre working in the area falling within jurisdiction of another District also.

(e) No eligible employee of any cadre is omitted.

1.7 Employees on deputation shall be taken into account by their parent Department and the allotment orders shall be issued by them.

1.8 DSL shall, inter alia, contain the details of (i) Seniority number, (ii) Name, (iii) Gender, (iv) CFMS ID, (v) Mobile number, (vi) Date of birth, (vii) Date of joining in the category, (viii) SC Group I, II, III, and STs as per the Service Register.

1.9 DSL shall also contain in respect of the employees of Preferential Categories, where applicable and certified by the appointing authority after verification of the records, (ix) If Persons with Benchmark Disabilities (PwBD) having certified disability of seventy percent (70%) or above as certified in SADAREM Certificate, (x) having mentally challenged dependent children (xi) widows who remained unmarried, (xii) employee him/herself suffering from any of the following ailments:

- a) Cancer;
- b) Major Neurosurgery;
- c) Kidney Transplantation;
- d) Liver Transplantation;
- e) Open Heart Surgery.

1.10 DSL has to be published immediately after Final Distribution of Cadre strength and Working strength in each category of post for the Department in the Departmental website as per orders issued by Finance Department.

1.11 If any information in the DSL, furnished by an employee is found to be false, incorrect, or misleading, then disciplinary action under the APCS(CCA) Rules, 1991 shall be initiated against the employee concerned for inflicting a major penalty, besides for the rescinding any allotment made on the basis of such information.

1.12 If any information in the DSL, is incorrectly certified or forwarded without due verification, then disciplinary action under the APCS(CCA) Rules, 1991 shall be initiated against the employee concerned for inflicting a major penalty.

1.13 It is clarified that the above Seniority List prepared shall be only for the purpose of allocation to the local cadres as per Presidential Order, 2025.

1.14 The actual service seniority of the employee shall be determined as per the applicable Service Rules, as always.

1.15 Inclusion in the Seniority list or position assigned therein, shall not, either now or later, confer any vested right relating to allotment, seniority, preference, or proportional allocation to the employee.

1.16 Implementation Committees shall convene an orientation meeting with Recognised Service Associations to explain the organization of local cadres, principles governing allotment of post and persons and procedure proposed for implementation of the provisions of the Presidential Order, 2025.

Issue of Option Form (OF)

1.17 The Option Forms (OF) shall be issued to all the employees included in the DSL, by the Head of Office where the employee is working, simultaneously with the publication of the DSL.

1.18 Option Forms (OF) shall be issued in Format appended as Annexure-II to this Order, enabling the employee to exercise preference among District, contiguous District, Zone, contiguous Zone and Multi-Zone cadres.

2. STAGE- II

Publication of Draft and Final Seniority List

2.1 DSL, after verification, shall be approved by the IC.

2.2 DSL shall be published in the Departmental website immediately after the issue of orders regarding Final Distribution of Cadre and Working Strength of the Department by the Finance Department.

2.3 Objections from employees shall be invited within five (5) days of publication of the DSL.

2.4 Objections received shall be concurrently examined and disposed by the IC.

2.5 Final Seniority List (FSL) shall be published in the Departmental website on the 7th day from the date of publication of DSL.

2.6 Final Seniority List shall contain details of all objections received and nature of the disposal.

2.7 The FSL shall also order that all the employees whose names are mentioned in the FSL shall submit their Options Forms (OF) to the Head of office through e-mail; within (5) days of the publication of the FSL.

Submission of Option Form

2.8 All Government servants in service, on deputation, leave, suspension, training or foreign service shall submit Option Forms (OF) by e-mail indicating their preferences for allotment to the erstwhile or new local cadre and claims, if any, under point 4.2 of this Appendix, together with supporting documents and certificates issued by the competent authorities, within five (5) days from the date of publication of Final Seniority List (FSL). The Option Forms shall be submitted to the Head of Office through e-mail.

