GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

THE ANDHRA PRADESH PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT ORDER, 1975—ORGANISATION OF LOCAL CADRES—INSTRUCTIONS—ISSUED.

GENERAL ADMINISTRATION (SPF.A) DEPARTMENT

G.O.P.No. 728, *Dated 1st November, 1975.*

Read the following :—

(1) G.O.Ms.No. 674, General Administration (SPF-A) Department, dated 20th October, 1975.

(2) G.O.Ms.No. 675, General Administration (SPF-A) Department, dated 20th October, 1975.

ORDER :

1. The President of India has in exercise of the powers conferred by clauses (1) and (2) of Article 371-D of the constitution of India, made the Andhra Pradesh Public Employment (Organisation of Local Cadre and Regulation of Direct Recruitment) Order, 1975, Providing among other things, for the Organisation of Local Cadres in respect of posts under the Government of Andhra Pradesh and for the allotment of persons holding such posts to the local cadres to be so organised.

2. *Extent and commencement* :— The said Order has come into force on the eighteenth day of October, 1975 and applies to the whole of the State of Andhra Pradesh.

3. *Organisation of Local Cadres.*— Paragraph 3 (1) of the Order lays down that the State Govenment shall, within a period of twelve months form the commencement of the Order, organise classes of posts in the civil services of and classes of civil posts under, the State into difference local cadres for different parts of the State to the extent and in the manner specified in that paragraph. A local cadre is a cadre comprising the posts belonging to a category in a Department and located within a specified part of the State. The concept of the local cadre is thus related to the concept of the unit of appointment under the service rules; the part of the

State for which local cadre is organised in respect of any category will serve as a unit of appointment etc., for that category. The scheme of organisation of local cadres under the Presidential Order applies generally to all non-gazetted categories, other than those specifically exempted under Government of India Notification G.S.R. No. 529, (E), dated 18th October, 1975 issued under paragraph 3 (8) of the Order, as also to the specified gazetted categories, I.e., the gazetted categories listed in the Third Schedule to the Order and those that may be notified in pursuance of paragraph 2 *(i)(j)* of the Order by the Central Government.

4. *Category of posts and manner of organising Local Cadres.*— The categories of posts covered by the scheme are required to be organised into different local cadres for different parts of the State as follows :

(A) Lower Division Clerks and other categories of posts equivalent to or lower than that of a Lower Division Clerk.	Posts belonging to each such category in each department in each district shall be organised into a separate local cadre which may be briefly referred to as a district cadre.
(B) Non-gazetted categories other than those referred to against item (A).	Posts belonging to each such category in each zone shall be organised into a separate local cadre which may be briefly reffered to as a zonal cadre.
(C) Specified-gazetted categories.	The Posts belonging to each such category in each department in each zone shall be organised into a separate local cadre (zonal cadre).

For the above purpose, a post shall be deemed to be equivalent to or lower than that of Lower Division Clerk if the scale of pay of the post or where the post carries a fixed pay such fixed pay, is equal to or lower than the minimum of the scale of a Lower Division Clerk, viz. Rs. 240 (Vide explanation to paragraph 3 (2) of the Order).

While for the above purpose a district is a Revenue district, a zone is one of the groups of specified distriots set out in the Scond Schedule to the Order.

5. *City Cadres*.—The Order also requires the organisation of separate local cadres for the City of Hyderabad in respect of categories, of posts notified by the Central Government in G.S.R. No. 528 (E), dated 18th October, 1975, for it is purpose under paragraph 3 (6) of the Order, The City for this purpose shall comprise the territories specified in the first Schedule to the Order. In respect of the categories of posts so notified the posts located within the City (other than those concerned with the administration of parts of the State falling outside the city) shall be organised into a separate cadre which is briefly referred to as a City cadre. In such cases, the posts included in such City cadre stand excluded from the district cadre that may be organised for Hyderabad district (in respect of posts belonging to the category of Lower Division Clerk or equivalent or lower categories) or the zonal cadre that may by organised for Zone-VI (in respect of posts belonging to a non-gazetted category above the level of lower Division Clerk or a specified gazetted category) as the case may be.

6. *Multizonal Cadres*.— The order also contemplates (vide paragraph 3 (5) that in respect of any non-gazetted categories above the level of Lower Division Clerk or any specified gazetted categories, the State Government may with the approval of the Central Government organise the posts belonging to such category in any department or establishment thereof into a single cadre for two or more zones. Separate instructions will issue as to the departments and categories if any in respect of each such cadre, which may be briefly referred to as multizonal cadres, should be organised.

