

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o the Commissioner & Director,  
Municipal Administration Department,  
640- A.C.Guards, Hyderabad.

**CIRCULAR MEMO**

**Cir.Memo.No.5951/2014/A1**

**Dated:7.2.2015**

Sub:- P.S - M.Cs Establishment - A.P. Recorganisation Act 2014 -  
Instructions for exercising the options by all State Cadre  
employees and exercising the options in support to the  
preferential claim for allotment to a particular State on grounds  
like spouse being in service or extreme personal hardship -  
Communicating the Government instructions - Regarding.

Ref:- 1. Govt.Cir.Memo.No.19184/SR1/A1/2014-3, dt:12.1.2015 of  
GAD(SR) Deptt., Govt., of A.P.,  
2. Govt.Cir.Memo.No.19184/SR1/A1/2014-4, dt:12.1.2015 of  
GAD(SR) Deptt., Govt., of A.P.,

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The attention of all the Municipal Commissioners of Grade-I, Special, Selection Grade and all the RDMAs/ ADMAs and Assistant Directors, District Project Officers of this Department mentioned in the address entry who are working in Telangana State provisionally w.e.f., 2.6.2014 and treated as holding the State Cadre posts are invited to the references cited and they are informed that, in the reference 1<sup>st</sup> cited, the GAD(SR) Deptt., Govt., of A.P., have issued instructions regarding allocation of State cadre employees and in the reference 2<sup>nd</sup> cited, instructions have been issued with regard to exercise the option by State cadre employees to indicate their preference to service either of the A.P. and T.S States on the grounds like spouse being in service or extreme personal hardship.

2. The Commissioner, Greater Hyderabad Municipal Corporation is requested to circulate the above Government circulars memos mentioned in the reference cited to all the Additional Directors, Regional Directors, Selection Grade, Special Grade, Grade-I Municipal Commissioners and Assistant Directors of this Department working in GHMC in various cadres.

3. The above Government circulars are also placed in the C&DMA official website under sub-head of Circular & Proceedings for convenience of all the members and they are requested to access the same.

Sd/- P.Anuradha  
Additional Director.

To:  
Sri/ Smt

1. R.Yadagiri Reddy, Additional Director (waiting for posting)
2. K.Venkata Rami Reddy, Additional Director working as Additional Commissioner, GHMC.
3. P.Anuradha, Additional Director working as Additional Director, O/o the C&DMA, Government of Telangana, Hyderabad.
4. K.Siva Parvathi, Additional Director working as Additional Commissioner, GHMC.
5. L.Vandan Kumar, Additional Director working as Additional Commissioner, GHMC.
6. S.Aleem Basha, Regional Director working as Administrative Manager, TUFIDC, Hyderabad.
7. D.Jayaraj Kennedy, Regional Director working as Additional Commissioner, GHMC.
8. C.N.Raghu Prasad, Regional Director working as Zonal Commissioner, GHMC.
9. S.Annapurna, Regional Director working as Additional Commissioner, GHMC.
10. N.Ravi Kiran, Regional Director working as Additional Commissioner, GHMC.
11. J.Shankaraiah, Selection Grade Municipal Commissioner working as Additional Commissioner, GHMC.
12. S.Hari Krishna, Selection Grade Municipal Commissioner working as Additional Commissioner, GHMC.
13. Md.Siraj-Ur-Rahman, Selection Grade Municipal Commissioner working in A.P. Arogya Sri Health Cadre Trust, Hyderabad.
14. D.Gopala Krishna Reddy, Selection Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
15. E.D.Vijaya Raj, Selection Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
16. B.V.Gangadhar Reddy, Selection Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
17. C.Rama Krishna Rao, Selection Grade Municipal Commissioner working as Additional Commissioner, GHMC.
18. S.Srinivas Reddy, Selection Grade Municipal Commissioner working as Joint Director, O/o the C&DMA, Telangana, Hyderabad.
19. Shahid Masood, Selection Grade Municipal Commissioner (waiting for posting).