2.9 It shall be the duty of the Head of Office to obtain Option Forms (OFs) from all employees working in his office, verify the particulars furnished therein and forward to the following authorities **through e-mail**:

(i) The Head of the Department, being the Member-Convener of the Implementation Committee in respect of employees proposed for allocation to Multi-Zonal Cadres and also to those proposed for allocation to Zonal and contiguous Zonal Cadres in Departments, where no Regional Offices exist under the administrative control of the Head of the Department.

(ii) The Regional Officer, being the appointing authority and Member-Convener of the Implementation Committee at the HoD level, in respect of employees proposed for allocation to the Zonal and contiguous Zonal Cadres under his/her jurisdiction.

(iii) The Head of the District, being the appointing authority and Member-Convener of the Implementation Committee at the District level in the respective Department, in respect of employees proposed for allocation to the District and contiguous District Cadres.

2.10 The Member-Convenor of the Implementation Committees shall take further action and place the Option Forms before the Implementation Committee for consideration.

2.11 Option once exercised by the employee shall be final and irrevocable, and no request for alteration or modification shall be entertained thereafter under any circumstances.

3. STAGE-III

Allotment of Persons

3.1 Implementation Committees shall ensure that allotment of the persons is made strictly in accordance with provisions of Presidential Order, 2025 and these orders.

3.2 Implementation Committees shall undertake allotment of personnel with reference to (i) Final allocation of Posts (FAP) and Working Strength (FWS) to the cadre by the Finance Department (ii) Seniority and Preferential categories mentioned in the FSL (iii) Options exercised in OF by the employees.

3.3 Implementation Committees shall ensure that no employee is left unallotted, including those on probation, leave of any kind, deputation, training, suspension, on unauthorized absence/ absconding, etc.

3.4 Implementation Committees shall function in an open and transparent manner and shall not give any scope for any deviation from the procedure.

3.5 All the Committee Members, Officials, and Staff involved in the allotment process shall be patient, polite, extend utmost courtesy and adopt a professional approach while interacting with the employees who approach them with grievances. At the same time, the grievances shall be dealt with firmly and objectively, leaving no scope for complaints regarding the conduct of the allotment process.

Number of posts

3.6 Number of posts to be filled up shall be only to the extent of the Final Working Strength (FWS).

4. STAGE -IV

Procedure for allotment of persons

4.1 After careful consideration of the matter including administrative need, feasibility, seniority groups, composition of balanced local cadres,

preferences in terms of paragraph 3 of the Presidential Order, 2025, Government hereby order that certain classes of employees shall be exempted from the seniority-based allotment and instead be extended priority in allocation.

4.2 Such distinct classes of employees are designated as “Preferential Categories”.

4.3 The employees belonging to the Preferential Categories in the FSL shall be allotted in the first instance irrespective of their position in the Final Seniority List.

4.4 The Preferential Categories shall be considered in the following order.

- (1) Employees who are the Persons with Benchmark Disabilities (PwBD) having certified disability of seventy percent (70%) or above as certified in SADAREM certificate.
- (2) Employees having dependent mentally challenged children.
- (3) Employees who are Widows remained unmarried.
- (4) Employees him/herself suffering with ailments in the following order of priority.
 - i) Cancer,
 - ii) Major Neurosurgery,
 - iii) Kidney Transplantation,
 - iv) Liver Transplantation,
 - v) Open Heart Surgery.

Tie Cases

4.5 If employees are equally eligible, then the FSL seniority shall be considered in allotment.

Allotment of persons based on Seniority and Preference

4.6 After completion of allotment of all eligible cases under the **Preferential Categories**, as specified above, allocation of the remaining employees shall be made strictly on the basis of FSL seniority, duly considering preferences submitted in the Option Forms (OF) and the allotment shall be made in descending order of seniority.

Procedure when allocable posts are exhausted in a Local Cadre

4.7 If an employee cannot be allocated the cadre or 1st option mentioned in the OF due to the exhaustion of vacancies in the cadre by the higher ranked seniors or Preferential Category candidates, the allocation shall proceed as follows:

- (a) Subsequent Options: The employee shall be considered for allotment against their 2nd, or 3rd options in descending order of choice, subject to post availability and seniority.
- (b) Compulsory allotment: In the event that all the preferences exercised by an employee are exhausted and no posts remain in any of their preferred choices, the IC shall allocate such employee to any remaining clear posts in the local cadre within the working strength and where there is a shortfall.
- (c) Where no option is exercised by the employee within the prescribed time limit, their cases shall be considered at the end and allotted to the available posts within the working strength and where there is a shortfall.

