

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Relocation of offices and employees from Hyderabad - Further general guidelines - issued.

GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT

G.O.Ms.No.134

Dated.13.06.2016

Read:

Circular Memo No. 53023/6/GPM&AR/2016-9, G.A.(GPM&AR) Dept.,
dated 24/05/2016

ORDER:

Consequent on the decision of the Government to relocate offices and employees out of Hyderabad from 27th June, 2016 to the new Capital region and in and around Vijayawada and Guntur cities, it is felt necessary to issue further general guidelines on issues pertaining to employees, office accommodation and logistics of relocation etc.

1. Office accommodation:

Clear instructions have already been issued in Circular Memo No. 53023/6/GPM&AR/2016-9, dated 24/05/2016 regarding relocation of Heads of the Department offices and other institutions before 27th June, 2016. Special Chief Secretary, Transport, Roads & Buildings Department shall evolve a suitable procedure in consultation with Finance Department to avoid every file on rent fixation being sent to the Finance Department and issue orders. Finalisation of rent upto Rs.20/ sq ft is delegated to the HoD of the Department taking the building on rent. Finalisation of rent between Rs.20/ sq. ft upto Rs. 30/ sqft, in exceptional cases, is delegated to a committee comprising Spl. Chief Secretary to Govt., R&B Department, Expenditure Secretary, Finance Department and the HoD concerned. Strict instructions are issued to all concerned, including Government Institutions other than departments, not to agree for rents above Rs 30/ sqft. Rent per Sq. ft proposed should include rent for the parking area and area meant for parking should be excluded from the area for which rent is calculated.

Special Chief Secretary, Transport, Roads & Buildings Department shall also open a cell to coordinate and help securing of office space by HoDs as well as fixation of rent of private buildings. This cell shall also make use of the information on office space collected by the District Collectors Krishna and Guntur.

Special Chief Secretary, G.A.(GPM&AR) Dept., and the Principal Secretary, I&I Department shall coordinate allotment of office space including making it available as soon it is ready in respect of all the Secretariat Departments. The Special Chief Secretary (GPM&AR) shall open a cell for this purpose and closely monitor the activity of the cell.

Secretaries to the Government and the HoDs are requested to note that they should retain possession of the Government buildings under their occupation at Hyderabad By making suitable arrangements.

2. Budget requirements:

Funds will be required for packing, unpacking, transportation etc. purchase of furniture (in exceptional cases). Secretaries to the Government shall send requests for additional budget allocation (including the requirements of HoDs), to the Finance Department. Special Chief Secretary, Finance Department, shall issue orders providing the money as additionality and also give a general one-time permission for A.C. Bill for miscellaneous expenditure. Rates of all items of expenditure should be jointly finalised by the Secretary to Govt., and Head of Department duly following the procedure.

Finance Department shall issue detailed guidelines to the Secretaries to the Government and HoDs for use by their respective DDOs regarding location of treasury/ PAO offices, treasury bank branches and procedures on presentation of bills etc., after relocation.

3. IT Infrastructure etc.,:

Secretary, IT Department should issue guidelines on IT infrastructure, e-file system, scanning of files etc., so that Secretaries to the Government and HoDs can take appropriate action. IT Department may coordinate and provide centrally useful information available on services and facilities relating to relocation to the Secretaries to the Government, HoDs, and employees.

4. Shifting of Central Record Branch, Secretariat Library and Libraries of Law Department and Planning Departments:

Shifting of these establishments needs detailed planning and execution. Coordination with the Government of Telangana may also be necessary. Therefore a committee comprising of the following officers is constituted to plan, coordinate, and oversee shifting.

Principal Secretary (political), GAD - Convenor and Chairman ,
Law Secretary- Member,
E.O. Secretary, Planning Department- Member,
D.G., Fire Services Department - Member,
Transport Commissioner- Member,
ENC, R&B Department - Member.

5. Transportation of furniture, files etc.,:

Transport Department should fix up rates for transportation from Hyderabad to Vijayawada/Guntur as is generally done at the time of elections and issue orders.

Home Department shall nominate a senior officer as nodal officer to coordinate the requirements for security for transportation etc., wherever necessary. Details of the nodal officer shall be informed to all the Secretaries to the Government

and HoDs. Similar arrangement may be made for requirements of fire safety. These services may be used not as a matter of routine but only where they are really required.