- 20.S.Suresh Rao, Selection Grade Municipal Commissioner working as Joint Commissioner, GHMC.
- 21.A.V.Ramani, Selection Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
- 22.M.S.S.Soma Raju, Special Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
- 23.A.Vijaya Laxmi, Special Grade Municipal Commissioner working as Deputy Commissioner, GHMC.
- 24.M.Venkateshwarlu, Municipal Commissioner Grade-I working as Deputy Commissioner, GHMC.
- 25.J.R.Suresh, Municipal Commissioner Grade-I (Retd.,) H.No. 6-1-33,67, Venkatapuram Colony, Padma Rao Nagar, Secunderabad.
- 26.V.Vijaya Manohar, Municipal Commissioner Grade-I working as Deputy Commissioner, GHMC.
- 27.N.Amaraiyah, Municipal Commissioner Grade-I (waiting for posting).
- 28.S.Pankaja, Municipal Commissioner Grade-I working as Deputy Commissioner, GHMC.
- 29.B.Srinivas, Municipal Commissioner Grade-I working as Municipal Commissioner, Mahabubnagar Municipality.
- 30.N.Vanisri, Municipal Commissioner Grade-I working as Deputy Director, O/o C&DMA, Telangana, Hyderabad.
- 31.G.Nalinipadmavathi, Municipal Commissioner Grade-I working as Deputy Commissioner, GHMC.
- 32.Ch.Nageswar, Municipal Commissioner Grade-I working as Municipal Commissioner, Suryapet Municipality
- 33.K.Satyanarayana, Municipal Commissioner Grade-I working as Deputy Commissioner, GHMC.
- 34.G.Ravi, Municipal Commissioner Grade-I working as Municipal Commissioner, Kothagudem Municipality.
- 35.R.Chandrasekhar Reddy, Municipal Commissioner Grade-I (Retd.),
- 36.B.Geetha Radhika, Assistant Director working as Valuation Officer, GHMC.
- 37.P.Mukund Reddy, Assistant Director working as Valuation Officer, GHMC.
- 38.R.Venkanna, Assistant Director working as Assistant Commissioner, Mahabubnagar Municipality.
- 39.P.Srinivas Reddy, Assistant Director working as Valuation Officer, GHMC.
- 40.J.Srinivasa Rao, Assistant Director working as Valuation Officer, GHMC.
- 41.V.Mamatha, Assistant Director working as Deputy Commissioner, GHMC.
- 42.S.N.Surya Kumar, Assistant Director working as DPO (UCD), GHMC.
- 43.E.Brahmaiah, Assistant Director working as Assistant Project Manager, IKP (U), Ranga Reddy, MEPMA.
- 44.A.Srinivasa Rao, Assistant Director of this office.
- 45.T.Krishna Mohan Reddy, Assistant Director of this office.
- 46.TSVN. Thrilleshwara Rao, Assistant Director working as Municipal Commissioner, Badangept Nagarapanchayathi.

Copy to the Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad with a request to communicate to all concerned working in GHMC.

Copy to the Mission Director, MEPMA, A.P., Hyderabad.

Copy submitted to the Principal Secretary to Government, MA&UD Deptt., for information.

Copy submitted to the Commissioner & Director, Municipal Administration Department, Government of Andhra Pradesh, Hyderabad.

Copy submitted to the Secretary to Government, General Administration (SR) Department, Government of A.P., Secretariat, Hyderabad.

Copy submitted to the Secretary to Government, General Administration (SR) Department, Government of Telangana, Secretariat, Hyderabad.

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SUPERINTENDENT

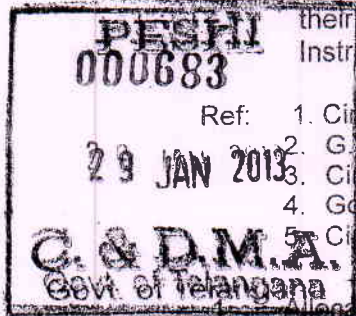


GOVERNMENT OF ANDHRA PRADESH  
&  
GOVERNMENT OF TELANGANA  
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo No. 19184/SR I /A1/2014-3

