

GOVERNMENT OF ANDHRA PRADESH
GOVERNMENT OF TELANAGANA
DIRECTORATE OF PUBLIC HEALTH & FAMILY WELFARE

Rc No 2041/E3/2014

Dt: 11.08.2015

Sub: AP Reorganisation Act 2014-Bifurcation of Employees – Submission of options by the allocable employees- certain instructions issued-Reg

Ref: 1.G.O.Ms No 312 General Administration (SR) Department Dt 30.10.2014
2.Notification No 625/SR1/A1/2015 Dt 08.01.2015 of GAD(SR) Department.
3.Circular Memo No 19184/SR1/A1/2014-3 Dt 12.01.2015 of GAD(SR) Department.
4.Circular Memo No 19184/SR1/A1/2014-3 Dt 13.01.2015 of GAD(SR) Department.
5. Notification No 625/SR1/A1/2015 Dt 10.08.2015 of GAD(SR) Department.

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Government vide reference 1st cited issued detailed instructions with regard to bifurcation of Posts and allocation of personal between the two states .In the reference 2nd cited notification issued for bifurcation of posts under Directorate of Public Health & Family Welfare between two states. Further vide references 3rd and 4th cited detailed guidelines issued for exercising option by the state cadre employees .Vide reference 5th cited State reorganisation committee published the list of allocable employees and calls for the options. Total 6036 allocable employees belongs to DPHFW are working in the institutions under DPHFW,DME , APVVP and other state government institutions. The details of allocable posts along with the number of allocable employees is available in the website www.reorganisation.ap.gov.in. Option forms have been issued online to all employees on 10.08.2015. The following further processes are involved in completion of bifurcation of employees

Step 1	State Reorganisation Department displayed the list of allocable employees in the web site www.reorganisation.ap.gov.in Options have to be submitted on or before 24.08.2015.
Step 2	Every allocable employee is provided with username and password on their mobiles through SMS by the State Reorganisation Department. Employee should login in to the above site and submit their option forms online.
Step 3	Employee shall down load the option form submitted online and submit the signed copy of it to DPHFW through respective DMHOs along with the Study Certificate/Residential Certificate, certificates (in prescribed format) supporting their preferential claim if any and Copies of Service Register(first five pages) Every allocable

	<p>employee shall submit their Study Certificate/Residential Certificate, non submission of these certificates leads to treating employee as non local to both the states. Employee who claims preferential allotment shall submit the certificates in the prescribed format otherwise employees claim for preferential allotment cannot be considered.</p>
Step 4	Option forms submitted by employees shall be scrutinized by the HoD with respect to the certificates submitted by the employees and authenticate the option forms online. After authentication, the authenticated option forms shall be downloaded at HoD office and to be signed by the respective DPHFW (AP or Telangana). Option form submitted by employee, Option form signed by HoD, Study Certificate/Residential Certificate and preferential claim if any submitted by employee has to be scanned and uploaded in to website.
Step 5	State Reorganisation Department will scrutinise the option forms along with the supporting documents.
Step 6	Publishing the tentative allocation list of employees by the State Reorganisation department duly calling the objections
Step 7	Tentative allocation of employees between the state by the State Reorganisation Department.

In order to ensure the implementation of above processes following orders are issued.

1. At District Level: District Medical & Health Officer and Administrative Officer are responsible to ensure smooth implementation of employee bifurcation process. The DMHO and AO shall
 - a. Ensure every allocable employee in the district exercises the options and submit the option form along with the Study /Residential Certificate, SR (1 to 5 pages) and Certificates for Preferential allotment if any
 - b. Scrutinise all the option forms with respect to certificates produced by employee and submit to the HoD.
2. The following officers are identified as nodal officers to monitor the smooth implementation of employee bifurcation process

S.No	District	Name and Designation of the Officer
1	Srikakulam	Dr Padmavathi Joint Director

