

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

The Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 – Re-publication - Notification - Orders-Issued.

GENERAL ADMINISTRATION (SPF&MC) DEPARTMENT

G.O.Ms.No.45

**Dated : 20-04-2026,
Read :-**

From the Government of India, Ministry of Home Affairs, New Delhi,
F.No.21013/01/2015-SR, dt.15-12-2025, published in the Gazette of India:
Extraordinary [Part II-Sec.3(ii)]

ORDER :

The following Order of President of India, S.O.5777 (E), dated the 15th December, 2025 is republished in the Andhra Pradesh Gazette :-

NOTIFICATION

THE ANDHRA PRADESH PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL
CADRES AND REGULATION OF DIRECT RECRUITMENT) ORDER, 2025.

ORDER

S.O. 5777(E).— In exercise of the powers conferred by clauses (1) and (2) of article 371D of the Constitution and in supersession of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, in its application to the State of Andhra Pradesh, except as respects things done or omitted to be done before such supersession, the President hereby makes, the following Order, namely:-

1. Short title, extent and commencement.— (1) This Order may be called the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025.

- (2) It extends to the whole of the State of Andhra Pradesh.
- (3) It shall come into force at once.

2. Definitions.— (1) In this Order, unless the context otherwise requires,—

- (a) **“direct recruitment”** includes recruitment made on a temporary basis but does not include the recruitment made in pursuance of any Scheme approved by the State Government providing for the regularization of the services of persons holding posts on a temporary basis before the commencement of this Order;
- (b) **“district”** means a revenue district for all the Departments as specified in the Schedule;
- (c) **“local area”** in relation to any local cadre, means the local area as specified in paragraph 6 of this Order;
- (d) **“local authority”** does not include any local authority which is not subject to the control of the State Government;
- (e) **“local cadre”** means any local cadre of posts under the State Government organised in pursuance of paragraph 3, or constituted otherwise for any part of the State;
- (f) **“local candidate”** in relation to any local area, means a candidate who qualifies under paragraph 7 as a local candidate in relation to such local area;
- (g) **“Multi-Zone”** means the Multi-Zones as specified in the Schedule comprising of the districts mentioned therein;
- (h) **“Schedule”** means the Schedule appended to this Order;
- (i) **“Special Office or Establishment”** means an Office or an Establishment notified as such by the State Government;
- (j) **“State”** means the State of Andhra Pradesh;
- (k) **“State Government”** means the Government of Andhra Pradesh;
- (l) **“State-Level Office or Institution”** means an office or institution serving, or the jurisdiction of which extends to the State as a whole and notified as such by the State Government; and

(m) “**Zone**” means a Zone specified in the Schedule annexed to this Order, comprising the territories mentioned therein.

(2) The General Clauses Act, 1897 (10 of 1897) applies for the interpretation of this Order as it applies for the interpretation of a Central Act.

3. Organisation of local cadres.— (1) The State Government shall within a period of twenty-seven months from the date of commencement of this Order, organise classes of posts in the civil services and classes of civil posts under the State into different local cadres for different parts of the State to the extent and in the manner, hereinafter provided:

Provided that, notwithstanding the expiration of the said period, the President may by order, require the State Government, whenever she considers it expedient so to do, to organise classes of posts in the civil services and classes of civil posts under the State into different local cadres for different parts of the State.

(2) The posts belonging to the category of Junior Assistant and each of the other categories equivalent to or lower than that of a Junior Assistant in each department, in each district, shall be organized into separate cadres.

Explanation.— For the purposes of this sub-paragraph, sub-paragraph (1) of paragraph 6 and sub-paragraph (1) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Junior Assistant, if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Junior Assistant.

(3) The posts belonging to each category above the post of Junior Assistant and up to and inclusive of the post of Superintendent and each of the other equivalent categories in each department and also the category of First level Gazetted post and each of the other equivalent categories in each department, in each zone, shall be organised into a separate cadre.

Explanation.- For the purposes of this sub-paragraph, sub-paragraph (2) of paragraph 6 and sub-paragraph (2) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Superintendent and also the category of First level Gazetted post and each of the other equivalent categories in each department, if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Superintendent or First level Gazetted post.

(4) The posts belonging to each category above the category of Superintendent or above the category of First level Gazetted post and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department in each Multi-Zone shall be organized into a separate cadre.

*Explanation.-*For the purposes of this sub-paragraph, sub-paragraph (3) of paragraph 6 and sub-paragraph (3) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Deputy Collector, if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Deputy Collector.

(5) Notwithstanding anything contained in sub-paragraphs(2)and(3), the State Government may, where it considers expedient to do so, organise the posts belonging to any of the categories referred to therein, in any department, or any establishment thereof, in two or more contiguous districts (either full or part) or zones, as the case may be, into a single cadre.

(6) In organising a separate cadre in respect of any category of posts in any department for any part of the State, nothing in this Order shall be deemed to prevent the State Government from organising or continuing more than one cadre in respect of such category in such department for such part of the State.

(7) Where the State Government is satisfied that it is not practicable or expedient to organise local cadres under this paragraph in respect of any non-gazetted category of posts in any department, it may, by notification, make a

declaration to that effect and on such declaration the provisions of this paragraph shall not apply to such category of posts.

4. Allotment of persons.— (1) Persons holding posts required to be organised into local cadres shall be allotted to such cadres by the State Government or any officer or authority authorised by it in this behalf in accordance with the principles and procedure hereinafter specified.

(2) In allotting persons to local cadres due regard shall be had to all or any of the following, namely:-

- (a) the administrative needs of the posts in the local cadres;
- (b) the need for the composition of balanced local cadres with reference to age and seniority groups;
- (c) the length of service of the persons concerned in the part of the State for which the local cadre is organised;
- (d) preference of the persons concerned for allotment to any local cadre, where feasible; and
- (e) knowledge of the persons concerned of the language spoken and the law in force in the part of the State for which the local cadre is organised.

(3) The State Government may, in respect of different departments and different categories of posts, constitute committees to advise on the allotment of persons to local cadres.

(4) Any person aggrieved by an order allotting him to any local cadre may submit a representation to the State Government within a period of sixty days from the date of communication of the order.

(5) The State Government shall on receipt of such representation and after consultation with the appropriate committee constituted under sub- paragraph (3) make such order as it deems fit:

Provided that wherever such an order is likely to result in the change of allotment of any other person, no such order shall be made without giving an opportunity to that other person to make a representation.

(6) Every order passed by the State Government under sub- paragraph (5) shall subject to the provisions of clause (3) of article 371D of the Constitution, be final.

5. Local cadres and recruitment or appointment of persons.— (1) Each part of the State, for which a local cadre has been organised in respect of any category of posts, shall be a separate unit for the purposes of recruitment, appointment, discharge, seniority, promotion and transfer, and such other matters, as may be specified by the State Government, in respect of that category of posts.

(2) Nothing in this Order shall prevent the State Government from making provision for —

- (a) appointment by transfer of a person from any local cadre to any office or Establishment to which this Order does not apply where such provision is specified in the rules of the department concerned;
- (b) appointment by transfer of a person from any post in Andhra Pradesh Secretariat or an office of Head of Department to any local cadre where such provision is specified in the rules of the department concerned;
- (c) the transfer of a person from one local cadre to another local cadre on spouse ground, subject to the condition that the person so transferred shall be assigned seniority in the later cadre with reference to the date of his transfer to that cadre;
- (d) the transfer of a person from one local cadre to another local cadre on a reciprocal basis subject to the condition that the person so transferred shall be assigned seniority in the later cadre with reference to the date of his transfer to that cadre; and
- (e) the transfer of a person from one local cadre to another local cadre where no qualified or suitable person is available in the later cadre when such transfer is otherwise considered necessary in the public interest.