Dated : 12-01-2015

Subject: Andhra Pradesh Reorganisation Act 2014 – Allocation of State cadre employees– Calling for options from eligible State cadre employees indicating their preference for either of the States of Andhra Pradesh or Telangana State- Instructions -Regarding



- Ref: 1. Cir. Memo No. FSA/01/2014 G.A (SR) Dept, dt 30.10.2014.  
2. G.O.Ms.No.312, G.A (SR) Dept, Dt: 30.10.2014  
3. Cir. Memo.19184/SR/2014 G.A (SR) Dept, Dt. 05.11.2014.  
4. Govt.Memo.No.20700/SRI/2014, G.A (SR) Dept, Dt.29.11.2014.  
5. Cir. Memo No. 19184/SR/A1/2014-2, G.A (SR) Dept, Dt: 03-12-2014  
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Allocation of employees is being done in two steps. As a first step state cadre posts existing as on 01.06.2014 are being provisionally allocated between the successor States of Andhra Pradesh and Telangana State, followed later by final allocation of posts after considering comments and suggestions. The second step is the tentative allocation of employees between both the States and calling for objections if any. Final allocations of posts and employees will be done after taking into consideration the comments and suggestions on the provisional cadre strength and the objections against tentative allocation of employees, with the approval of the Govt. of India based on the recommendations of the Advisory Committee.

2. Four formats have been designed for collection of information from each Department (Forms; I, II, III & IVA).

- a). Form I has been designed to gather basic information on departments.  
b). Forms II and IV- A are designed to arrive at the strength of State cadres and Local cadres in each department of Government.  
c). Form III has been designed to secure information on personnel in every allocable category.

3. Information in Forms I, II and IVA, which primarily deal with posts, are being furnished by the Departments and the same are being scrutinised. Finalization of cadre strength of the departments and its division between the two States and allocation of employees will be taken up department-wise to ensure accuracy and speed of allocation of posts and personnel.

4. Part I of Form-III which contains information on employees in order of seniority (as available on the 1<sup>st</sup> June 2014) in respect of each allocable state cadre posts is being enabled to facilitate the entry of information by those Departments which have furnished data in Forms I, II & IVA.

5. While Part-1 of Form-III contains details of employees to be furnished by the departments of Secretariat / Heads of the Departments, Part-2 of Form-III is the Option Form to be filled by each employee after being asked to do so through public notification in the website of reorganisation.gov.in and SMS.

6. Part-3 of Form-III is required to be filled in by the departments of Secretariat / Heads of the Departments for each employee after receiving the hard copy of the option form from the employee.

7. The principles guiding allocation are specified in para 18 of the Guidelines Relating to Allocation of State Services Employees approved by Government of India communicated in the G.O second cited. As per para 18 (d) of the Guidelines, the employees to be allocated would include persons who are absconding, long absentees, those on leave preparatory to retirement or other kinds of leave, those under suspension, persons undergoing training and employees on deputation, including foreign service deputation and retired / died on or after the appointed date i.e 02.06.2014. There shall not be any case of any employee not being allocated to either of the successor States. These guidelines also provide for preferential allocation in certain cases.
8. As per the provisions of Section 77(2) of A.P. Reorganisation Act, 2014 "as soon as may be after the appointed day, the Central Government shall, by general or special order, determine the successor State to which every person referred to in sub-section (1) shall be finally allotted for service, after consideration of option received by seeking option from the employees, and the date with effect from which such allotment shall take effect or be deemed to have taken effect".
9. **Procedure for Options:**
- a) Notification calling for options would be placed in the A.P. Reorganisation website. SMS messages containing user id and password will be sent to each employee to the mobile number as given in Form -III (Part 1).
  - b) Wide publicity may be given by each department. Each Head of the Department (HoD) has to provide necessary guidance to the employees in filling option form online. It may also be publicized that options once exercised cannot be changed.
  - c) Accordingly all the employees holding allocable state cadre posts, whose names are entered in ( Part I of Form III ) in the allocable categories (as specified in Form II ) have to exercise their option in the prescribed proforma ( as in Part II of Form III ) online and also submit the hard copy of the Option form duly signed.
  - d) Where the provisional notification of cadre strength of allocable categories of State cadres has been notified calling for comments and suggestions in respect of a department, the employees holding posts in these categories will be called upon to exercise their option, expressing preference for the State to which they wish to be allocated, as soon as the Head of the Department submits remarks on the comments and suggestions on the provisional notification of cadre strength of a department, and files the prevailing seniority list as available as on 1-6-2014 duly authenticated for record and the same is entered in Form-III (Part 1) on the A P reorganization site.
  - e) Each employee has to enter details in the option form made available online (url: [www.reorganisation.ap.gov.in](http://www.reorganisation.ap.gov.in)) and down load the filled option form.
  - f) Each employee after down loading the filled option form shall then take a printout of the down loaded filled option form and send the form duly signed along with relevant certificates and support documents (in respect of his/her claim for local candidature and/or preferential allotment as applicable) as prescribed/required to the Member-Secretary, Advisory Committee, G.A. (SR) Department, A.P. Secretariat through proper channel, i.e., through their respective Head of the Department of the Government in which they are working indicating their preference to either of the two States within two weeks from the date of publication of notification calling for options.
  - g) The Departments concerned of Telangana State will forward the option forms of employees working under them after due certification to the GA (SR) department of Andhra Pradesh through the Heads of the Departments in Andhra Pradesh for consolidation under a copy to the G.A. (SR) Department, A.P. Secretariat.