Files which are due for destruction as on 31/03/2016, as per provisions of Secretariat Office Manual/District Office Manual, should be destroyed with the approval of the competent authority. Care must be taken to see that unserviceable items of furniture etc are not transported as part of relocation.

6. Roadmap of relocation:

Secretaries to the Government and HoDs should prepare a clear roadmap for relocation. All the details of the plan of relocation should be shared with their employees so that they can in turn plan in advance on items like where they are going locate their residences or admit their children in educational institutions etc. Roadmap for relocation should, to the extent possible, be prepared with the full participation of the employees concerned. Movement plan should be communicated to all employees. Secretaries to Government should take note of details of genuine cases of employees who have extreme personal hardship and bring to the notice of the Chief Secretary. This list should include employees of HoDs as well.

Special Chief Secretary, Finance Department has issued O.O.No.12 Dated 03/06/2016 setting up transition committee and sub-committees for relocation. A copy of the same is enclosed for guidance of Departments.

7. Issues pertaining to employees:

- i) Relocation of employees out of Hyderabad is though technically not a transfer shall for the purposes of financial entitlements, including sanction of advance, be treated as transfer. Finance Department shall issue orders to this effect.
- ii) It is clarified that the '5 day week' applies to only those employees who relocate out of Hyderabad to the new Capital region and in and around Vijayawada and Guntur cities.
- iii) Departments of School Education and Higher Education shall open cells to help employees who are seeking admission in educational institutions for their children in and around Vijayawada and Guntur cities.
- iv) District Collectors Krishna and Guntur shall open a cell each to advice and help employees in securing residential accommodation, including working men's hostel-type of arrangement.
- v) Joint Collectors, Krishna and Guntur shall open a cell to take care of the issues pertaining to women employees including help relating to working women's hostel, security, transportation etc.

- vi) Transport Department may open a cell to coordinate the requirements of employees for special bus services from the places of their residence to offices and back and for issue of concessional bus passes.
- vii) Medical and Health Department shall issue orders giving details of the arrangements made for medical attendance of employees and their dependents etc., after relocation.
- viii) GAD Services Department may issue guidelines on issue of local candidate certificates in respect of employees and their family members who are relocating in terms of amendments to Presidential order issued by the Government of India.

8. General:

- a) All the Secretaries to the Government and HoDs are requested to note that they are responsible for proper planning and smooth relocation of the offices and employees under their control. They should therefore take personal interest and provide leadership in the process of relocation.
- b) All the officers who are instructed above to set up a cell should personally ensure that a responsible officer is kept in charge of the cell and the name, designation and mobile number of the officer in charge is informed to all the Secretaries and HoDs, including G.A.(GPM&AR) Department.
- c) G.A.(GPM&AR) Department should collect, consolidate and make available a directory of all the cells opened and nodal officers appointed, including publishing on the website. The Department should also evolve a proforma and collect information on relocation from all Departments.
- d) The Secretaries to the Government and the District Collectors concerned should monitor and review the work of the cells constituted by them on a daily basis till relocation is completed. They shall take care that dislocation to the functioning of the offices on account of relocation is brought down to the bare minimum.
- e) Secretaries to the Government and HoDs shall arrange to send a communication to all concerned, including offices of Government of India, regarding change of address for communication, telephone/fax numbers etc., sufficiently in advance and make suitable arrangements for transit period.
- f) G.A.(Political) Department may take necessary action to fulfil general formalities, if any, pertaining to relocation of Secretariat and offices of HoDs.

9. Empowered committee:

A committee comprising of the following officers is constituted to monitor and ensure that the relocation takes place smoothly. The committee is empowered to take suitable decisions and invite any officer/ representatives of employee associations to the committee meetings.

Chief Secretary- Chairman
Special Chief Secretary, Finance Department- Member
Special Chief Secretary, T R&B Department- Member
Spl. Chief Secretary, G.A.(GPM&AR) Dept. - Member/convenor

E.O. Principal Secretary (SR), GAD will provide requisite support to the Special Chief Secretary, G.A.(GPM&AR) Department.

10. Facilitation Centre:

Sri L. Premachandra Reddy, IAS. (Retd.), E.O. Prl. Secretary to Govt. (SR) will head the facilitation centre. Secretaries to Govt., Heads of Department and employees and their associations may contact him for any clarification or guidance.

[BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH]

S. P. TUCKER
CHIEF SECRETARY TO GOVERNMENT

To

All the Departments of Secretariat.

All the Heads of Departments.

Copy to:

The Prl. Secretary to Governor of A.P., Raj Bhavan, Hyderabad.