6. Local areas.— (1) Each district shall be regarded as a local area —

- (a) for direct recruitment to posts in any local cadre under the State Government comprising all or any of the posts in any department in that district belonging to the category of a Junior Assistant or to any other category equivalent to or lower than that of a Junior Assistant;
- (b) for direct recruitment to posts in any cadre under any local authority within that district carrying a scale of pay, the minimum of which does not exceed the minimum of the scale of pay of a Junior Assistant or a fixed pay not exceeding that amount;
- (c) for direct recruitment to all the posts in the Andhra Pradesh School Education Subordinate Services and all other similar or equivalent categories of posts of teachers under any Department of the State Government; and
- (d) for direct recruitment to all posts of teachers under a local authority or such other management, as may be notified by the State Government from time to time, carrying a scale of pay equal to that of the posts in the Andhra Pradesh School Education Subordinate Services.

(2) Each Zone shall be regarded as a local area, —

- (a) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and inclusive of the category of Superintendent and all first level Gazetted post or equal cadre and categories of posts carrying a scale more than Junior Assistant, but does not exceed the scale of pay of first level Gazetted post of each of the other equivalent categories in each department;

- (b) for direct recruitment to posts in any cadre under any local authority within that Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant but does not exceed the minimum of the scale of pay of First level Gazetted post in Government department:

Provided that where a single cadre has been organized for two or more Zones, under sub-paragraph (6) of paragraph 3, of the posts belonging to any of the categories referred to in clause (a) or clause (b), each of such Zones shall be regarded as separate local area in respect of such cadre.

(3) Each Multi-Zone shall be regarded as a local area, —

- (a) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and also above the category of first level Gazetted post and upto and inclusive of category of Deputy Collector and each of other equivalent categories in each department;
- (b) for direct recruitment to posts in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department and also the category of posts exceeding the scale of pay of first level Gazetted post but does not exceed the minimum scale of Pay of Deputy Collector in Government Departments;

7. Local candidate.— (1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the posts,-

(i) if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared, or as the case may be, first appeared.

(iii) in cases where blindness and low vision and, deaf and hard of hearing persons studied in the special schools meant for them, the native place of the parents of such blindness and low vision and, deaf and hard of hearing persons.

(b) in cases where no minimum educational qualifications has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment.

Explanation.- For the purpose of this paragraph, —

(i) 'educational institution' means a University or any educational institution recognised by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means,-

(A) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(B) the Seventh Class examination or an examination declared by the State Government to be equivalent to the Seventh Class examination; whichever is lower.

(iii) in reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded;

(iv) the question, whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub-paragraph(1) in relation to any local area shall, —

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post, —

(i) if he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he

appeared or as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to,-

(A) such local area where he has studied for the maximum period out of the said period of seven years; or

(B) where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) if during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to, —

(A) such local area where he has resided for the maximum period out of the said period of seven years; or

(B) where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods;

(C) in cases where blindness and low vision and, deaf and hard of hearing persons studied in the **special schools meant** for them, the native place of the parents of such blindness and low vision and, deaf and hard of hearing persons.

(b) in cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to, —

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence in two or more local areas are equal such local area where he has resided last in such equal periods.

(3) Notwithstanding anything contained in this Order, if any Government servant is posted outside the State, the children of the such Government servant studied other than Andhra Pradesh, has right of choosing local area of his or her father or mother or any other area that is chosen by the Government servant.

(4) Exercise of choosing of option referred to in sub-paragraph(3) shall be given as a one time to all the Government servants.

8. Reservation in matter of direct recruitment.— (1) Ninety-five per cent. of the posts to be filled by direct recruitment at any time,-

(a) in any local cadre under the State Government comprising posts belonging to the category of Junior Assistant or a category equivalent to or lower than that of Junior Assistant;

(b) in any cadre under a local authority comprising posts carrying a scale of pay the minimum of which, or a fixed pay which does not exceed the minimum of the scale of pay of a Junior Assistant;

- (c) in any local cadre all posts under the School Education Subordinate Service and all other similar or equivalent categories of posts of teachers under any management; and
- (d) in any cadre under a local authority or under any such other management, as may be notified by the State Government from time to time carrying a scale of pay equal to that of posts in the Andhra Pradesh School Education Subordinate Services shall be reserved in favour of local candidates in relation to the local area in respect of such cadre, shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(2) Ninety-five per cent. of the posts to be filled by direct recruitment at any time,—

- (a) in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and upto and inclusive of the category of Superintendent and all first level Gazetted post or equal cadre and categories of posts exceeding the scale of Junior Assistant, but does not exceed the scale of pay of first level Gazetted post and each of the other equivalent categories in each department; and
- (b) in any cadre under any local authority within that Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant and upto and inclusive of the scale of pay of Superintendent and also the scale of pay of first level Gazetted post and each of the other equivalent categories in each department, shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(3) Ninety-five per cent. of the posts to be filled by direct recruitment at any time —

- (a) in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and also above the category of first level Gazetted post and upto and inclusive of category of Deputy Collector and each of other equivalent categories in each Department; and
- (b) in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department and also the category of posts exceeding the scale of pay of first level Gazetted post but does not exceed the minimum scale of pay of Deputy Collector in Government Departments, shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(4) Notwithstanding anything contained in sub-paragraph (1) to (3), —

- (a) there shall be at least one post left unreserved out of the posts filled by direct recruitment at any time to the local cadre; and
- (b) there shall be, as far as possible, at least one post allocated for the local candidates in respect of each local area.

(5) Ninety-five per cent. of the posts to be filled by direct recruitment at any time —

- (a) in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of

Superintendent and also above the category of first level Gazetted post and upto and inclusive of category of Deputy Collector and each of other equivalent categories in each department;

- (b) in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department and also the category of posts exceeding the scale of pay of first level Gazetted post but does not exceed the minimum scale of Pay of Deputy Collector in Government Departments.

(6) Notwithstanding anything contained in sub-paragraphs (1) and (2), where in respect of any of the categories referred to in the said paragraphs a single cadre has been organized for two or more districts or Zones under sub-paragraph(6)of paragraph 3, ninety-five per cent. of the posts to be filled by direct recruitment at any time in such cadre shall be reserved in favour of and allocated amongst the local candidates in relation to each of the local areas in respect of such cadre in the ratio as prescribed by the State Government proportionate to the population of such local areas.

(7) While determining the number of posts to be reserved in favour of local candidates under this paragraph, any fraction of a post shall be counted as one.

(8) While allocating the reserved posts amongst the candidates in relation to different local areas fractions of a post shall be adjusted by counting successively the fractions in descending order of magnitude as one and where the fraction to be so counted cannot be selected by reason of the fractions being equal the selection shall be by lot.

(9) Notwithstanding anything contained in sub-paragraph (1) to (8), —

- (a) there shall be at least one post left unreserved out of the posts filled by direct recruitment at any time to any local cadre; and
- (b) if the number of posts is more than one, there shall be, as far as possible, at least one post allocated for the local candidates in respect of each local area.

9. Carry forward of reserved posts.— If a qualified local candidate in respect of a local area is not available to fill a post reserved or allocated in favour of a local candidate in respect of that local area, such post shall be carried forward for recruitment of a local candidate in respect of that local area for a period not exceeding three years:

Provided that pending recruitment of a local candidate, such post may be filled in temporarily by borrowing the service of a person holding a post of the same category in any other local cadre or under any other local authority as the case may be.

10. Power to authorise to issue directions.— (1) The President, may, by order, require the State Government to issue such directions as may be necessary or expedient for the purpose of giving effect to this Order to any local authority and such local authority shall comply with such directions.

(2) The State Government may, for the purpose of issuing any direction under sub-paragraph (1) or for satisfying itself that any directions issued under sub-paragraph (1) have been complied with, require by order in writing any local authority to furnish such information, report or particulars as may be specified in the order and such local authority shall comply with such order.

11. Order to have overriding effect.— The provisions of this Order shall have effect notwithstanding anything contained in any Statute, Ordinance, Rule, Regulation or other Order made before or after the commencement of this Order in respect of direct recruitment to the posts under the State Government or any local authority.