7. *More than one Local Cadre permissible within a Local Area*.– It should borne in mind that where the State Government is required to organised a local cadre for any part of the State, there is no objection to organising or continuing more than one local cadre for such part of the State (Vide paragraph 3 (7) of the Order). There is, therefore, no objection to having more than one cadre in Revenue district in respect of a post belonging to the category of Lower Division Clerk or below; or to having more than one cadre in a zone in respect of a higher category.

8. *Departments and posts excluded from the purview of the order*.– It should be carefully noted that certain posts are altogether excluded from the application of the provisions of the Presidential Order. But virtue of paragraph 14 of the Order, posts in the Secretariat, Offices of the Heads of Departments, State level Offices/ Institutions, Major Development Projects

and special offices or establishments and posts of Police Officers as defined in clause (b) of Section 3 of the Hyderabad City Police Act, (1348 F), are excluded. The lists of State Level Offices/Institutions, Major Development Projects and Special offices / establishments have been notified in G.O. I. notifications G.S.R. Nos. 527 (E) 525 (E), and 526 (E) respectively, dated 18th October, 1975. As already indicated, non-gazetted categories of posts exempted by the notification G.S.R. No. 529 (E), dated 18 th October, 1975 issued under paragraph 3 (8) of the Order are also excluded from the local cadres. Therefore, department which consist exclusively of posts of the nature or belongs to categories referred to above automatically get excluded from the scheme of localisation. The departments listed in the Annexure to this order will be covered by the scheme.

9. *Steps towards organisation of Local Cadres.*— Action to be taken by the Departments for implementing the provisions relating to organisation of local cadres may be broadly listed as under :

(A) Identification of the categories to be localised and drawing up of a scheme of localisation :

(B) Determining the cadre strength of the different local cadres :

(C) Allotment of personnel amongst different local cadres; and

(D) Amendment of Service Rules.

These steps are dealt with below :

(A) *Identification of categories and preparation of scheme of localisation.*—The first step is to identify the different categories of posts in the departments that require to be organised into local cadres under Presidential Order. This will comprise all non-gazetted posts other than those exempted under the Notification G.S.R. No. 529 (E) , dated 18 th October, 1975 issued under paragraph 3 (8) of the Order and also the specified gazetted categories. The next stage is to determine whether in respect of each such category the existing local cadres themselves conform to the provisions of the presidential Order. In many departments in respect of non-gazetted posts, units of appointment have been specified which may comprise either apart of the district, a whole district or a group of districts. In some cases the units may be circles or divisions which comprise parts of more than one district. There may also be categories, which are

state wide or region wide. In the case of Gazetted Categories the State as a whole is the unit of appointment except in case of Tahsildars and Block Development Officers where the region is a unit. Reviewing the existing position regarding units of appointment in respect of various categories, action to prepare the scheme of localisation of cadres in respect of each department may be taken on the following lines :

(a) District Cadres.— Applicable to lower Division Clerks, and categories of posts equivalent to or lower than Lower Division Clerks.

(i) where the existing unit of appointment is the district. or a unit smaller than a district th existing unit may be allowed to remain;

(ii) where the existing unit of appointment covers two or more districts or overlaps more than one district, the existing units of appointment will have to be altered so as to be limited to one district.

(iii) where the existing unit of appointment is State-wide or region-wide it will have to be broken up into separate units of appointment in respect of each district.

(b) Zonal Cadres .—Applicable to non-gazetted categories above the level of Lower Division Clerks.

(i) In cases where the existing unit of appointment is a district or a unit smaller than a district the existing unit may be allowed to remain (for example, Deputy Tahsildars in the Revenue Department);

(ii) In cases where the existing unit of appointment covers a group of districts co-terminus with or falling entirely with in a zone specified in the Second Schedule to the Orders the existing unit of appointment may remain;

(iii) In cases where the existing unit of appointment comprises a group of districts, that overlaps more than one zone the existing units of appointment have to be so adjusted that no unit overlaps more than one zone;

(iv) in cases where the existing unit of appointment is State-wide or Region-wide the unit will have to be split up into separate units one for each zone.