Proportionate Distribution of Scheduled Castes and Scheduled Tribes

4.8 Scheduled Castes (SCs-Group-I, Group-II and Group-III) and the Scheduled Tribes (ST) employees shall be proportionately distributed among the local cadres based on the working strength. The percentage for SC Group-I is (1%), Group-II is (6.5%) and Group-III is (7.5%) and STs (6%).

4.9 After completion of the allocation based on Preferential Categories and Seniority and Preferences, the distribution of three groups of SC employees and ST employees shall be reviewed with reference to the prescribed proportionate requirement.

4.10 In case of shortfall, adjustment shall be made duly substituting the last allotted General Category employee with the Scheduled Castes of Group-I, II & III, as the case may be, or Scheduled Tribes employee.

4.11 In case, the number of three groups of SCs and the ST employees allotted, including under Preferential Categories, meets or exceeds the prescribed proportionate requirement, no further adjustment shall be made.

Publication of Final Allocation List (FAL) and Issue of Orders

4.12 Final Allocation List (FAL) shall be issued within (2) days of last date of filing of the options.

4.13 FAL to District, contiguous Districts, Zonal, contiguous Zonal and Multi-Zonal cadres shall be published in Departmental website in the format appended as Annexure-III.

4.14 Based on the FAL, Orders of Allotment (OOA) shall be issued in the format appended as Annexure-IV to this Order to all employees through e-mail or any other method like whatsapp, physical copy, and a copy of the OOA shall also be furnished to Head of Office (HOO) and communicated to the employee concerned. The OOA shall be issued by the authorities as mentioned in (i), (ii) & (iii) of point 2.9 above. In respect of Multi-zonal cadre, the appointing authority i.e. Secretary to the Government or Head of the Department as the case may be, will issue the OOA.

4.15 On issue of the orders of allotment (OOA), it shall come into force with immediate effect, and the respective local cadre shall stand organized accordingly in terms of the Presidential Order, 2025.

5. STAGE-V

Submission of joining report and issue of posting order

5.1 Employee allocated to the same local cadre in which he is working shall continue in the same post. Such employees shall submit a copy of the OOA to the Head of Office for record.

5.2 The Appointing Authority shall identify the employees allotted to a local cadre, other than the one in which they are presently working and issue Orders of Transfer (OOT) within three (3) days from the date of publication of the Final Allocation List (FAL). While issuing OOT, the appointing authority shall ensure that the requirements of the rural areas, backward areas, tribal areas and administrative necessities are given due consideration.

(i) In respect of Multi-Zonal cadre posts, where the Appointing Authority is the Secretary to Government or the Head of the Department concerned, as specified in the Government Orders issued on organising of local cadres, the said authority shall issue the Orders

of Transfer (OOT) to the employees allotted to the respective Multi-Zonal Cadres.

(ii) In respect of Zonal cadre and contiguous Zonal cadre posts, the Head of the Department concerned shall issue the Orders of Transfer (OOT).

(iii) In respect of District cadre posts, contiguous District cadre posts, the erstwhile District Head of the Department concerned shall issue the Orders of Transfer (OOT) to the employees allotted to the respective District cadres, after getting approval of the District Collector concerned.

5.3 Such employees shall join the new posts within (7) days of the issue of the OOT.

5.4 OOTs issued shall be deemed to be in relaxation of the ban on transfers of employees imposed by the Finance Department.

5.5 The OOA/OOT shall be recorded in the personal Service Registers of all employees.

5.6 In respect of the employees who are on Special Intensive Revision (SIR) duty the OOA and OOT shall be issued, however the orders for relief shall not be issued till the bans orders are in force.

6. STAGE- VI

Spouse Cases

6.1 After completion of the allotment process under these guidelines, issue of allotment orders and joining in the allotted local cadre, where both spouses are working on a regular basis in the State Government, whether in the same or different Departments and in any category of posts, and are allotted to different local cadres, either spouse may apply for change of local cadre to the local cadre in which the other spouse is working.