12. Removal of doubts.— For the removal of doubts, it is hereby declared that nothing in this Order shall affect the operation of provisions made by the State Government or other competent authority before or after the commencement of this Order in respect of reservation in the matter of appointments to posts in favour of any candidates belonging to the backward classes, Scheduled Castes and Scheduled Tribes, in so far such provisions are not inconsistent with this Order.

13. Certain appointments and promotions to be provisional.— Any appointment or promotion made after the commencement of this Order or Order made in pursuance of the provision to paragraph 3, as the case be and before any local cadre has been organised under the provisions of this Order or any Order made in pursuance of paragraph 3, to any post which is required to be included in such cadre shall be provisional and shall, within a period of twelve months after such organisation, be reviewed and readjusted in accordance with the provisions of this Order.

Explanation.— For the purposes of this paragraph, any local cadre shall be deemed to be organised with the allotment of persons to it under paragraph 4.

14. Saving.— Nothing in this Order shall apply to –

- (a) any post in the Andhra Pradesh Secretariat of the State Government;
- (b) any post in an office of the Head of a Department;
- (c) any post in a special office or Establishment;
- (d) any post in a State-level office or institution;
- (e) any Police post in the Commissionerate located in the Capital area.

SCHEDULE

[See paragraph 2 (1) (b), (g), (m) and paragraph 8]

Multi-Zone	Zone	Districts
Multi-Zone-I	Zone-I	Srikakulam, Vizianagaram, Parvathipuram Manyam, Visakhapatnam, Anakapalli.
	Zone-II	Alluri Sitarama Raju, East Godavari, Kakinada, Dr.B.R. Ambedkar Konaseema.
	Zone-III	West Godavari, Eluru, NTR, Krishna.
Multi-Zone-II	Zone-IV	Guntur, Palnadu, Bapatla, Prakasam, Sri Potti Sriramulu Nellore.
	Zone-V	Tirupati, Chittoor, Annamayya, YSR Kadapa.
	Zone-VI	Nandyal, Ananthapuramu, Kurnool, SriSathyaSai.

F.No.21013/01/2015-SR

(By Order and in the Name of the President)

G. PARTHASARATHI

Joint Secretary to the Government of India

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

G. SAI PRASAD

CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing & Stationery and Stores Purchase, AP, Vijayawada

(for publication of the notification in the Extraordinary Gazette & supply 300 copies to Government)

All the Departments of A.P. Secretariat.

All the Heads of Departments.

The Registrars of all Universities in the State.

All the Managing Directors of Public Sector Undertakings/Corporations/Societies through the Secretaries of the Administrative Departments in A.P Secretariat.

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

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

The Secretary, Andhra Pradesh Public Service Commission, Vijayawada.

The Finance Department, A.P. Secretariat.

The Law Department, A.P. Secretariat.

The MA&UD Department, A.P. Secretariat.

The PR&RD Department, A.P. Secretariat.

All Recruitment Boards through concerned Departments of A.P Secretariat.

All the District Collectors/ All District judges.

All Local Authorities through MA&UD/PR&RD Departments.

Copy to:

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

The General Administration (Cabinet)Department.

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 Principal Secretary to Government (PFS), Finance Department.

The P.S. to Special Chief Secretary to Government (Services &HRM).

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

SF/SC(1775503).

// FORWARDED :: BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HR.I – PLG & POLICY) DEPARTMENT**

Circular Memo No. FIN01-HR0PDPP(RRD)/17/2026-HR-I, **Dated:25-06-2026**

Sub: Finance Department – Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 – Determination and Distribution of cadre strength among District, Zonal and Multi-Zonal local cadres – Draft Guidelines-Communicated.

Ref: 1. Presidential Order S.O. 5777(E), dated 15.12.2025 (Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025), published in the Gazette of India, Part II, Section 3(ii), dated 15.12.2025.
2. G.O.Ms.No.45, GA(SPF&MC) Department, dated 20.04.2026 (re-publication of the Presidential Order, 2025 in the A.P. Gazette).
3. G.O.Ms.No.54, GA(SPF&MC) Department, dated 14.05.2026.

In the references 1st and 2nd read above, the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 (“the Presidential Order, 2025”) has come into force with effect from 15.12.2025, in supersession of the 1975 Order, organising the State into 26 Districts, 6 Zones and 2 Multi-Zones as set out in the Schedule thereto.

2. In the reference 3rd read above, the General Administration (SPF&MC) Department has directed all Secretariat Departments to classify the categories of posts governed by their respective Service Rules into District Cadre, Zonal Cadre, or Multi-Zonal Cadre, in conformity with Paragraphs 3 and 6 of the Presidential Order, 2025, and to furnish proposals in Formats I to III of the Annexure thereto.

3. G.O.Ms.No.54 cited above addresses the classification of categories of posts into the appropriate local cadre. It is necessary to determine and distribute cadre strength in each category of posts among District, Zonal and Multi-Zonal local cadres in terms of Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025.

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4. Accordingly, Finance Department has prepared the draft guidelines on the determination and distribution of cadre strength, which are enclosed herewith **as Annexure** for information. Final Guidelines will be issued after approval by the competent authority. All Secretariat Departments and Heads of Departments **are requested to immediately initiate internal processes and activities** for the determination and distribution of cadre strength in the new local cadres, in anticipation of the Final Guidelines.

Vadarevu Vinay Chand
Secretary to Government (HR)

To

All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government.
All the Heads of Departments.

Copy to:

The General Administration (SPF&MC) Department.
The Law Department.
All District Collectors.
The P.S. to Hon'ble Minister for Finance.
The P.S. to Chief Secretary to Government.
The P.S. to Special Chief Secretary, Finance Department.
SF/SCs.

// FORWARDED :: BY ORDER //



SECTION OFFICER

Annexure
Draft Guidelines for distribution of cadre strength among local cadres of district, zone, and multi-zone as per the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 -

1. Applicability

- 1) These guidelines shall be applicable for all categories of posts (permanent, temporary and also the supernumerary posts) sanctioned in the Secretariat Departments, offices functioning at various levels under the Heads of the Departments and also the State Level Offices / Institutions / Establishments.
- 2) These guidelines shall not be applicable for
 - i. Posts earmarked/ held by All India Service officers and officers belonging to Group 'A' and Group 'B' of Government of India working in the state.
 - ii. Posts earmarked/ held by Judicial Officers.
 - iii. Posts in Legislature Secretariat and in Governor's Secretariat.
 - iv. Posts in the Hon'ble High Court, District and other subordinate courts in A.P.
 - v. Posts and personnel in Public Sector Entities.
- 3) All posts sanctioned in the offices mentioned under Para 14 of the Presidential Order 2025 are exempt from application of the said Order. In a case where certain categories of posts are specifically created in those offices, such categories of posts themselves shall become exempt from application of Presidential Order 2025. In a case where only a few posts, belonging to a category of post that is localized under Para 3 of the Presidential Order 2025, are sanctioned in the said offices, then the said exemption shall be applicable only to the extent of the number of posts sanctioned in such offices, but not the entire category of post.