(c) Zonal Cadres.—Applicable to specified gazetted categories, Except in the case of Tahsildars and Block Development Officers where the Andhra and Telangana regions constitute separate units of appointment, in other cases, the unit of appointment is the State as a whole. In all these cases (including the cases of Tahsildars and Block Development Officers) separate cadres will have to be organised in respect of each zone.

(d) City Cadre.— Applicable to categories notified under paragraph 3 (6) of the Order (vide G.S.R. NO. 528 (E). dated 18th October, 1975) :

(i) If the existing unit of appointment in respect of posts in the City (other than those concerned with the administration of areas falling outside the said City) is the City area or a part thereof, the existing unit of appointment may be allowed to remain;

(ii) in other cases such posts should be constituted into a separate local cadre treating the City as a separate unit of appointment. The posts so included in the cadre shall be excluded from other district or zonal cadres as the case may be.

(e) Re-adjustment of territorial jurisdictions.— In several departments, the unit of appointment in respect of non-gazetted categories is linked to the territorial jurisdiction of an authority or officer subordinate to the Head of the Department. For instance, the unit of appointment for Upper Division Clerks in the Commercial Taxes Department is the division incharge of Deputy Commissioner. In the case of such Departments if it becomes necessary to alter the units of appointment in order to bring them into conformity with the Presidential Order, a corresponding adjustment in the territorial jurisdiction of the departmental authority may also become necessary and will have to be made. In some cases where the work load is such, that this cannot be made without sanction of additional posts, separate action is being taken to sanction the requisite posts required therefor to facilitate such adjustment. For instance, in the case of Police Department a post of an additional D.I.G. is being sanctioned so as to facilitate each zone becoming co-terminus with a D.I.Gs range which constitutes the unit of appointment for Sub-Inspectors of Police, Circle Inspectors of Police etc. There may, however, be several departments where the work load does not justify having a separate subordinate authority for each district / zone. In such ceses there is no objection to a subordinate authority

exercising jurisdiction over two or more districts / zones. However, each district will have to be constituted into a separate unit of appointment for posts up to the level of Lower Division Clerks, and each zone a separate unit of appointment for higher posts, and all th separate cadres within his jurisdiction will be under the control of the departmental authority.

There may be departments and categories in which th unit of appointment is a State or a region and where as a result of the implementation of the Presidential Order district and zonal cadres will have to be organised. It will now be open for the Departments to consider whether in such cases such units of appointments should not be suitably linked to the territorial jurisdiction of the subordinate authorities with powers delegated to such authorities for management of such local cadres. Where this is not considered possible either because there is no suitable subordinate territorial set up under the Head of the Department or for other reason the district and zonal cadres for the different posts of the State will have to be managed centrally.

(f) Drawing up scheme of localisation.— In cases where the existing units of appointment for a category in a Department already conform to the Presidential Order, no further particular action is called for. In other cases a scheme of localisation will have to be drawn involving an alteration of existing units of appointments (and, to the extent necessary, a re-adjustment of the territorial jurisdictions of subordinate authorities) and specifying the local cadres that will have to be organised in respect of each category.

(B) *Determination of cadre strength of the different Local Cadre.*— The next step is to determine the cadre strength of each of such local cadres. This may be done in the manner set out in th following sub-paragraphs.

The basic strength of a local cadre will be the number of posts of the concerned category in a department located in that part of the State the district zone, city (or part of any such area), multi-zones as the case may be for which the local cadre has to be organised. However, posts in Major Development Projects and in special offices or establishments even though physically located within a district or zone shall be excluded in computing the basic cadre strength of the local cadre. The posts in the Secretariat, Offices of Head of the Department and State level offices/Institutions will also stand excluded.

The next step is to determine the effective strength of the local cadre. The effective strength will represent the basic strength of the cadre together with a fair share of the other posts which do not constitute a part of the basic strength of the local cadres but are generally filled by persons drawn from such cadres. For instance, there may be posts in the Major Development Projects, Special Offices or Establishments, State-level offices/Institutions. Offices of the Heads of the Departments and the Secretariat which are filled on a tenure basis by persons belonging to categories which would be organised with local cadres; for example, the posts of Junior Engineers in th Office of the Chief Engineer, posts of Deputy Registrars of Co-operative Societies in the Office of the Registrar of Co-operative Societies etc. To determine the exact contribution of such posts to the strength of the different local cadres the following procedure should be adopted.