The Prl. Secretary to Chief Minister .

All Private Secretaries to Ministers.

The P.S. to Chairman, A.P. Legislative Council, A.P., Hyderabad.

The P.S. to Speaker, A.P. Legislative Assembly, A.P., Hyderabad.

The PS to Chief Secretary to Government.

The PS to Spl. Chief Secretary to Government (GPM&AR)

The PS to E.O. Prl. Secretary to Govt., G.A.(SR) Dept.

The Prl. Secretary, A.P.P.S.C., Hyderabad.

All Collectors & District Magistrates of A.P.

The Director of Treasuries & Accounts, A.P., Hyderabad.

The Pay and Accounts Officer, A.P., Hyderabad.

The Accountant General, A.P., Hyderabad.

The Registrar of A.P. High Court, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Advocate General, A.P., Hyderabad.

// FORWARDED :: BY ORDER //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
FINANCE (OP.I) DEPARTMENT

O.O.No.12

Date: 03-06-2016

Sub:- Finance Department – Shifting of Finance Department, A.P. Secretariat and Heads of Departments under the control of Finance Department to the New Capital at Amaravathi – Setting up of Transition Committee along with Sub-Committees – Orders – Issued.

Ref:- Minutes of the meeting held by Principal Finance Secretary with all Finance Secretaries and Officers of Finance Department and Heads of Departments under the control Finance Department held on 23.05.2016.

In the meeting held on 23.05.2016 with all Finance Secretaries, Officers of Finance Department and Heads of Departments under the control of Finance Department, the Principal Finance Secretary informed that a decision was taken at the meeting chaired by Hon'ble Chief Minister on 21.05.2016 at Vijayawada to shift Government offices to Amaravathi, by June 27, 2016 positively. It is further informed that only Secretariat Offices will be accommodated at Amaravathi and all Heads of Departments to be accommodated at Guntur or Vijayawada according to the space availability.

2. Keeping in view the Hon'ble Chief Minister's instructions to shift all offices to Amaravathi by June 27, 2016 a Transition Committee is formed along with Sub committees to guide and coordinate the shifting process of files, infrastructure and staff of Finance Secretariat Department and Heads of Departments under the control of Finance Department from Hyderabad to new capital premises situated at Amaravathi, Vijayawada and Guntur.

Transition Committee:

- Chairperson : Sri M. Ravichandra, IAS.,
Secretary to Govt. (Exp.), Finance Department.
- Member Convener : Sri K.Venkateswara Rao, Addl. Secretary to Govt.
- Member : Smt. S.Suvartha Rani, Dy. Secretary to Government
- Member : Smt. K.Kanakavalli, Director of Treasuries & Accounts
- Member : Sri V.Hanumantha Rao, Pay &Accounts Officer (I/c)
- Member : Sri P.Kesava Rami Reddy, Director of Works Accounts
- Member : Sri Srinivasa Rao, Director of State Audit
- Member : Sri Mani Sekhar, Director of Insurance.

SUB COMMITTEES:

(I) IT Infrastructure & Consumables:

- Head of the Committee : Sri N. Damodar Abbaiah, Director IT
- Member : Sri V. Krishna, Project Director
- Member : Sri N.Venkateswarlu, Section Officer
- Member : Sri K.Sundara Ramaiah, Section Officer

(II) Files and Records:

- Head of the Committee Sections : Sri K.V.Subrahmanyam, Deputy Secretary to Govt.
OP.I/OP.II/FDR/Claims/IA & PAC/IT For FD
- Member : Sri Y.Sankar Rao, Assistant Secretary to Govt.
- Member : Sri O.Vishvanadha Sarma, Section Officer
- Member : Sri B. Nagabhushanam, Assistant Section Officer
- Sections : HR.I/HR.II/HR.III
- Member : Sri K.Adinarayana, Assistant Secretary to Govt.
- Member : Sri A.Satyanarayana, Section Officer
- Member : Sri K.Bhushana Rao, Assistant Section Officer
- Sections : HR.IV/HR.V/HR.VI
- Member : Sri V.Y.V.V.R.A. Sarma, Asst. Secretary to Govt.
- Member : Sri T.V. Premnath, Section Officer
- Member : Sri R. Rama Krishna, Assistant Section Officer
- Sections : BG.I/BG.II/BG.III
- Member : Sri J.Venkateswara Reddy, Asst. Secy. to Govt.
- Member : Sri I.S.V.S. Subrahmanyam, Section Officer
- Member : Sri P.Y.B. Rajesh Kumar, Assistant Section Officer
- Sections : Cash Management / Debt Management
- Member : Sri P.Sudhakar, Assistant Secretary to Govt.
- Member : Sri D. Janaki Ramaiah, Section Officer
- Member : Sri Srinivasa Reddy, Assistant Section Officer
- Sections : PF NABARD/ CASPS FC
- Member : Sri B.Venkateswara Rao, Officer on Special Duty
- Member : Sri A.Venkateswara Rao, Section Officer
- Member : Smt. Ch.G.V. Rama, Assistant Section Officer
- Sections : FMU-Education/Welfare-I/Welfare-II/HM&FW/
WD,CW,DW & SC, LET&F and Housing.
- Member : Sri B.V.V.Rama Krishna Rao, Asst. Secy. to Govt.
- Member : Smt. P.V.Vijayalakshmi, Section Officer
- Member : Sri N.Murali Mohan Reddy, Assistant Section Officer