2. Consequent upon the bifurcation of the erstwhile State of Andhra Pradesh in the year 2014, the residual State of Andhra Pradesh comprised the following local areas as specified in Schedule-II to the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975:

Zone	Districts
Zone-I	Srikakulam,
	Vizianagaram
	Visakhapatnam
Zone-II	East Godavari
	West Godavari

Zone	Districts
	Krishna
Zone -III	Guntur
	Prakasam
	Nellore
Zone-IV	Chittoor
	Cuddapah
	Anantapur
	Kurnool

3. As per the changes made in respect of local areas in the Presidential Order, 2025, the following 26 districts have been organized in 6 zones and 2 multi-zones in the State:-

Multi-Zone	Zone	Districts
Multi-Zone-I	Zone-I	Srikakulam
		Vizianagaram
		Parvathipuram Manyam
		Visakhapatnam
		Anakapalli
	Zone-II	Alluri Sitarama Raju
		East Godavari
		Kakinada
		Dr.B.R. Ambedkar Konaseema
	Zone -III	West Godavari
		Eluru
		NTR
		Krishna
Multi-Zone-II	Zone-IV	Guntur
		Palnadu
		Bapatla
		Prakasam
		Sri Potti Sriramulu Nellore
	Zone-V	Tirupati
		Chittoor
		Annamayya
		YSR Kadapa
	Zone-VI	Nandyal
		Ananthapuramu
		Kurnool
		Sri Sathya Sai

4. In view of the changes effected in the local areas under the Presidential Order, 2025, the cadre strength of various categories of posts in each Department shall be determined and distributed among the respective local cadres in the manner specified below:

(1) Determination of Cadre Strength: The Cadre Strength of a local cadre shall be the total number of sanctioned posts of a particular category, in a Department, located within the territorial jurisdiction of the District, Zone, Contiguous District, Contiguous Zone or Multi-Zone, as the case may be, for which the local cadre has been organized; and

also, the posts borne in the A.P. Secretariat, Offices of Heads of Departments, Special Offices or Establishments, and State-level Offices/Institutions, which are filled on tenure basis from among the members of the respective local cadres.

(2) Exclusion of posts from Cadre Strength: The following posts shall not be taken into account while computing the Cadre Strength of a category:

(i) Posts borne on the establishment of Special Offices or Special Establishments, notwithstanding that such offices or establishments are physically located within a District, Zone or Multi-Zone;

(ii) Posts borne on the establishment of the Andhra Pradesh Secretariat, Offices of the Heads of Departments, and other State-level Offices, Institutions or Establishments.

(iii) Accordingly, only those posts forming part of the regular field establishment within the territorial limits of the concerned local cadre shall be reckoned for determination of the Cadre Strength.

(3) Distribution of Cadre Strength: The next step shall be the distribution of Cadre Strength of each local cadre. After arrival of cadre strength for each category of posts in the Department as specified para 10 (1) and (2) above, the cadre strength shall be distributed among the new local cadres - district, contiguous district, zone, contiguous zone and multi-zone, as the case may be, having regard to territorial jurisdiction, administrative requirements, service delivery obligations and functional necessity.

5. Establishment of Offices in the Reorganized Local Areas

Supervisory offices that are coterminous with the erstwhile local areas (4 Zones, 13 Districts & 51 Divisions).

1) In the case where a HoD has supervisory offices that have jurisdictions coterminous with the erstwhile local areas, one of the following measures shall be adopted as deemed fit.

a) The HoD may establish new supervisory offices in the newly created zones, districts & divisions, as the case may be, and redefine the jurisdictions of the existing offices in conformity with the reorganized local areas (2 multi-zones, 6 zones, 26 districts & 72 divisions).

- b) In the case where establishment of the new supervisory offices is not financially or administratively feasible, and if the operations in the reorganized local areas can be managed from the existing supervisory offices, the HoD may propose to continue with the existing offices appropriately redefining their jurisdictions, as required.
 - c) If it is considered that the operations of the existing supervisory offices at a particular multi-zonal / zonal / district / divisional level are not critical or relevant to the current administrative requirements, the HoD may propose to discontinue the existing offices at such levels, by shifting the functions, posts and personnel concerned to the superior / subordinate offices or different supervisory offices as may be necessary.
- 2) Where it is decided to establish new supervisory offices in the newly created multi-zones, zones, districts & divisions, the following aspects shall be taken into consideration.
- a) If the new supervisory offices have already been established in the new local areas, following the provisional allocation of posts and personnel effected in the year 2022, the same offices may be confirmed and continued by the HoD.
 - b) If there are other offices existing in the respective local areas under the same HoD, then the HoD may propose to convert such other offices as the new multi-zonal / zonal / district / divisional offices, as the case may be.
 - c) As far as possible, the new multi-zonal / zonal / district / divisional offices shall be established in and around the respective district / divisional headquarters, unless the nature of business, service delivery, or operations of such offices so requires.

Offices that are non-coterminous with the erstwhile local areas (4 Zones, 13 Districts & 51 Divisions).

- 3) In the case where a HoD has supervisory offices that have jurisdictions non-coterminous with the erstwhile local areas, the HoD may propose to
 - a) continue with the existing office structure by aligning the jurisdictions of the existing offices as may be necessary or
 - b) reorganise the offices coterminous with the local areas (District, Zonal and Multi Zonal) specified in the Presidential Order 2025 or
 - c) if the operations of such offices are not critical or relevant to the current administrative requirements, discontinue such existing offices and shift the functions, posts and personnel concerned to superior or subordinate offices or different offices as may be necessary.
- 4) The following offices under a HoD shall be deemed to have devolved to the reorganized division, district, zone, or multi-zone, as the case may be, in which they are located and such offices shall align their jurisdictions to the reorganized local areas appropriately.
 - a) Offices functioning below the level of revenue divisions, whether or not they are coterminous with the erstwhile local areas; and

- b) Individual service delivery units that are technical, functional, or academic but not supervisory in nature, and have independent operations (such as institutions, schools, colleges, hospitals, police stations, engineering divisions / sub-divisions / sections, etc.).

6. Principles governing offices subjected to allocation

The offices that are subjected to allocation of cadre strength shall be decided based on the following principles.

- 1) The Secretariat Departments, offices of HoDs and other State level offices / Establishments / Institutions *shall not be subjected to allocation*, as such offices are not affected by reorganization of local areas.
- 2) Where a HoD has field offices that have jurisdictions coterminous with the erstwhile local areas (zones / districts / divisions), the cadre strength sanctioned in such offices *shall be subjected to allocation* to the respective reorganized local areas (multi-zonal / zonal / district / divisional), if the HoD decides to establish offices in the newly formed local areas.
- 3) Where a HoD has field offices that are non-coterminous with the erstwhile local areas, the cadre strength sanctioned in such offices *shall not be subjected to allocation* across the respective reorganized local areas. However, if the HoD concerned proposes to convert the existing non-coterminous offices into offices coterminous with the reorganized local areas, then the cadre strength of such offices *shall be subjected to allocation* accordingly.
- 4) Where a HoD has field offices below Division Level (viz. Mandal / Grama Panchayat / Revenue Village level), the cadre strength sanctioned in such offices *shall not be subjected to allocation*.
- 5) Where a HoD has individual service delivery units that are technical / functional / academic but not supervisory in nature (such as institutions, schools, colleges, hospitals, etc.), the cadre strength of such units *shall not be subjected to allocation*.

7. Determination and distribution of Working Cadre Strength:

(1) The Working Cadre Strength of a local cadre shall be determined by deducting the existing vacancies from the Cadre Strength. For this purpose, posts held by persons on deputation, leave, on training or under suspension, shall be treated as occupied posts and shall not be reckoned as vacancies.

(2) After determination of the working cadre strength for each category of posts in the Department as specified above, the working cadre strength shall be distributed among the new local cadres - district, contiguous district, zone, contiguous zone and multi-zone, as the case may be, in the same proportion as the cadre strength has been distributed among them.

(3) No post shall be left unallocated while distributing the Working Cadre Strength among the reorganized local areas. In cases where a category comprises a single post or two posts which cannot be apportioned on a proportionate basis, such post or posts shall be allocated to such local cadre as may be determined based on functional and administrative requirements.

(4) In cases where, in certain Departments, the number of sanctioned posts in a particular category is limited, but a larger number of employees belonging to the said category are working in other Departments on tenure basis or on Foreign Service deputation, the posts held by such employees under Foreign Service in the borrowing Departments shall be reckoned as part of the cadre strength solely for the limited purpose of distributing personnel among the local cadres.

(5) Change of posts from State Level to multi-zonal cadre:- Certain categories of posts which were hitherto State level posts, such as Deputy Collector, Deputy Superintendent of Police (DSP), Commercial Tax Officer (CTO), and other categories at a similar level, have now been organized into Multi-Zonal Cadres. Accordingly, the sanctioned strength of such categories of posts shall be distributed between Multi-Zone-I and Multi-Zone-II in accordance with the provisions of the Presidential Order, 2025 and these guidelines.