- h) It is mandatory for every employee to fill in the option form carefully and correctly whether or not the employee would like to exercise option in favour of one State or the other.
- i) Since filling up of option form electronically is essential to ensure speed of allocation of personnel it is likely that the employees belonging to the Last Grade/Class-IV may have difficulties in entering details. To obviate this difficulty, the Heads of Office are requested to open a facilitation centre in each office to help and facilitate such of those employees who have problem in entering details online.

10. **Certification by the Head of the Department:**

The Head of Department under whom the employee is working shall carefully scrutinise the correctness of statements / information furnished in the option forms (both electronic and hard copy) by each employee with reference to Service Records and other relevant documents and certify the factual accuracy of the statements/ information made in the option form of each employee working under him. Each Head of Department shall ensure that option form is (both electronic and through a hard copy of the same duly signed) filled in by all the employees who are expected to exercise the options and send the forms pertaining to all the employees to the G.A.(SR) Department of Andhra Pradesh after due verification and certification.

11. **Corrections :**

- a) The information contained in the Option Form as filled online by the employee will be stored as a permanent record. However a copy of the form furnished by employees will be available online in editable form to the Head of the department for verification of details furnished by the employee, and certification of the same if need be by making corrections, if any, required for the purpose of certification. The head of department will also be required to scrutinise and make his recommendations on preferential claim for allotment to a particular State on grounds specified in paragraph 18 (k,l and m ) of the Guidelines relating to allocation of State services employees (detailed below), like spouse case or extreme personal hardship.

(18 k). Spouse of an All India Service (AIS) officer who belongs to a State cadre or is an employee of a State Government institution shall be allocated, where so desired by the spouse, to the State to which the AIS officer is allocated.

(18 l). Spouses in State cadre in Government or in State Government institutions, local bodies and those who are deemed allocated as per the Act, shall as far as practicable, be allotted to the same State, after considering options made by them and their local candidature. Spouses who are local candidates of a State shall be allocated to that State. Spouses who belong to different States may be allocated after considering their options.

(18 m). Cases of alleviation of extreme personal hardship of State Government employees will be exceptions to the principle:

- i) Widowed female employees may be considered for allocation to the State to which option is exercised.
- ii) Handicapped persons of more than 60% disability may be allocated on the basis of option, subject to the procedure prescribed by the State Government.

- iii) An employee or whose spouse or child is known to be facing serious medical hardship, in cases of Cancer, Open Heart / Bye-pass surgery, and Kidney Transplantation / Kidney failure and continuing on dialysis shall be considered for allotment on special grounds on priority on the basis of option, subject to strict proof of verification as per the procedure prescribed by the State Government. This clause is applicable to only those employees who are working outside the common capital.

b). These additional details be provided in Form-III (Part III) by the HOD. The Heads of the Departments has to simultaneously verify and certify the printed out hard copy of the Option form duly signed by the employee and the accompanying preferential claim for allocation with supporting documents if any and send the same to the GA (SR) Department of Andhra Pradesh with his recommendations, duly furnishing a copy to the GA (SR) Department of Telangana State.