6.2 One of the spouses seeking change of local cadre allotment to the local cadre in which the other spouse is working may submit an application in the prescribed format appended to this Order as **Annexure-VII**. The application shall be submitted to the Member-Convener of the Implementation

Committee concerned within three (3) days from the date of joining in the allotted local cadre, through e-mail.

6.3 The Implementation Committee may consider the application provided a vacancy exists within the allocable cadre strength in the requested local cadre after final allotment. Such change shall be against the overall shortfall in the new local cadre and shall be subject to placement below the last regular employee in that cadre and forfeiture of seniority in the erstwhile local cadre. The IC shall consider and issue the orders within (7) days of application.

7. STAGE-VII

Appeals

7.1 Employees aggrieved by the OOA, can file an Appeal, after joining in the post allotted, within seven days from the date of OOA, in the Format appended in Annexure-V to this order, through e-mail.

7.2 The Appeal shall lie to Secretary to Government of the Secretariat Department concerned, and made through the Head of Department/District Head concerned, as the case may be.

7.3 The Secretary to Government, after consulting the IC concerned, shall dispose the Appeal within five days in accordance with the Andhra Pradesh Government Business Rules and communicate the decision to the employee concerned.

7.4 In case, the disposal of a representation is likely to result in modification of the allotment of any other employee, the affected employee shall be issued a notice indicating the proposed change of local cadre along with reasons therefor within two days of the receipt of the appeal.

7.5 The affected employee shall be afforded opportunity to submit the representation within a period of five days from the date of receipt of such notice.

7.6 After consideration of the Appeal, the Government shall pass final orders within a period of five days in the format appended in Annexure-VI to this order.

**G.SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT**

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE-I

[to G.O.Ms.No.129, G.A. (SPF &MC) Dept., dated:17.07.2026]

Names of the erstwhile Districts:-

Sl. No.	Name of the erstwhile District
1.	Srikakulam,
2.	Vizianagaram,
3.	Visakhapatnam,
4.	East Godavari,
5.	West Godavari
6.	Krishna.
7.	Guntur
8.	Prakasam
9.	Nellore.
10.	Chittoor,
11.	Cuddapah
12.	Kurnool,
13.	Anantapur,

Details of erstwhile Zones:-

Sl. No.	Details of erstwhile zones
1	Zone I: Srikakulam, Vizianagaram, Visakhapatnam
2	Zone II: East Godavari, West Godavari, Krishna
3	Zone III: Guntur, Prakasam, Nellore
4	Zone IV: Chittoor, Cuddapah, Anantapur, Kurnool

ANNEXURE-II

[to G.O. Ms.No.129, G.A.(SPF&MC) Dept., dated:17.07.2026]

Format for Option Form (OF)

Option Form (OF) for Government Servants for submission of 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.

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 having whatsapp	
7	Valid e-mail ID:	
8	Gender (Male/Female)	
9	Date of Birth and age	
10	Date of entry into Government service	
11	Date of joining of the post in the present local cadre	
12	Social Reservation category(SC-Group-I/ SC-Group-II/ SC-Group-III)/ Schedule Tribe	
13	Employees to indicate their options for allotment to new local cadre. Order of preference for erstwhile local cadre or new local cadre i.e. district, contiguous districts, zone, contiguous zone and multi-zone Note:- The persons holding posts in the erstwhile District Cadre may be given option to indicate their order of preference for allotment to:— (i) the local cadre of the residuary erstwhile district; (ii) the local cadre of a newly formed district constituted wholly out of the area of the	1)First Preference:-
		2) Second Preference:-
		3) Third Preference:-

	erstwhile district; or (iii) the local cadre of a neighbouring newly formed district to which any part of the area of the erstwhile district has been formed, to the extent of posts located in such area.	
14	(a) Do you belong to any Preferential Category under point 4.2/4.4 in Appendix to G.O.Ms.No.129, GA(SPF & MC)Dept., dated:17.07.2026. If yes, indicate preferential category.	
	(b) Whether supporting documents with reference to claim under item (a) above are attached? (Yes/No)	

Note: The Mobile Phone Number and e-mail ID furnished by the applicant shall be kept active and in working condition to receive communications from the competent authorities until completion of the process of allotment of persons under these Guidelines.