(1) The total number of such posts in the Secretariate, Heads of Departments, State-level Offices / Institutions and Major Development Projects shall be apportioned amongst different local cadres in proportion to the basic strength of such local cadres;

(2) the number of such posts in each special office or establishment shall be apportioned amongst the local cadres located within the territorial limits of the areas served by such office or establishment in proportion to the basic strength of such local cadres ;

(3) basic strength of each local cadre together with additions referred to under items (1) and (2) above would constitute the effective strength of each local cadre.

The authority competent to approve the effective strength of each local cadre shall be the appointing authority in respect of the posts belonging to the category for which the cadre has been organised.

(C) *Allotment of persons to the different Local Cadres.*— The next stage is the allotment of persons belonging to a given category in a department to different local cadres. Para 4 of the presidential Order lays down the principles and procedure to be followed in making such allotment. The factors to be taken into account in making the allotment or setout in sub-paragraph (2) of para 4 of the Order, while sub-paras(3) to (6) of that paragraph set out the procedure to be followed.

A *pro-forma* has been prepared (*vide pro forma* attached to this order) to enable collection of data for facilitating allotment. Sufficient number of forms in th above *pro-forma* are being printed and will be made available to the various Heads of the Departments and to the District, Collectors. The Heads of Departments and the District Collectors will take steps to see that copies of *pro forma* are made freely available to persons belonging to all categories in respect of which localisation of cadres has to be undertaken under the Presidential Order. Each Government servant will be required to fill in the *pro forma* in duplicate and hand it over to the Head of the Office in which he is working or in the case of an officer on leave etc, to the Head of the Office in which he last worked, within the time specified. The Head of such Office shall take further action as follows ;

(a) Non-Gazetted categories.— In the case of non-gazetted categories the head of Office shall transmit one copy directly to the Head of the Department the second copy shall, after due verification of particulars with reference to service registers etc,. be furnished to the Head of the Department as early as practicable.

(b) Gazetted categories.— The Head of Office shall transmit one copy directly to the Secretary to Government in the concerned department and the second copy to the Head of the Department. The Head of the Department shall arrange to verify the particulars with reference to the service records with the Accountant -General etc., and shall retain the verified copy with him.

Where a Government servant required to submit the pro forma has not done so within the stipulated time, the Head of Office / Department shall arrange to compile the required information in respect of such persons on the basis of records available and shall furnish them along with verified pro forma received.

Under para 4 (3) of the Order the State Government may constitute committees to advice on th allotment of persons to local cadres. In accordance with this provision the Government are separately issuing orders constituting such committees for both gazetted and non-gazetted categories in different departments.

As soon as the verified *pro-forma* have been received duly compiled, Secretary to Government of the Department or the Head of the Department,

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as the case may be, shall arrange for the meeting of the Committee and shall furnish to the committee the localisation scheme pertaining to the relevant category of posts including the effective strength of the different local cadres and the names, of the persons holding posts in the concerned category together with the particulars set out in th pro forma arranged in order of seniority. The committee shall at the first instance scrutinise the localisation scheme and verify the correctness of the cadre strength of the proposed local cadres and thereafter on consideration of the material placed before it make recommendation to the Government in respect of gazetted categories and the present State-wide non-gazetted categories and to the Head of the Department in respect of other non-gazetted categories on the allotment of different persons to different local cadres. Allotment of a person may ordinarily be confined to the category of the post actually held by him unless a person holding a post in a particular category is likely to be reverted to the lower category in which case allotment of such a person may be made in the category of post held by him as also in the immediate lower category to which he is liable to be reverted. In cases where the number of persons holding the posts is in excess of the effective strengths of the different local cadres as a result of persons being on leave on deputation etc., the number of persons so in excess shall also be allotted to the different local cadres. Likewise where the number of persons holding the posts falls short of the effective strengths of different local cadres on account of unfilled vacancies such number of vacancies shall be allocated amongst different local cadres. The State Government or the Head of the Department, as the case may be, will, after considering the recommendations of the Committee, make an order alloting the persons concerned to the different local cadres and communicate the same to them. These orders shall take immediate effect and local cadres would stand organised immediately thereafter. Under para 4 (4) of the Order a person aggrieved by such order may submit a representation to the State Government within a period of Sixty days from the date of communication of the order and the State Government shall refer all such representation to the appropriate committee for its advice. On receipt of the advice of the committee the State Government shall pass orders thereon provided no order which affects the allotment of any other person shall be made without giving an opportunity to that other person to make a representation. Every such order shall, subject to right of representation to the Administrative Tribunal be final.