8. Posts Allocation Ratios (PARs) for Distribution of Cadre Strength and Working Strength

1) For allocation of the sanctioned cadre strength of the supervisory offices in the erstwhile local areas, into the reorganized local areas, each HoD shall determine the Posts Allocation Ratios (PARs) based on specific Service Delivery Parameter appropriate to the Department, such as (a) number of service-delivery units (b) the number of beneficiaries (c) the extent of service-delivery area (d) population; or (e) such other parameter as may be appropriate to the functions of the department in the reorganized local areas. The HoD may also adopt the Service Delivery Parameter used for the provisional allocation of posts and personnel during the district reorganization exercise carried out in the year 2022.

2) Mandal-wise data on the Service Delivery Parameter chosen by the HoD shall form the basis for computing the PARs.

3) In the case of offices subjected to allocation, the sanctioned cadre strength of the erstwhile local area offices shall be allocated, in accordance with the PARs, to the offices in the reorganized local areas formed from the respective erstwhile local areas.

4) The PARs specify the proportion in which the cadre strength, or working cadre strength, of a particular erstwhile local area is to be distributed among the reorganized local areas formed out of that erstwhile local area, based on the relative presence of the Service Delivery Parameter selected by the HoD in each of the reorganized local areas.

Example 1: The PARs of a HoD for erstwhile Krishna district may be arrived at as “Krishna : NTR : Eluru = 40 : 50 : 10” which means that 40% of the posts go to reorganized Krishna, 50% to reorganized NTR and 10% to reorganized Eluru.

Example 2: Similarly, the PARs for erstwhile Kurnool district may be arrived at as “Kurnool : Nandyal = 55 : 45” which means that 55% of the posts go to reorganized Kurnool and 45% to reorganized Nandyal.)

5) In the case of offices subjected to allocation, the Working Cadre Strength of the erstwhile local area offices shall also be allocated to the offices in the respective reorganized local areas, in accordance with the PARs.

9. Allocation of Posts

A.) Post of Head of Office (HoO) in the supervisory offices subjected to allocation.

- 1) The posts of the existing HoOs in the erstwhile local area offices shall be allocated to the reorganized local area offices based on the functional, administrative or operational importance of those local areas.
- 2) For the remaining reorganized local areas, the post of HoO shall be provided by one of the following means
 - a) Posts equivalent or immediately subordinate to the HoO cadre, which are available in the erstwhile local area offices, shall be allocated to such reorganized local areas and designated as HoO posts. Wherever required, powers may be delegated to such posts as may be necessary.
 - b) The Head of Department may propose to relocate the required number of vacant posts from other offices under the Head of Department..

B) Allocation of posts other than Head of Office (HoO) in the supervisory offices subjected to allocation.

- 1) Where a supervisory office is identified to be subjected to allocation, the cadre strength sanctioned for that office shall, for the purpose of these guidelines, be referred to as the Allocable Cadre Strength, and the corresponding working strength shall be referred to as the Allocable Working Strength.

- 2) No posts should be omitted while distributing the allocable cadre strength among the reorganized local areas.
- 3) Where there are posts in different grades in a category, that carry out similar functions, and if the cadre strength in each grade is too small to be apportioned then the number of posts of different grades may be clubbed for allocation. For instance, where 1 post of Mechanic Grade-I and 2 posts of Mechanic Grade-II are to be allocated to 3 reorganized districts, then the cadre strength of these posts may be clubbed, and 3 posts may be allocated to the 3 reorganized districts.
- 4) In case of single / isolated posts that cannot be proportionately divided and allotted, such posts shall be allocated depending on their functional / administrative requirement.
- 5) While allocating the cadre strength of the Ministerial Service posts, it should be ensured that every office gets at least one ministerial post to the possible extent.
- 6) In case the HoD considers that the cadre strength of the supervisory offices at erstwhile multi-zonal / zonal / district/ division levels is too low to be apportioned among the reorganized local areas then the HoD may propose one of the following measures.
 - a) Propose to relocate to such offices, required number of vacant posts from other office(s) in order to achieve the minimum cadre strength requirement.
 - b) Propose not to divide the cadre strength but redefine the jurisdiction of such offices appropriately in alignment with the reorganized multi-zones / zones / districts / divisions.
 - c) Propose discontinuation of the offices by shifting the functions, posts and personnel concerned to superior or subordinate offices or different offices as required.

10. Provisional allocation for Markapuram and Polavaram Districts

- 1) Government has vide reference cited... has notified and created two districts of Markapuram and Polavaram Districts **wef** _____. These two districts have not been included in the Schedule to the Presidential Order, 2025. However, the provisional allocation of posts is to be done to these districts also, until such time as these districts are formally included in the Presidential Order.
- 2) In this regard, all departments shall ensure that the final allocation to the 26 districts, particularly in respect of the districts from which Markapuram and Polavaram have been formed, accounts for the provisional allocation to these two districts. Orders of provisional allocation shall be issued simultaneously with the final allocation orders for the 26 districts.

11. Detailed Process

The following activities shall be carried out for the final allocation of cadre strength and working strength duly adopting the core principles specified above.

Step – 1 : Identification of offices subjected to allocation

- 1) The HoD shall collate the list of offices existing in the department as on date, duly excluding any district or divisional offices created as part of the district reorganisation exercise carried out in 2022.
- 2) The HoD shall then categorize the offices into the following.
 - a) List of offices subjected to allocation.
 - b) List of offices that are not subjected to allocation, along with justification.
- 3) The Head of Department shall specify the details of the offices to be established in the reorganised local areas in respect of each office subjected to allocation, and map each new office to the respective erstwhile local area office.
- 4) The HoD shall carry out the above activities through the designated online platform.

Step – 2: Arriving at Posts Allocation Ratios (PARs)

- 1) The HoD shall decide the Service Delivery Parameter as specified in the guidelines above.
- 2) The Head of Department shall feed mandal-wise data on the chosen Service Delivery Parameter on the designated online platform to compute the PARs for distribution of both cadre strength and working cadre strength.

Step – 3 : Final Allocation of Cadre Strength & Working Strength

- 1) The HoD shall distribute the allocable cadre strength across the reorganized local areas as per the PARs arrived at.
- 2) The HoD shall then distribute the allocable working strength also across the reorganized local areas following the same PARs.
- 3) The above activities shall be carried out on the designated online platform for which separate orders shall be issued by the Finance Department.

Step – 4 : Submission of Proposal and Orders on Final Allocation

- 1) The HoD shall generate the proposal containing the final allocation of cadre strength and working strength and submit it to the Secretariat Department concerned.
- 2) The Secretary concerned shall scrutinise the proposal, ensure that it is in conformity with these guidelines and the Presidential Order, 2025, and forward it for the concurrence of the Finance Department.
- 3) The Finance Department shall examine the proposal, accord concurrence and issue the necessary orders on the final allocation of cadre strength and working cadre strength.

12. **Ban on Certain Administrative Activities:** There shall be a ban on creation and upgrading of posts, fresh recruitment, promotions, transfers and deputations in all departments until the process of allotment of personnel to their respective local cadres is completed in the respective Departments, to ensure smooth implementation of Paragraph 4 of the Presidential Order, 2025.

13. All Special Chief Secretaries, Principal Secretaries, Secretaries and Ex-Officio Secretaries to Government in the Secretariat Departments, all Heads of Departments, all District Collectors, Regional and District Heads, and other Competent Authorities shall take necessary action in the matter accordingly.

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

General Administration (SPF&MC)Department- Organisation of classes of posts in Civil services and civil posts under the State into different local cadres for different parts of the State as per A.P. Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 -Promotions made during the transition period on or after 15.12.2025 - Clarificatory orders–Issued.