AFFIRMATION

I solemnly affirm that the particulars above are true to the best of my knowledge and belief.

Date: .07.2026.

Place:

(Signature of the employee)

ANNEXURE -III

[to G.O. Ms. No.129, G.A.(SPF&MC) Dept., dated:17.07.2026]

Format for Final Allocation List (FAL)

Sl. No.	Erstwh ile Local c adre (Distri ct/ Zone/ Multi Zone)	Name of Erstwhi le District/ Zone	Name of Depart ment	Na me of Off ice	Prese nt Work ing place	Design ation	Empl oyee Name	Da te of Bir th	Gen der (M/ F)	Empl oyee CFM S - ID	Comm unity (SC(Gr oup-I, II, III,) /ST)	Mob ile Num ber	Order of Prefer ence for New Local Cadre *	Claims under Prefere ntial categor y If any**	Senio rity Num ber	Final Allot ment Distric t , contig uous distric t /Zone, contig uous zone /Multi -Zone No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

ANNEXURE-IV

[to G.O. Ms.No.129, G.A.(SPF & MC) Dept., dated:17.07.2026]

Format for Order of Allotment (OOA)

GOVERNMENT OF ANDHRA PRADESH

_____ Department

Order No-CFMS ID...../2026,

dated:2026

Sub: Allotment of persons and organizing them into local cadres as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and 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.129, GA(SPF&MC)Dept., dated:17.07.2026.

ORDER

In exercise of powers conferred under sub-para(1) of paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and 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 Implementation Committee authorized by the Government, the following Order of Allotment (OOA) 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 and Regulation of Direct Recruitment) Order, 2025:	Name of the district/contiguous districts/ Zone no/contiguous zones /Multi-zone no:

2. The above orders shall come into force with immediate effect, and the Local cadre of the above Government servant shall stand organized and allotted to the new local cadre mentioned above.

3. The Government servant is directed to report to the new local cadre office, within seven (7) days from the date of issue of this order.

Place:

Signature of the district head/HoD/Secretary to Government
Name and designation

To

Sri/Smt-----

Designation

Present Office address

2. Relieving Officer concerned/admitting officer

The Head of Office concerned.

Copy to:

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Principal Accountant General, A.P., Vijayawada.

ANNEXURE -V

[to G.O. Ms No.129, G.A.(SPF & MC)Dept., Dated:17.07.2026]

Format of representation aggrieved by order of allotment

To

The Secretary to the Government

-----Department, AP Secretariat,

Velagapudi, Amaravati, Guntur district

Sir/Madam,

Sub: Allotment of persons and organized into local cadres as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 -Representation requesting for allotment to new local cadre-Reg.

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.129, GA(SPF&MC)Dept., dated:17.07.2026.
3. Allotment order-----CFMS ID ----/2026, dated ---2026 issued by ----- office- Department.
4. Admitted to duty and posting orders No vide ----- dated--- issued by ----- (Indicate the authority by designation with address)

In the reference ----cited, orders were issued allotting me to the local cadre of -----(----District/Zone-I, II, III, IV, V, VI/ Multi-zone-I/II under subparagraph (1) of para 4 of the Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025, in the reference -==last cited, I have joined duty in the allotted cadre.

Aggrieved by the above allotment order, I hereby submit representation along with grounds mentioned below for change of my allotment of local cadre from ----- to -----local cadre..-----

Sl	Name of the Govt servant	
1	Designation	
2	Employees CFMS ID	
3	Mobile No with whatsApp	
4	Valid e-mail ID	

5	Erstwhile local cadre	
6	Allotted new local cadre	
7	Allotment order No and date	
8	Name of the Secretariat Department	
9	Name of the Head of the Department	
10	Name of the district allotted.	
11	Request for revision of allotment to local cadre	
12	Reasons/grounds for appeal against allotment order.	(i) (ii) (iii)

Signature of the Government Employee (Applicant)
Designation, Office address, e-mail ID, Mobile Phone number
Date:

Copy to:
The Member Convener,
Implementation committee concerned.