12. These instructions may please be circulated to all the allocable employees of each allocable category of post in their department for favour of information and necessary action.

I.Y.R. KRISHNA RAO,  
CHIEF SECRETARY TO GOVT,  
Government of Andhra Pradesh.

RAJIV SHARMA,  
CHIEF SECRETARY TO GOVT,  
Government of Telangana State.

To  
All the Departments of Secretariat of Andhra Pradesh and Telangana State  
All the Heads of the Departments of Andhra Pradesh and Telangana State  
Copy to:  
PS to Chairman, Advisory Committee  
PS to Chief Secretary to Govt, A.P  
PS to Chief Secretary to Govt, Telangana State  
PS to Secretary to Govt (SR), GAD, A.P  
PS to Spl Secretary to Govt (SR), GAD, Telangana State

//FORWARDED: BY: ORDER//

  
SECTION OFFICER



GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SR) DEPARTMENT

Circular Memo. No 19184 /SR I /A1/2014-4

Dated: 13.01.2015

Subject: A.P. Reorganisation Act, 2014 – Submission of Option by State cadre employees indicating their preference to serve either of the States of Andhra Pradesh or Telangana- Formats for preferential claim for allotment to a particular State on grounds like spouse being in service or extreme personal hardship – Prescribed – Reg.

Ref: 1. Guidelines relating to Allocation of State Services Employees  
2. Circular Memo. No. 19184/SR I /A1/2014-3, G.A (SR) Dept Dt. 12.01.2015

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1. In the Circular Memorandum second cited detailed instructions were issued prescribing the procedure for filling options electronically and for submission of ink signed downloaded printed option form with relevant documents and certificates by all the allocable employees and the further action to be taken in the matter by the Heads of the Departments concerned.

2. The grounds for preferential claim for allotment to a particular State on extreme personal hardship are specified in paragraph 18 (m) of the Guidelines in relation to allocation of State services employees as detailed below.

(18 m). Cases of alleviation of extreme personal hardship of State Government employees will be exceptions to the principle:

- i) Widowed female employees may be considered for allocation to the State to which option is exercised.
- ii) Handicapped persons of more than 60% disability may be allocated on the basis of option, subject to the procedure prescribed by the State Government.

iii) An employee or whose spouse or child is known to be facing serious medical hardship, in cases of Cancer, Open Heart / Bye-pass surgery, and Kidney Transplantation / Kidney failure and continuing on dialysis shall be considered for allotment on special grounds on priority on the basis of option, subject to strict proof of verification as per the procedure prescribed by the State Government. This clause is applicable to only those employees who are working outside the common capital.

3. Female widowed employees, physically disabled employees with more than 60% disability and employees or whose spouse or child is known to be facing serious medical hardship and claiming preferential allotment shall attach a declaration as specified in **annexure- I or annexure – II or annexure – III** respectively attached to this Memo with supporting documents and submit along with the printout of the downloaded filled option form to the Member-Secretary, Advisory Committee, G.A. (SR) Department, A.P. Secretariat through proper channel, i.e., through their respective Head of the Department of the Government within two weeks from the date of publication of notification calling for options as instructed in the Circular Memo second cited.

4. The female widowed employee claiming preferential allotment shall produce the death certificate of her spouse along with the declaration form.

5. The physically disabled employees with more than 60% of disability claiming preferential allotment shall produce along with the declaration form a certificate in the proforma as prescribed in the Annexure II in G.O.Ms.No.31, Women Development, Child Welfare & Disabled Welfare (DW) Department, dated: 01.12.2009.