2	Vishakapatnam	Smt K Aruna Devi SPM NUHM AP
3	Vizianagaram	Sri G.Vasudava Rao SPM NRHM AP
4	East Godavari	Dr G Geetha Prasadini Additional Director DCPAP
5	West Godavari	Dr Arun Programme Officer NRHM AP
6	Krishna	Sri B.raja Shekar Reddy Deputy Director MIS
7	Guntur	Smt Vijaya Laxmi Deputy Director
8	Nellore	Dr Rani Samyuktha JD TB AP
9	Prakasam	Dr Sudhakar Babu Additional Director MCH AP
10	Chittoor	Sri Venkata Rao CAO NUHM AP
11	Ananthapur	Dr Rajendra Prasad Joint Director NCD AP
12	Kadapa	Sri Ram Sunder CAO NRHM AP
13	Kurnool	Dr Nirmala Prabhavathi AD
14	Adilabad	Dr Venkateshwarlu Joint Director FW
15	Warangal	Dr Surya Prakash Joint Director TB
16	Karimnagar	Sri G.Srinivasulu Reddy Deputy Director TS
17	Khammam	Dr G. Srinivasa Rao Special Officer, PPP TS
18	Mahaboobnagar	Smt Anitha Grace SPM NUHM TS
19	Rangareddy	Dr Narasinga Rao Joint Director CHI TS
20	Hyderabad	Dr Manohar, Programme Officer TS
21	Medak	Sri Sanjeeva Rao Additional Director TS
22	Nalgonda	Sri K Srinivas Reddy Deputy Director TS
23	Nizamabad	Sri Veerabhadraiah Deputy Director TS
24	HQ Telanagana	Sri Gopi Kanth Reddy CAO NHM TS
25	HQ AP	Sri Anjaiah Deputy Director AP

- Nodal officers shall conduct the sensitization workshop with all allocable employees in the district and handhold all the allocable employees for exercising their option. After workshop nodal officers may visit the district twice or thrice for review at the district and ensure that all employees submit their option forms along with required certificates in the DMHO office. They shall also ensure that DMHO and AO shall scrutinise the option forms submitted by employees and submit the same to HoD
- The following staff at Head Quarters are designated to scrutinise and authentication of option forms at HoD offices

S.No	Categories	Name and Designation of the Staff
1	Srikakulam	Sri Ratna Laxmi Assistant Director AP Sri Shankar Office Superintendent AP
2	Vishakapatnam	Sri Rajendra Prasad Assistant Director AP Sri Venu Gopal Office Superintendent AP
3	Vizianagaram	Sri Shanakar Rao Administrative Officer AP Sri Thimmappa Office Superintendent AP
4	East Godavari	Sri Yogeshwar Reddy Administrative Officer AP Sri NMSS Venkateshwar Rao Office Superintendent AP
5	West Godavari	Sri Brhameshwar Rao Administrative Officer AP Sri VSR Kumar Office Superintendent AP

