

**GOVERNMENT OF TELANGANA
FINANCE (HRM-VI) DEPARTMENT**

Circular Memo No.01/A1/HRM-VI/2017, Dated:19-01-2017

Sub: PUBLIC SERVICES – Local, District, Zonal and State Cadre posts in Government Departments – Online Collection of Data – Instructions issued – Regarding.

Ref:- 1. The Andhra Pradesh Re-organization Act 2014,
(Central Act No.6 of 2014).
2. Notification No. GA (SR)/2014/08/TS, dated:31st August 2014.

* * *

In the reference second read above, a notification has been published indicating the provisional cadre strength in different categories of district, zonal, and multi-zonal posts allocated to the State of Telangana as on 02nd June 2014, in accordance with the provisions of Andhra Pradesh Re-organization Act 2014. As regards state cadre categories, the Government of India is allocating the sanctioned cadre strength of posts as on 1st June 2014 between the State of Andhra Pradesh and Telangana for each Heads of the Department and Secretariat Departments based on the recommendations of the advisory committee constituted by the Government of India.

2. After formation of the State of Telangana, Government have accorded sanction for creation of 14,315 new posts in various categories to meet administrative needs of the Government Departments.

3. In order to fix the department wise cadre strength and also finalise budget proposals Government have decided to collect the data of all sanctioned posts and details of working cadre strength, online through a web based application developed by the Finance Department directly from the Secretariat Departments and Heads of Departments to obviate delay in the matter.

4. In this context all the Secretariat Departments and HODs are requested to furnish the details of existing sanctioned and working cadre strength in each category through the web based application by logging into the Finance Department Portal, in the following manner.

ON-LINE SUBMISSION:- The details shall be furnished by all Departments through On-Line only. All Secretariat Departments and Heads of Departments are requested to visit Finance Department web-site on the internet using the URL: <https://finance.telangana.gov.in> and “click” on the web-link “Finance Department Portal” provided in the home-page. Then follow the steps given below:

- This link will open “Finance Department Portal” web-page.
- Log-in using the User-ID and Password, which is already being used by all HODs for the purpose of entering Budget details.
- A menu item “Cadre Strength Data Entry” is displayed in the Menu Bar.
- Fill up all the columns and save the data.

(P.T.O.)

- After completion of entries final submission to Finance Department can be done using 'Final Submit' in the menu bar and using the appropriate menu items.
- A link is provided in the portal to download the following details for ready reference to the HODs
 - a) District, zonal, and multi-zonal posts allocated to the State of Telangana as on 02nd June 2014.
 - b) Details of state cadre posts allocated to the State of Telangana by the Government of India as on 02nd June 2014.
 - c) Details of new posts sanctioned by the Government of Telangana after 02nd June 2014.
- The HODs shall make multiple entries in the same category if the posts belong to different localizations i.e., district, zonal, multi-zonal and state cadres.
- In respect of the Secretariat Departments, the details of cadre strength in the categories of Assistant (DR&T) and above, Finance, Law and G.A.(SU) Department have to enter details. As regards the categories of Office Subordinate, Record Assistant etc., which belongs to each department as a unit shall be entered by concerned departments.
- In respect of the institutions which were included in tenth schedule of the A.P.Reorganisation Act and the HODs, whose bifurcation and allocation of posts between Andhra Pradesh and Telangana is not yet completed and pay and allowances of the staff in such institutions being drawn from the Government of Telangana, shall be entered.

5. The HOD shall be responsible for any errors in data entry and misuse of any passwords or any wrong entry.

6. All the secretariat Departments, Heads of Department shall take necessary further action in the matter.

**K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All the Departments of Secretariat.
All Heads of Departments.
The Registrar, High Court of Judicature at Hyderabad for the State of Telangana
and the state of Andhra Pradesh.
The Secretary, TSPSC, Hyderabad.
The Secretary, Legislature Department, Telangana, Hyderabad.
The Principal Secretary to Governor, Telangana, Hyderabad.
SF/SCs.

// FORWARDED :: BY ORDER //


SECTION OFFICER