Confid... 2

6. An employee or whose spouse or child is known to be facing serious medical hardship and claiming preferential allotment on that count shall produce the medical certificate in respect of the applicable ailments as mentioned in the said guideline as detailed below :

- (i) Medical certificate from the treating specialist Government Doctor of the ailment concerned, if the treatment is availed or being availed in a Government Hospital.
- (ii) Medical certificate from the treating specialist Doctor of the ailment concerned, if the treatment is availed or being availed in a private Hospitals recognised by Government as per rules issued by Government from time to time. However such medical certificates must be attested by the concerned specialist Government Doctor viz., concerned Cancer specialist/ Cardiologist / Nephrologist working in the Government hospitals duly producing details of treatment / Investigation reports before the concerned specialist Government Doctor working in the Government Hospitals.
- (iii) The propforma of Medical certificates to be submitted in respect of these cases are at Annexure IV to VII of this Memo as may be applicable.
- (iv) The Medical certificate shall be produced along with the declaration form and printout of the down loaded filled option form.
- (v) The Head of the department shall certify the claim with reference to medical reimbursement etc., as per rules.

7. Paragraph 18 (h) of the guidelines specify that employees who are not local in relation to both States will be allocated on the basis of place of birth or home district, as the case may be, after due verification and certification. Those originally from other States will be allocated on a case by case basis after considering their option. Therefore the employees who are non local to both areas have to produce birth certificate or home district certificate issued by the Mandal Revenue officer.

8. The Directors of Medical Education of Andhra Pradesh and Telangana State are requested to issue necessary instructions to the Superintendents of respective Government General Hospitals as well to the respective Specialist Government Doctors of the ailments specified in the paragraph 18(m) (iii) of the guidelines at para (2) above to attest the Medical certificates issued by the treating specialist non-Government Doctor in these cases after verifying the details of treatment / Investigation reports of such cases.

9. All the departments of Secretariat and Heads of the departments of Andhra Pradesh and Telangana state are requested to bring these instructions to the notice of their employees.

L.PREMACHANDRA REDDY  
SECRETARY TO GOVERNMENT (SR)

To  
All the departments of Secretariat of Andhra Pradesh and Telangana State  
All the Heads of the Departments of Andhra Pradesh and Telangana State  
The Directors of Medical Education of Andhra Pradesh and Telangana State  
Copy to:

PS to Chairman, State Advisory Committee  
PS to Chief Secretary to Govt, A.P  
PS to Chief Secretary to Govt, Telangana State  
PS to Secretary to Govt (SR), GAD, A.P  
PS to Spl Secretary to Govt (SR), GAD, Telangana State

//Forwarded by Order//

  
Assistant Secretary to Govt (SR)

ANNEXURE-I

( to Govt Circular Memo.No.19184/SR I / A1/ 2014-4 , G.A (SR) Dept dt.13.01.2015)

**DECLARATION OF WIDOWED FEMALE EMPLOYEE**

I, Smt. \_\_\_\_\_ w/o Late Sri. \_\_\_\_\_ ,  
working as \_\_\_\_\_ in the O/o \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ Department , am seeking preferential allotment to the  
State of Telangana / State of Andhra Pradesh in terms of paragraph 18 (m) (i) of the  
Guidelines relating to Allocation of State Services Employees. I hereby declare that my  
husband expired on..... (Death certificate enclosed), that I have not remarried  
and that I am eligible to be considered for preferential allotment to the State of my  
choice. I submit the death certificate of my late husband as proof of claim.

Signature.....

Name of the Employee: .....

Place: .....

Date: .....

I certify that I have verified and found the above declaration to be correct/ incorrect. I  
recommend / do not recommend favourable consideration of the preferential claim.

Signature of the Head of the Office: .....  
(Along with stamp)

Name: .....

Designation: .....

Place: .....

Date: .....

//Attested//



Assistant Secretary to Govt (SR)



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ANNEXURE-II

( to Govt Circular Memo.No.19184/SR I / A1/ 2014-4 , G.A (SR) Dept dt. 13 .01.2015)

**DECLARATION OF PHYSICALLY DISABLED EMPLOYEE**

I, Sri./ Smt/ Ms \_\_\_\_\_, working as \_\_\_\_\_  
\_\_\_\_\_ in the O/o \_\_\_\_\_ of \_\_\_\_\_  
Department, am seeking preferential allotment to the State of Telangana / State of  
Andhra Pradesh in terms of paragraph 18 (m) (ii) of the Guidelines relating to Allocation  
of State Services Employees. I hereby declare that I am a Physically Disabled person  
suffering with \_\_\_\_\_ disability. The percentage of disability in my case is  
with more than 60%. I am eligible to be considered for preferential allotment to the State  
of my choice on this ground. I submit the Medical certificate as proof of the claim.