GENERAL ADMINISTRATION (SPF&MC) DEPARTMENT

G.O.MS.No. 70

Dated: 15-06-2026

Read the following:

1. Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 1975.
2. Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025.
- 3.G.O.Ms.No.45, GA(SPF&MC)Department, dated 20.04.2026,
4. G.O.Ms.No.54, GA(SPF&MC) Department, dated 14.05.2026.

ORDER:

In the reference 1st read above, the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, issued under Article 371-D of the Constitution of India, was republished in the Andhra Pradesh Gazette vide G.O.Ms.No.674, General Administration (SPF) Department, dated 20.10.1975.

2. In the reference 2nd read above, the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 2025 (hereinafter referred to in short as the Presidential Order,2025) published in the Gazette of India: Extraordinary [Part II-Sec.3(ii)], dated 15-12-2025 has come into force with immediate effect from 15.12.2025, in supersession of the Andhra Pradesh Public Employment (Organization of Local Cadres & Regulation of Direct Recruitment) Order, 1975.

3. Subsequently, in the G.O. 3rd read above, Government has republished the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 in the Andhra Pradesh Gazette.

4. In the G.O. 4th read above, orders have been issued calling for proposals from the Secretariat Departments for organisation of classes of posts in civil services and civil posts into different local cadres for various parts of the State in accordance with the provisions of paragraph 3 of the Presidential Order, 2025. Accordingly, the process of organisation of local cadres in respect of the said posts is under progress.
5. Rules 5 and 6 of the Andhra Pradesh State and Subordinate Service Rules, 1996, prescribe the procedure for preparation of panels for both selection and non-selection posts. As per the said Rules, the panels shall ordinarily be prepared during the month of September every year based on the estimated vacancies, and the 1st September of the relevant year shall be reckoned as the qualifying date for determining the eligibility of candidates for such appointment. Further, the panel shall cease to be in force on the afternoon of 31st December of the succeeding year or till the next panel is prepared, whichever is earlier.
6. In terms of the aforementioned Rules, the Departmental Promotion Committees are being convened for preparation of panels for selection posts for the panel year 2025-26. However, the provisions of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 have come into force with effect from 15.12.2025, i.e., in the midst of the panel year.
7. Further, the Presidential Order, 2025 has introduced several changes when compared to the Presidential Order, 1975, particularly in respect of units of appointment, organisation of local cadres of posts, and other related matters.
8. In view of the above, Government consider it imperative to issue suitable clarifications/instructions regarding the manner in which the promotions already effected and the cases presently under consideration at various stages viz. conduct of Departmental Promotion Committees, preparation and publication of panels, etc., are to be processed/regulated in order to ensure that uniform action and applicability across all the Departments.
9. In this regard, Government have examined Paragraph 13 of the Presidential Order, 2025 and observe that it contemplates a transitional phase between the commencement of the said Order and completion of the process of organisation of local cadres. During such transitional period, Government may be required to undertake promotions in order to ensure continuity in public administration and also the smooth functioning of Government offices.

10. Paragraph 13 of the Presidential Order, 2025, inter alia, provides that any promotion made after the commencement of the said Order and before organisation of the local cadres shall be treated as provisional and shall be subject to review and readjustment after the organisation of the local cadres. The extract of Paragraph 13 of the Presidential Order, 2025 is reproduced below:

“Certain appointments and promotions to be provisional.— Any appointment or promotion made after the commencement of this Order or Order made in pursuance of the provision to paragraph 3, as the case may be, and before any local cadre has been organised under the provisions of this Order or any Order made in pursuance of paragraph 3, to any post which is required to be included in such cadre shall be provisional and shall, within a period of twelve months after such organisation, be reviewed and readjusted in accordance with the provisions of this Order.

Explanation.— For the purposes of this paragraph, any local cadre shall be deemed to be organised with the allotment of persons to it under paragraph 4.”

11. Government, after careful examination of the matter, and in view of the explicit provisions contained in Paragraph 13 of the Presidential Order, 2025, hereby clarify that the conduct of Departmental Promotion Committees, preparation/publication of panels, effecting of promotions in respect of selection posts, and promotions to non-selection posts under Rules 5 and 6 of the Andhra Pradesh State and Subordinate Service Rules, 1996, by the competent authorities in accordance with the existing Special Rules and General Rules, on or after 15.12.2025, shall be valid, subject to review and readjustment of such promotions and appointments by transfer in accordance with the provisions of the Presidential Order, 2025.

12. The orders issued for promotion to any category of posts on or after 15.12.2025 and to be issued upto the organization of civil posts, shall be deemed to be purely provisional in terms of Paragraph 13 of the Presidential Order, 2025 and shall not confer any vested right in respect of cadre allocation, seniority, further promotion, or place of posting, and that the same shall be determined only after finalisation and organisation of the local cadres under the Paragraph 3 of the Presidential Order, 2025.

13. All the Special Chief Secretaries/ Principal Secretaries/ Secretaries/ Ex-officio Secretaries to Government, and the Heads of Departments shall take necessary further action in the matter accordingly.

14. A copy this order is available online 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 Special Chief Secretaries/Principal Secretaries/Secretaries to Government.

All Heads of Departments.

Copy to:

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

The P.S. to Chief Secretary to Government,

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

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

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

The Law (C) Department.

//FORWARDED::BY ORDER//

SECTION OFFICER

DRAFT GUIDELINES REGARDING ALLOCATION OF EMPLOYEES AS PER THE PRESIDENTIAL ORDER 2025

1. G.O.Ms.No.45, G.A.(SPF&MC) Department, dated 20.04.2026.
2. G.O.Ms.No.54, G.A.(SPF&MC) Department, dated 14.05.2026.
3. G.O.Ms No.----- Finance(HR--) Department, dated -----.

In the Government Order 1st read above, the State Government 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. The provisions of the said Order came into force with effect from 15.12.2025.

2. In the Government Order 2nd read above, orders were issued under Paragraph 3 of the Presidential Order, 2025 specifying the 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.

3. In the Government Order 3rd read above, Government in the Finance Department issued guidelines for distribution of posts among the respective local cadres constituted under the Presidential Order, 2025.

4. Consequent upon the issuance of orders by the General Administration (SPF & MC) Department under Paragraph 3 of the Presidential Order, 2025 organizing civil posts into various local 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 personnel 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 the powers conferred under sub-paragraph (3) of Paragraph 4 of the Presidential Order, 2025, hereby constitute the following three-tier Implementation Committees for each Department to oversee and facilitate the process of allotment of personnel to the respective local cadres in accordance with the provisions of the Presidential Order, 2025:

Sl. No.	Implementation Committees and composition	Purpose
1	District level Committee (DLC):	For allotment of persons for district cadre/ contiguous district cadre posts in all

Sl. No.	Implementation Committees and composition	Purpose
	i. District Collector of the erstwhile district – Chairman ii. District Collector of the newly formed district(s) – Co-Chairman iii. District Head of the Department concerned – Member-Convener iv. District Head of the new Unit – Co-Member v. District Revenue Officer – Member	departments in the erstwhile and newly formed districts.
2	Head of Department level Committees (HLC): i. Head of the Department concerned – Chairman ii. District Head of the Department of erstwhile and newly formed Districts within the Zone – Members iii. Zonal Head or any officer(s) of the concerned Department, as nominated by the Head of the Department – Member-Convener	For allotment of persons for zonal cadre/ contiguous zonal cadre posts in all departments in the erstwhile and newly formed zones including contiguous zones.
3	Secretariat Level Committees (SLC): i. Special Chief Secretary/Principal Secretary/ Secretary to Government of the Administrative Department A.P. Secretariat – Chairman ii. Head of the Department concerned – Member-Convener iii. Zonal Heads within each Multi-Zone or officers as may be applicable and nominated by the Head of Department – Member.	For allotment of persons for Multi-Zonal Cadre posts in the newly constituted Multi-Zones in each Department.

6. The Implementation Committees constituted as above shall, mutatis mutandis, follow the procedure specified at Annexure-I for allotment of personnel to the respective District, Contiguous District, Zonal, Contiguous Zonal and Multi-Zonal Cadres, as the case may be.