(D) *Amendment of Service Rules.*— As indicated earlier the concept of a local cadre is directly related to the concept of unit of appointment under the State Service Rules, Para 5 (1) of the Order makes it clear that each part of the State for which a local cadre is organised in respect of any category shall be a separate unit for 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. The provisions of the Order prevail over the existing Service Rules to the extent of inconsistency; but Departments of Secretariate must take immediate action to amend the Service Rules in conformity with the scheme of organisation of local cadres prepared and given effect to under the Presidential Order.

10. *Inter Cadre transfers.*— Though posts may be organised into separate local cadres, para 5 (2) of the Presidential Order provides that the State Government may make a provision for transfer of persons from, and to, local cadre under certain circumstances. These are elucidated below:

(a) Transfer of a person from any local cadre to any office or establishment to which the Order does not apply, or *vice-versa.*

This enables a provision being made for drawing persons on tenure basis from different local cadres to fill equivalent posts in Major Development Projects Special Offices or Establishment etc. There are also cases where provision exists for appointment of persons in mofussil offices by transfer to the Offices of Heads of Departments. For instance a certain proportion of ministerial posts in the Offices of Heads of Departments is to be filled by transfer from ministerial categories in the subordinate offices in the districts. A provision of this kind is protected under the Presidential Order.

(b) Transfer of a person from a local cadre comprising posts in any office or establishment exercising territorial jurisdiction over a part of the State to any other local cadre comprising posts in such part, or *vice-versa.*

There may be some regional offices exercising territorial jurisdiction over more than one district or over more than one zone, and which office constitutes a separate unit of appointment in respect of certain categories. There is no objection in such a case to making a provision in the rules for filling up such posts by transfer of persons holding posts in the local cadres located within the area over which that office has territorial jurisdiction or

vice-versa. For instance, if there is a post of Superintendent in a regional office exercising territorial jurisdiction over more than one zone there is no objection to making a provision that such posts shall be filled by promotion from amongst Upper Division Clerks not only from the regional office but from any of the corresponding zonal cadres where such provision is considered expedient. Similarly, posts of Lower Division Clerks in a zonal office exercising territorial jurisdiction over more than one district but which is a separate unit in respect of Lower Division Clerks may be filled by transfer of persons from any of the district cadres if provision to that effect exists. This clause in th Presidential Order will facilitate a provision being made in the Service Rules to ensure equitable participation by persons belonging to different local cadres in the employment and promotion-opportunities of an office or establishment having territorial jurisdiction over the part of the State served by more than one local cadre.

(c) Transfer of a person from one local cadre to another local cadre where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest.

This will enable a provision being made in the Service Rules enabling transfer from one local cadre to another under exceptional circumstances where no qualified candidate may be available in the latter cadre or where transfer becomes necessary in the public interest on account of ACB enquires etc.

In making suitable amendments to the Service Rules the permissive provisions contained in the Presidential Order as outlined above should be borne in mind.

11. *Equitable sharing of certain opportunities.*— While certain posts remain outside the purview of the Presidential Order and para 5 of that Order permits transfer of persons from a post in a local cadre to such posts and *vice-versa*, the Government have, as a matter of policy decided that the benefit of the employment and promotional opportunities in such non-local cadre posts which are filled by transfer of persons from local cadres should be shared equitably amongst different local cadres. Towards this end it has been decided as follows:

(i) Where persons are taken whether on tenure basis or on permanent transfer from different local cadres to fill posts in Major Development

Projects, State-level Offices / Institutions, Offices of the Heads of Departments and Secretariate the number of persons drawn from each such cadre shall, as far as practicable, be in proportion to the basic strength of each such cadre.

(ii) where persons are taken from different local cadres on tenure bars or on permanent transfer to fill posts in any Special Office or Establishment such persons shall be drawn from the local cadres located in the areas served by such office or establishment and the numbers so drawn from each local cadre shall, as far as practicable, be in proportion to the basic strength of each such cadre.

12. *Interim appointments / promotions.*— Para 13 of the Order specifies that all interim appointments/promotions made after commencement of the order to posts that required to be organised into local cadres pending such organisation shall be deemed to be provisional and shall be reviewed and readjusted after the local cadres have been organised Departments of Secretariat and Heads of Departments are requested to bear this in mind. Instructions in regard to interim appointments promotions are being issued separately.