Signature.....  
Name of the Employee: .....

Place: .....  
Date: .....

I certify that I have verified and found the above declaration to be correct/ incorrect. I  
recommend / do not recommend favourable consideration of the preferential claim.

Signature of the Head of the Office: .....  
(Along with stamp)

Name: .....  
Designation: .....  
Place: .....  
Date: .....

//Attested//

  
Assistant Secretary to Govt (SR)

ANNEXURE-III

( to Govt Circular Memo.No.19184/SR I / A1/ 2014-4 , G.A (SR) Dept dt. 13.01.2015)

**DECLARATION OF EMPLOYEE IN SERIOUS MEDICAL HARDHIP**

I, Sri/ Smt/ Kum. \_\_\_\_\_, working as \_\_\_\_\_  
\_\_\_\_\_ in the O/o \_\_\_\_\_ of the \_\_\_\_\_  
Department, am seeking preferential allotment to the State of Telangana / State of  
Andhra Pradesh in terms of paragraph 18 (m) (iii) of the Guidelines relating to Allocation  
of State Services Employees. I hereby declare that I / my spouse/ son / daughter \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_ is suffering from Cancer, heart disease having  
under gone Open Heart / Bye-pass surgery /, kidney disease having undergone Kidney  
Transplantation / Kidney failure and continuing on dialysis. I am eligible to be  
considered for preferential allotment to the State of my choice on this ground. I submit  
the Medical certificate as proof of the claim.

Signature.....

Name of the Employee: .....

Place: .....

Date: .....

I certify that I have verified and found the above declaration to be correct/ incorrect. I  
recommend / do not recommend favourable consideration of the preferential claim.

Signature of the Head of the Office: .....  
(Along with stamp)

Name: .....

Designation: .....

Place: .....

Date: .....

//Attested//

  
Assistant Secretary to Govt (SR)

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**ANNEXURE IV**

( to Govt Circular Memo.No.19184/SR I / A1/ 2014-4 , G A (SR) Dept dt. 13.01.2015)

**Medical Certificate for Cancer patients**

This is to certify that Sri/Smt./kumari \_\_\_\_\_  
H/W/S/D/of \_\_\_\_\_ Sri/Smt. \_\_\_\_\_ Occ.-  
\_\_\_\_\_ in O/o \_\_\_\_\_ is  
suffering from \_\_\_\_\_-w.e.f \_\_\_\_\_ (Date of diagnosis of  
the Cancer) affecting \_\_\_\_\_ (Affecting which Organ / System of the human  
body) . The treatment given is/are Surgery / Radiation Therapy / Chemotherapy /  
Other Therapies viz., \_\_\_\_\_ The treatment is  
continuing / completed on \_\_\_\_\_ (if completed). The Current  
status is no evidence of disease / Disease Present - Amenable for treatment / Disease  
present on palliative treatment. The patient is on active anti-cancer treatment .

Date:

Signature of the Treating physician  
with Registration number & Stamp.

// Attested //

Place:

Date:

Signature of Concerned Specialist doctor  
Designation:  
Name of Government  
General Hospital :  
Stamp:

Note: The following shall be produced before the Specialist Government Doctor  
working in Govt General Hospital for verification and attestation of the Medical  
Certificate.

Confirmation investigations i.e

- (i) Histopathological Report and
- (ii) Imaging i.e. X-Rays, CT Scans, MRI, PET-CT and
- (iii) Treatment summary from treating / treated physician.