- Sections FMU-GAD.I/GAD.II/Energy, Home & Courts/ Rev, I&C,
A&C, AHDD&F and CS
- Member : Sri S.Ravindranadh Tagore, Asst. Secy to Govt.
- Member : Smt. S.Santhi Kumari, Section Officer
- Member : Sri D. Sreenu Babu, Assistant Section Officer
- Sections FMU-WR.I/WR.II/TR&B/I&I, EFMA/PR&RD, RWS
- Member : Smt. K.Sai Lakshmi, Asst. Financial Advisor
- Member : Sri Y.Siva Rama Krishna, Section Officer
- Member : Sri M.Madhu Babu, Assistant Section Officer
- Sections Admn.I/Admn.II/Admin of DI&IF
- Member : Sri K.John Devan Raj, Assistant Secretary to Govt.
- Member : Sri C.R.V.S.N. Murthy, Section Officer
- Member : Sri K. Srinivasulu, Assistant Section Officer
- Sections PMU-PPPs/PMU-EAP
- Member : Sri G.Satyanarayana, Accounts Officer
- Member : Smt. B.Sudharani, Assistant Accounts Officer
- Member : Sri V.Veeraiah, Assistant Project Monitoring Officer

(III) Furniture:

- Head of the Committee : Smt. S.Suvartha Rani, Deputy Secretary to Govt.
- Member : Sri P.A.V. Prasada Rao, Assistant Secretary to Govt.
- Member : Sri N.Venkateswarlu, Section Officer
- Member : Sri S. Paramkusha Naidu, Section Officer
- Member : Sri D.Madhusudhan Reddy, Section Officer
- Member : Sri M.Yogi Reddy, Section Officer
- Member : Sri M.Sudhakar Rao, Section Officer

(IV) Office Accommodation:

- Head of the Committee : Sri Y.Rama Krishna, Additional Secretary to Govt.
- Member : Smt. K.Kanakavalli, Director of Treasuries & Accounts
- Member : Sri V.Hanumantha Rao, Pay &Accounts Officer (I/c)
- Member : Sri P.Kesava Rami Reddy, Director of Works Accounts
- Member : Sri Srinivasa Rao, Director of State Audit
- Member : Sri Mani Sekhar, Director of Insurance.
- Member : Sri N.Venkateswarlu, Section Officer
- Member : Smt. D.Prasanthi, Section Officer
- Member : Sri Sk. Jawahar Muneer, Assistant Section Officer

3. The Sub Committee are entrusted with the following job chart to ensure smooth shifting:

1. Enumeration of items.
2. Labelling of items.
3. Stacking.
4. Uploading.
5. Offloading.
6. Re-arrangement at premises.
7. Handing over to concern circulating Officers.

4. The circulating Officers may ensure that the respective ASOs take over the material duly verifying the contents and submit taking over report to the SO, AS and Circulating Officer in that order.

AJEYA KALLAM
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Officer concerned (Members).
All Heads of Departments under the control of Finance Dept.
All Officers of Finance Department.
All Consultants and OSDs of Finance Department.
All Sections of Finance Department.

Copy to:

The P.S. to Chief Secretary to Government.
The P.S. to Spl. Chief Secretary to Government, Finance Department.
The Secretary to Government (Expr.), Finance Department.
The Secretary to Government ((B&IF), Finance Department.
The Special Secretary to Government (HR), Finance Department.
SF/SC.

//FORWARDED::BY ORDER//


SECTION OFFICER