XXXXXXXXXXXXXXXXXX

Annexure- I : Procedure for Allotment of Personnel

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

STAGE-I

- 1) The Implementation Committees (ICs) shall verify the cadre strength and working strength of each category of posts allotted to the newly constituted units of appointment, as determined and distributed by the Finance Department at the District, Contiguous District, Zonal, Contiguous Zonal and Multi-Zonal levels, and ensure that no post is left unaccounted for.
- 2) The particulars of the working strength of personnel in each category of posts shall be notified as per the Orders of the Finance Department and displayed on the official website of the concerned Department and on the notice boards of the offices concerned at conspicuous places for information of all employees.
- 3) While undertaking the allotment exercise under these guidelines, the Implementation Committees shall take into account the mapping of the erstwhile District, Zonal and Multi-Zonal Cadres with the corresponding newly constituted District, Zonal and Multi-Zonal Cadres, as specified in Annexure-I appended to this Order.
- 4) The Implementation Committees shall satisfy themselves that the cadre strength, working strength and allocable strength determined for each local cadre are in conformity with the orders issued by the Finance Department and the provisions of the Presidential Order, 2025.

Preparation and Verification of Seniority Lists:

- 5) The Implementation Committees shall verify that the seniority list of employees for the purpose of allocation as per Presidential Order 2025 in each cadre has been prepared in accordance with the instructions issued by the General Administration (SPF & MC) Department vide Circular Memo No.256656/SPFMC/2026, dated 09.06.2026, and shall ensure that the particulars have been compiled on the basis of entries recorded in the Service Registers of the employees or such other records duly verified and certified by the competent appointing authority.
- 6) The seniority list shall include all employees borne on the cadre, including those on probation, leave of any kind, deputation, training, suspension, or under unauthorized absence/absconding, and the ICs shall ensure that no eligible employee is omitted from the seniority list of the respective cadre.
- 7) The seniority list shall contain, inter alia, the name of the employee, gender, mobile number, date of birth, date of entry into the present cadre, community status, details of Persons with Benchmark Disabilities (PwBD), and such other particulars

as may be relevant for the purpose of allotment. The list shall also indicate employees who are widows not remarried, employees having mentally challenged dependent children, and employees suffering from any of the following serious ailments, supported by valid medical records:

- a) Cancer;
 - b) Neuro-surgical ailments requiring major surgery;
 - c) Kidney Transplantation;
 - d) Liver Transplantation;
 - e) Open Heart Surgery.
- 8) Employees serving on deputation shall be considered by their parent Department for the purpose of allotment, and the allotment orders in respect of such employees shall be issued by the parent Department concerned.
- 9) Inclusion of an employee in the seniority list, or the position assigned therein, shall not confer any vested right relating to allotment, seniority, preference, or proportional allocation. Allotment shall be made strictly in accordance with the provisions of the Presidential Order, 2025, the applicable statutory rules, and these guidelines.
- 10) Where any information furnished by an employee is found to be false, incorrect, or misleading, appropriate disciplinary action under AP CCA Rules shall be initiated against the employee concerned. Where such incorrect information has been certified or forwarded without due verification, action shall also be initiated against the responsible authority in accordance with the relevant Conduct Rules and disciplinary procedures.
- 11) The Implementation Committee shall convene an orientation meeting with the concerned Joint Staff Council(s) and other recognized representatives of the employees, wherever applicable, to explain the scheme of organization of local cadres, the principles governing allotment of personnel, and the procedure proposed to be followed for implementation of the provisions of the Presidential Order, 2025.

STAGE- II

- 1) **Publication of Seniority List for the purpose of allocation of personnel under P.O 2025:** The updated seniority list prepared in accordance with Circular Memo No.256656/SPFMC/2026, dated 09.06.2026, shall be placed before the Implementation Committee.
- 2) Where the seniority list has not been finalized, the Draft Seniority List shall be published on the Department's website and displayed on the notice boards of the offices concerned, inviting objections from employees within three (3) days. The objections received shall be examined and disposed of within three (3) days, and the Final Seniority List shall be published on the seventh day from the date of publication of the Draft Seniority List.

- 3) **Option Forms:** The respective Implementation Committees shall issue Option Forms in the prescribed format appended as Annexure-II to this Order, enabling each employee to exercise preference among District, Zone and Multi-Zone cadres.
- 4) **Submission of Option Forms:** Every Government servant shall submit the Option Form indicating his/her preference along with supporting documents, wherever applicable, in respect of claims under special categories. The option once exercised shall be final and irrevocable, and no request for alteration or modification shall be entertained thereafter under any circumstances.

STAGE-III: Allotment of Personnel

The Implementation Committees, while ensuring that no employee is left un-allotted, shall undertake the allotment of personnel in accordance with the procedure and priority specified below.

- 1) In the first instance, the administrative requirement of the post in the respective local cadre shall be taken into consideration. Thereafter, the seniority list placed before the Committee, along with the options exercised by the employees and claims under special categories, shall be duly considered for allotment.
- 2) **Priority in Allotment:** Employees belonging to specified special categories shall be accorded priority in allotment to local cadres, as far as feasible and subject to verification of supporting documents, irrespective of their position in the seniority list. Such claims shall be considered in the order of priority indicated below.
 - i. Persons with Benchmark Disabilities (PwBD) employees with a certified disability of seventy percent (70%) or more.
 - ii. Employees having mentally challenged children (preference given for locations with adequate medical facilities).
 - iii. Widows who are not re-married.
 - iv. Employees seeking consideration strictly on medical grounds for the following ailments, in the order of priority indicated below supported by verifiable documents:
 - a) Cancer,
 - b) Neurosurgery,
 - c) Kidney Transplantation,
 - d) Liver Transplantation, and
 - e) Open Heart Surgery.
 - v. In case of the special categories, any of the employees are equally eligible, then the seniority shall be taken into account for allotment.
- 3) **Allocation based on Seniority and Preferences:** After accommodating the claims of special categories, the remaining employees shall be allotted to local cadres

based on their seniority, duly taking into consideration the preferences exercised by them in the Option Forms.

- 4) **Tie between Preferences and Availability of Posts:** Where the number of employees opting for a particular local cadre exceeds the available vacancies, allotment shall be made strictly in accordance with seniority.
- 5) **Proportionate Distribution of Scheduled Castes and Scheduled Tribes:**
 - i. The Scheduled Caste (SC) and Scheduled Tribe (ST) employees shall be proportionately distributed among the local cadres based on the allocable working strength.
 - ii. After completion of the allotment process, the distribution of SC and ST employees shall be reviewed with reference to the prescribed proportionate requirement. Where a shortfall is noticed, necessary adjustment shall be made by substituting the last allotted General Category employee with an SC or ST employee, as the case may be.
 - iii. Where the number of SC/ST employees already allotted, including under special category considerations, meets or exceeds the prescribed proportionate requirement, no further adjustment shall be made.

Publication of Allocation List and issue of orders on allotment of persons

- 6) Upon finalization of the allotment process as indicated above, the allocation list of employees to the District, Zonal and Multi-Zonal Cadres shall be published on the official website of the concerned Department and displayed on the notice boards of the offices concerned for information of employees. The format for the allocation list is appended as Annexure-II.
- 7) Based on the approved allocation list, orders of allotment of personnel shall be issued and communicated to the employees concerned. These orders shall come into immediate effect, and the respective local cadres shall stand organized accordingly. The format for the allotment order is appended as Annexure-III.

STAGE-IV: Submission of joining report and Issue of posting order

- 1) Upon receipt of the allotment order, the Government servant shall submit a joining report at the office to which he/she is allotted within seven (7) days. In respect of employees allotted to a different local cadre, the Appointing/Competent Authority shall issue posting orders within seven (7) days from the date of receipt of the joining report.
- 2) Employees who continue to work within the jurisdiction of the same local cadre to which they have been allotted shall be deemed to have been posted to their existing place of posting. Such employees shall, however, submit a copy of the allotment order along with a covering letter to the Head of Office concerned for record.
- 3) The allotment orders shall be duly recorded in the Service Registers of the employees concerned.
- 4) Consequent upon issue of allotment orders to the new local cadres, the employees shall be relieved from their existing places of posting under the erstwhile local

cadre and join the newly allotted local cadre. Such movement shall be deemed to have been ordered in relaxation of the ban on transfers imposed by the Finance Department.