//Attested//

  
Assistant Secretary to Govt (SR)



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ANNEXURE V

( to Govt Circular Memo.No.19184/SR I / A1/ 2015-4 , G.A (SR) Dept dt. 13.01.2015)

**Medical Certificate for Coronary Artery Bypass Graft (CABG) / Open Heart Surgery patients.**

This is to certify that Sri./Smt./kumari \_\_\_\_\_  
H/W/S/D/of \_\_\_\_\_ Sri/Smt. \_\_\_\_\_ Occ.-  
\_\_\_\_\_ in O/o \_\_\_\_\_ is  
suffering from \_\_\_\_\_ w.e.f \_\_\_\_\_. The treatment given  
is Open heart Surgery / Coronary Artery Bypass Graft (CABG) . The patient is on active  
cardiac post operative treatment.

Date:

Signature of the Treating Cardiologist  
with Registration number & Stamp.

// Attested //

Place:


Date:

Signature of Cardiologist  
Designation:  
Name of Government  
General Hospital :  
Stamp:

Note: The following shall be produced before the Cardiologist working in Govt General Hospital for verification and attestation of the Medical Certificate.

1. Discharge Summary
2. Detailed Operative notes by concerned surgeon with Registration number of surgeon
3. Operative SCAR on the Sternum / Middle of the Chest of Open Heart Surgery.
4. Latest X-Ray Chest P.A. View with Report.
5. Latest 2D ECHO certified by qualified cardiologist with DM qualification with image copies
6. Medical Certificate from treating Cardiologist with Registration number.
7. All the documents and SCAR on the chest should be verified and certified by Cardiologist working in Government Hospitals.

//Attested//

  
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contd... 8

ANNEXURE VI

( to Govt Circular Memo.No.19184/SR I / A1/ 2015- 4, G.A (SR) Dept dt. 13.01.2015)

**Medical Certificate for Chronic Kidney Disease (CKD) / Patients on continuing Dialysis**

This is to certify that Sri./Smt./kumari \_\_\_\_\_  
H/W/S/D/of \_\_\_\_\_ Sri/Smt. \_\_\_\_\_ Occ.-  
\_\_\_\_\_ in O/o \_\_\_\_\_ is  
suffering from Chronic Kidney Disease / Stage V -Dialysis (D). The patient is on  
maintenance Hemo Dialysis / Continuous Ambulatory Peritoneal Dialysis. The date of  
initiation of Dialysis is \_\_\_\_\_ and the type of Access is AV  
Fistula / Perm Cath. The patient is on continuance medical treatment.

Date:

Signature of the Treating Nephrologist  
with Registration number & Stamp.


// Attested //

Place:  
Date:

Signature of Nephrologist  
Designation:  
Name of Government  
General Hospital :  
Stamp:

Note: The details of treatment / Investigation reports etc shall be produced to  
the Nephrologist working in Government Hospitals for verification and  
attestation of the Medical Certificate.

//Attested//



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ANNEXURE VII

( to Govt Circular Memo.No.19184/SR I / A1/ 2014-4 , G.A (SR) Dept dt.13 .01.2015)

**Medical Certificate for the patient of the Post Renal (Kidney)  
Transplantation**

This is to certify that Sri./Smt./kumari \_\_\_\_\_ Occ.-  
HW/S/D/of Sri/Smt. \_\_\_\_\_ in O/o \_\_\_\_\_ has  
underwent the Renal transplantation (Live related / deceased donor) on  
\_\_\_\_\_ (Date of the Renal Transplantation) and the patient is on  
immunosuppressant treatment ( details of the status of the current  
immunosuppressant treatment) .

Date:

Signature of the Treating Nephrologist  
with Registration number & Stamp.

// Attested //

Place:  
Date:

Signature of Nephrologist  
Designation:  
Name of Government  
General Hospital :  
Stamp:

Note: The following shall be produced before the Nephrologist working in Govt General Hospital for verification and attestation of the Medical Certificate.

- 1) Discharge Summary Xerox Copy (of the renal transplantation surgery) attested by the treating Nephrologist & the transplant surgeon.
- 2) Latest US Scan Abdomen Report demonstrating the renal allograft (with Scan Photograph).
- 3) All the above documents should be verified and attested by the qualified Nephrologist working in Government Hospitals.

//Attested//



Assistant Secretary to Govt (SR)