The Government which to emphasize that they attach the greatest importance to the taking of speedy and proper action to implement the scheme of organisation of local cadres under the Presidential Order within the period of twelve months specified therein . All Secretaries to Government and Heads of Departments are hereby required to initiate forthwith appropriate action in this regard in the light of the provisions of the order and the clarifications and instructions set out in this Order.

(By order and in the name of the Governor of Andhra Pradesh)

N. BHAGWANDAS,
Chief Secretary to Government.

ANNEXURE

1. Information & Public Relations Department.
2. Tourism Department.
3. Agriculture Department.
4. Marketing Department.
5. Civil Supplies Department.
6. Ground Water Department.
7. Cooperative Department.
8. Public Health and Municipal Engineering Department.
9. Medical and Health Services Department.
10. Municipal Administration Department.
11. Indian Medicine and Homeopathy Department.
12. Fire Service Department.
13. Police Department.
14. Jail Department.
15. Judicial Department.
16. Transport Department.
17. Prosecuting Staff.
18. Revenue Department.
19. Excise Department.
20. Commercial Taxes Department.
21. Settlement, Survey and Land Records Department.
22. Registration and Stamps Department.
23. Endowments Department.
24. Education Department.
25. Public Libraries Department.

26. Employment & Training Department (including S.S.A. Boards)
27. N.C.C. Department.
28. Technical Education Department.
29. Archaeology & Museums Department.
30. A.P. Text Book Press.
31. Panchayati Raj Engineering Department.
32. Panchayati Raj Department.
33. Treasuries and Accounts Department.
34. Bureau of Economics & Statistics.
35. Weights and Measures Department.
36. Industries Department.
37. Mines and Geology Department.
38. Handlooms and Textiles Department.
39. Public Works Department (Irrigation).
40. Public Works (Roads & Buildings) Department.
41. Electrical Inspectorate.
42. Port Department.
43. Social Welfare Department.
44. Women and Child Welfare Department.
45. Tribal Welfare Department.
46. Labour Department.
47. Factories and Boilers Department.
48. Industrial Tribunal.
49. Forest Department.
50. Fisheries Department.
51. Animal Husbandry Department.

FORM FOR SUBMISSION OF INFORMATION REQUIRED FOR ALLOTMENT TO LOCAL CADRES

[*Vide* paragraph 4 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.]

Name of the Department.	Category of post to which the Govt. servant belongs and the scale of pay of the category.	Present departmental unit/unit officer in respect of the category of the Government servant.
(1)	(2)	(3)

1. Name of the Government servant ..
2. Date of Birth ..
3. Age. ..
4. District where you were born. ..
5. Educational qualifications/ Technical qualifications, you posses.
6. Year of entry into Government service. ..
7. (*a*) Name of the category of post presently held. ..

   (*b*) Name of the place/office, district where you are at present working. ..

   (*c*) Total completed years of service in the present category. ..

   (*d*) Whether regularly appointed or temporarily appointed to the category to which you belong. ..

Sl. No.	Name of the district	Completed years of service in the district/zone.
(1)	(2)	(3)

10. Local languages known to you.

11. Does the post you hold at present require knowledge of local laws ? If so, please specify the part of the State the local laws which you are more conversant with.

AFFIRMATION

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

PREFERENCE

I prefer to be allotted to the local cadre

* comprising the district of .....

* In respect of zone No. ..... comprising the districts of .....

* comprising City of Hyderabad.

* Strike off inapplicable portions.

Place : .....

Date : .....

Signature of the Government Servant.

8. (*a*) Total completed years of service under Government. ..

(*b*) Of the service in item (a) completed years of service, if any, in– ..

(i) the secretariat. ..

(ii) office of the Heads of the Department to which you belong. ..

(iii) In any State Level Office/Institution ..

(iv) In any special office/establishment. ..

(v) In any Major Development Projects. ..

(*c*) Completed years of service in offices other than those in column (*b*) i.e. item (*a*) - (*b*). ..

9. In respect of completed years of service furnished in item 8 (*c*) details of completed years of service rendered in each district/zone should be furnished in the table below.

Note:– (1) The name of the district / zone in which you have rendered the maximum service should be mentioned first and so on in descending order.

(2) Out of the total completed years of service specified in item 8 (*c*) if you have worked in the City of Hyderabad information may be furnished against the above item of such service also separately.

(3) Particulars may be furnished district-wise in the case of category of Lower Division Clerk and equivalent or lower categories and zone-wise in the case of higher categories.