- 5) Government servants appointed as functionaries for Census-2027 and those on election duty, in respect of whom ban on transfers is applicable, shall be permitted time for relief and submission of joining report in the newly allotted local cadres till completion of Census-2027 work/election duty or until the ban on transfers is lifted, whichever is earlier.

STAGE- V: Spouse Cases

- 1) After completion of the allotment process and issuance of allotment orders to Government servants to the respective local cadres, requests relating to spouse cases may be considered. Where both spouses are employed on regular basis under the State Government and are allotted to different local cadres, they shall, after joining in the newly allotted cadre, be given an opportunity to exercise option for change of cadre in accordance with the prescribed guidelines and subject to administrative feasibility.
- 2) Such requests, received in the prescribed format through online mode, shall be examined by the concerned Implementation Committees. Subject to administrative exigencies and availability of vacancies, appropriate orders may be issued. Wherever feasible, both spouses may be accommodated in the same local cadre, subject to their placement below the last regular candidate in the new unit and upon foregoing their claim to seniority in the earlier cadre.

STAGE-VI: Disposal of Representations received from employees aggrieved by allotment orders

- 1) All employees allotted to the new local cadres shall first submit their joining reports at the Head of Office of the local cadre to which they are allotted. Thereafter, any employee aggrieved by the allotment order may submit a representation indicating the grounds thereof to the Secretary to Government of the concerned Secretariat Department through the Head of Department or District Head concerned, as the case may be.
- 2) The Secretary to Government, after consulting the concerned Implementation Committee, shall dispose of the representation in accordance with the Andhra Pradesh Government Business Rules and communicate the decision to the employee concerned.
- 3) Where the disposal of a representation is likely to result in modification of the allotment of any employee, the affected employee shall be issued a notice indicating the proposed change of local cadre along with reasons therefor.
- 4) The affected employee shall be afforded an opportunity to submit his/her representation within a period of one (1) month from the date of receipt of such notice.

- 5) After consideration of the representations received, the Government shall pass final orders within a period of thirty (30) days. The format for issuing final orders is appended as Annexure-V.

XXXXXXXXXXXXXXXXXX

Annexure-II

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Table showing names of erstwhile districts/zones/multi-zones and corresponding new districts/zones/multi-zones

- i) Each of the erstwhile Districts and the corresponding newly formed Districts (in full or part) for the purpose of allotment of persons holding posts in the erstwhile District Cadres to the newly constituted District Cadres are as follows:

Sl. No.	Name of the erstwhile District	Names of the new District(s) to which employees of erstwhile District Cadre are eligible for allotment
1.	Srikakulam,	Srikakulam, Parvathipuram Manyam
2.	Vizianagaram,	Vizianagaram, Parvathipuram Manyam
3.	Visakhapatnam,	Visakhapatnam, Anakapalli, Alluri Sitharama Raju
4.	East Godavari,	Kakinada, Dr. B.R. Ambedkar Konaseema, East Godavari
5.	West Godavari	West Godavari, Eluru
6.	Krishna.	Krishna, NTR
7.	Guntur,	Guntur, Palnadu, Bapatla
8.	Prakasam	Prakasam, Sri Potti Sriramulu Nellore (border mapping may apply in part allocation depending on cadre distribution)
9.	Sri Potti Sriramulu Nellore.	Sri Potti Sriramulu Nellore, Tirupati
10.	Chittoor,	Chittoor, Tirupati, Annamayya
11.	YSR Kadapa	YSR Kadapa, Annamayya
12.	Kurnool,	Kurnool, Nandyal
13.	Ananthapuramu,	Ananthapuramu, Sri Sathya Sai

- ii) Each of the erstwhile Zones and the corresponding new Zones (full or part) and Multi-Zones along with Districts are mentioned below for the purpose of allotment of persons.

Presidential Order 1975 (4 Zones, 13 Districts)	Presidential Order 2025 (6 Zones, 26 Districts)	Multi-Zone
Zone I: Srikakulam, Vizianagaram, Visakhapatnam Zone II: East Godavari, West Godavari, Krishna	Zone I: Srikakulam, Vizianagaram, P. Manyam, Visakhapatnam, Anakapalli Zone II: ASR, E. Godavari, Kakinada, Konaseema Zone III: W. Godavari, Eluru, NTR, Krishna	I

Presidential Order 1975 (4 Zones, 13 Districts)	Presidential Order 2025 (6 Zones, 26 Districts)	Multi-Zone
Zone III: Guntur, Prakasam, Nellore Zone IV: Chittoor, Kadapa, Anantapuramu, Kurnool	Zone IV: Guntur, Palnadu, Bapatla, Prakasam, Nellore Zone V: Tirupati, Chittoor, Annamayya, Kadapa Zone VI: Nandyal, Anantapuramu, Kurnool, Sri Sathya Sai	II

Annexure-III : Format for Option Form

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Option Form for Government Servants for 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. (To be submitted through online portal.....)

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	
7	Gender (Male/Female)	
8	Date of Birth and age	
9	Date of entry into Government service	
10	Date of joining of the post in the present local cadre	
11	Social Reservation category(SC-Group-I/ SC-Group-II/ SC-Group-III)/{Schedule Tribe}	
12	Local languages known to you	
13	Order of preference for erstwhile local cadre or new local cadre (Employees shall indicate their options for allotment to new local cadre)	
14	a. Do you want to consider any preferences under Paragraph 5(2)of G.O.Ms No....., GA(SPF&MC)Dept., dated....	

	b. Specify the preference to be considered as per Paragraph 5(2) of the G.O.Ms No....., GA(SPF&MC)Dept., dated.....	
	c. Whether supporting documents with reference to claim under point (b) above are attached? (Yes/No)	

AFFIRMATION

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

Date:

Place:

(Signature of the employee)

Annexure -IV: Format for list of allotment of persons.

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

[illegible]

Annexure-V : Format for Allotment Order

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

GOVERNMENT OF ANDHRA PRADESH

_____ Department

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

dated2026

Sub: Allotment of persons and organizing them into local cadres as per the Andhra Pradesh Public Employment (Organisation of Local Cadres & 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. on allotment of Personnel.

Order

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

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

3. The Government servant shall be relieved by the office concerned immediately and he/she is directed to report to the new local cadre office, within seven(7) days from the date of issue of this order.

Name and designation

Place:

Signature of the district head/HoD/Secretary to Government

To

Sri/Smt-----

Designation

Present Office address

2. Relieving Officer concerned/admitting officer.

Copy to:

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Accountant General, A.P., Vijayawada.

This order is a computer generated document and no ink signature is required.

DIGITAL SIGNATURE

Annexure-VI : Format of final order on representation filed by the aggrieved on allotment order.

[to G.O. Ms.No., Genl. Admn. (SPF &MC) Dept., dated: .06.2026]

Government of Andhra Pradesh
Department of -----

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

Dated: -----2026

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

Employee Name : -----

Employee CFMS ID : -----

Employee Mobile Number : -----

Designation : -----

Local Cadre allotted (as per
: -----

Reference 2nd cited)

Revised Local Cadre allotted : -----

The Government servant shall be relieved by the office concerned immediately and he/she is directed to report to the new local cadre office, within seven(7) days from the date of issue of this order.

Name and designation

Place:

Signature of the district head/HoD/Secretary to Government

To

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

Present Office address

2.Relieving Officer concerned/admitting officer.

Copy to:

The DTO----- (districts)

The Director of Treasuries and Accounts, AP Mangalagiri.

The Accountant General, A.P., Vijayawada.

This order is a computer generated document and no ink signature is required.

DIGITAL SIGNATURE