S.No	Categories	Name and Designation of the Staff
6	Krishna	Sri U Srinivas Rao Administrative Officer AP Smt K.S. Neeraja Office Superintendent AP
7	Guntur	Smt Uma Devi Administrative Officer AP Smt Krupa deena Spl Category Steno AP
8	Nellore	Sri Y Suresh Kumar Administrative Officer AP Sri ANSW Narasimham, Superintendent, AP
9	Prakasam	Sri Naga Raju Administrative Officer AP Sri G. Prasada Rao Office Superintendent AP
10	Chittoor	Sri Srinivasulu Reddy DD VS AP Sri M.V. Prasad Senior Assistant AP
11	Ananthapur	Sri Sivashankar Babu DD VS AP Sri Jagan Senior Assistant AP
12	Kadapa	Sri Chandraiah DD VS AP Sri S. Srinivas Senior Assistant AP
13	Kurnool	Sri Krishnaveni Statistical Officer AP Sri Ch. Yedukondalu, Office Superintendent AP
14	Adilabad	Smt N Krishna Veni Assistant Director FW TS Smt Zia Ur Rehman Office Superintendent TS
15	Warangal	Smt Swarna latha Administrative Officer TS Smt Bharani Rani, Senior Assistant TS
16	Karimnagar	Sri Balaji DD MEM TS Sri Vishnu Vardhan Reddy Senior Assistant TS
17	Khammam	Sri Saleem Siddiqui Administrative Officer TS Sri Rawoof Senior Assistant TS
18	Mahaboobnagar	Smt Anitha Grace SPM NUHM TS Sri P. Gandhi Babu Superintendent, TS
19	Rangareddy	Sri J Rajendar Deputy Director VS TS Sri D Srinivasa Rao Office Superintendent TS
20	Hyderabad	Smt Madhavalatha Administrative Officer TS Smt Radha Ajmeera Office Superintendent TS
21	Medak	Sri Sanjeeva Rao Additional Director TS Sri N. Prasada rao Office Superintendent TS
22	Nalgonda	Dr. Srikrishna, Programme Officer, NHM, Sri SMH Quadri, Office Superintendent, TS
23	Nizamabad	Sri Veerabhadraiah Deputy Director TS Sri Nanda Kishore Office Superintendent TS
24	HQ Telanagana	Sri Gopi Kanth Reddy CAO NHM TS Smt G.Y. Sailaja Senior Assistant TS
25	HQ AP	Sri Anjaiah Deputy Director AP Smt Hymavathi Senior Assistant AP

5. The above officers and Staff shall scrutinise the option forms submitted by the employees with respect to the certificates submitted by the employees and authenticate the option forms online duly modifying if any after approval of respective state nodal officer and DPHFW.
6. After authentication online, the option form signed by employee, option form signed by the respective DPHFW and Study /Residential Certificate, Certificates for Preferential allotment if any shall be submitted to the central processing cell for scanning and uploading in to website.

7. The Staff shown below are identified for central processing cell. The cell shall

- a. Monitor the options exercised by the employees on daily basis and submit the feedback to the respective district nodal officer for ensuring the bifurcation process at districts.
- b. Scan and upload the option forms submitted by employee, option form signed by HoD along with the certificates
- c. Hand holding the Class IV employees working in the HoDs for exercising their options.

For AP:

- i. Sri Anand Statistical Officer O/o DPHFW AP
- ii. Sri Shekar Office Superintendent ,O/o DPHFW AP
- iii. Sri Shiva Sabarish Senior Assistant O/o CHFW AP
- iv. Sri Shaik Aleem System Administrator O/o CHFW AP
- v. Sri Ashok MIS Assiatant O/o DPHFW AP
- vi. Sri Srinivas DEO O/o DPHFW AP
- vii. Sri Ganesh DEO O/o DPHFW AP

For TS:

- i. Sri Nanda Kishore Office Superintendent,O/o CHFW TS
- ii. Smt Tanveer Senior Assistant O/o CHFW TS
- iii. Sri Koteswara Rao Dy. Statistical Officer O/o CHFW TS
- iv. Smt Shambavee Computer Programmer O/o CHFW TS
- v. Sri Pradeep, MIS Assisnat O/o CHFW TS
- vi. Sri Daniel, Dy. S.O. , O/o CH&FW TS,
- vii. Smt. Haritha, DEO O/o DPHFW TS

8. The State Nodal Officers for Bifurcation (Sri K. Appa rao Deputy Director AP and Smt CVR Krishna Veni Deputy Director TS) shall coordinate the entire process of exercising options at District and Head Quarters with the concerned officers, authentication of option forms, scanning and uploading the option forms along with the certificates.

Sd/- Dr Y.Lalitha Kumari DPHFW (TS)	Sd/- Dr S .Aruna Kumari DPHFW (AP)	Sd/- Dr Buddhaprakash M Jyothi CH&FW (TS)	Sd/ Smt Poonam Malakondaiah CH&FW (AP)
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Attested

For DPHFW AP

To,

All the DMHOs in AP and TS

All the Officers and Staff in the above orders.

Copy Submitted to Principal Secretaries to Government, HM&FW Department (AP & TS), Secretariat, Hyderabad