

**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.

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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.