(Full Address)

ANNEXURE-VI

[to G.O. Ms.No.129, G.A.(SPF & MC) Dept., dated:17.07.2026]

Format of final order on representation filed by the aggrieved on allotment order.

**GOVERNMENT OF ANDHRA PRADESH
-----DEPARTMENT**

Order.No. -----/appeal/2026

Dated: -----2026

Sub: The Andhra Pradesh Public Employment (Organisation of Local Cadres and 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.129, GA(SPF & MC) Dept., dated:17.07.2026
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 Implementation Committee constituted under sub- paragraph (3) of the paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025, hereby pass the following final order in terms of sub-para(5) of the paragraph 4 of the Order:-

Employee Name	: -----
Employee CFMS ID	: -----
Employee Mobile Number	: -----
Designation	: -----
Local Cadre allotted (as per	
Reference 2 nd cited)	: -----
Disposal:	
(1)Revised Local Cadre allotted	: -----

(2) Request not feasible on the following ground:----

(Please specify the ground for rejection: Indicate the sub-para of para No.in the Presidential Order-2025/these guidelines).

The Government servant is directed to report to the new local cadre office, within seven (7) days from the date of issue of this order

or

The Government servant is directed to continue in the earlier allotted local cadre which stands hold good, as the request is not feasible for acceptance.

.

Name(-----)
Secretary to Government

To

1.Sri/Smt-----, Designation-----

Present Office address through HoD.

2.Relieving Officer concerned/admitting officer.

Copy to:

The HoD/Regional Head/District Head/Member convener of the IC concerned.

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Principal Accountant General, A.P., Vijayawada.

ANNEXURE -VII

[to G.O. Ms No.129, G.A.(SPF & MC)Dept., Dated:17.07.2026]

Format of application for allotment of new local cadre on spouse grounds

Local cadre allotted:

(1) Applicant:

(2) Spouse:

To

**The Member Convener of Implementation Committee concerned,
(Full Address)**

Sir/Madam,

Sub: Allotment of persons and organizing them into local cadres as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 -Application requesting for allotment to new local cadre on spouse grounds - Reg.

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.
3. Allotment order-----CFMS ID -----/2026, dated ---2026 issued by -----office---Department.
4. Admitted to duty in new Local Cadre vide proceedings No.---- dt: --- -- of (Authority)

In the reference -----cited, orders were issued allotting me to the local cadre of -----(---dist/zone-I,II, III, IV, V, VI/ multi-zone-I/II under subparagraph (1) of para 4 of the Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025, in the reference 3rd cited, I have been admitted to duty in the (allotted cadre) with effect from (.07.2026).(Copy enclosed)

2. My spouse is allotted to the different Local Cadre and was admitted to duty in that Local Cadre. I hereby submit application for **change of my allotment of local cadre from (-----local cadre) to (-----local cadre)** on spouse grounds.

I. Details of the applicant:

1	Name of the Government servant	
2	Designation	
3	Employees CFMS ID	
4	Name of the Secretariat Department	
5	Name of the Head of the Department	
6	Erstwhile local cadre	
7	Allotted new local cadre	
8	Allotment order number and date	
9	Date of joining in newly allotted local cadre	

II. Details of the Spouse:

1	Name of the Government servant	
2	Designation	
3	Employees CFMS ID	
4	Name of the Secretariat Department	
5	Name of the Head of the Department	
6	Erstwhile local cadre	
7	Allotted new local cadre	
8	Allotment order number and date	
9	Date of joining in newly allotted local cadre	

Undertaking:

I solemnly affirm that the above particulars are true to the best of my knowledge and belief. I hereby undertake that I will forego my seniority in the old unit of allotment and willing to take last rank next below the last candidate in the revised local cadre of allotted on spouse grounds.

Signature of the Government Employee (Applicant)
Designation, Office address, e-mail ID, Mobile Phone number,

Date

Copy to
Implementation Committee concerned.