

GOVERNMENT OF ANDHRA PRADESH
FINANCE (SMPC.I) DEPARTMENT

Circular Memo.No.16388-A/558/A3/SMPC.I/2013

Dt.17.06.2013

Subject: - Surplus Man Power Cell (SMPC) – Submission of proposals for
Sanction of Staff - Regarding.

1. Several proposals for sanction of new posts and upgradation and change of classification of existing posts are being sent to this department. However, it has been observed that most of these proposals are received without the required information, which is contributing to delay in processing the proposals. Therefore, in order to ensure quicker and streamlined examination of the proposals for sanction of staff, the departments concerned are requested to follow the procedure outlined below.

2. In respect of proposals requiring sanction of staff for institutions that have not been established and are being proposed for establishment, the department is requested to first obtain orders in circulation and issue government order (GO) establishing the institution without including the staff component in accordance with the Rules of Business duly routing the file through the concerned expenditure section of the finance department. The department is requested to approach the Finance (SMPC) Department for sanction of posts only after the GO sanctioning the institution is issued.

3. In all cases requiring staff sanction, proposals must be accompanied by the following information:

- (i) The existing architecture of the department along with the organogram.
- (ii) The revised organogram if the staff proposed is sanctioned.
- (iii) The detailed justification for sanctioning of each post proposed along with financial commitment, source of financing, budget provision for the financial year, etc.
- (iv) The job description for each of the post proposed along with performance indicators and the supervision responsibility.
- (v) A copy of the service rules. If the proposed post has no approved service rules, the department is advised to issue service rules before approaching this department for staff sanction.
- (vi) The recruitment methodology, agency for recruitment and the minimum qualification prescribed for each of the proposed post categories.
- (vii) If the post is proposed to be filled on contract or outsourcing, the proposal must be accompanied by detailed justification for doing the same that should include *inter alia*, the duration of the contract / outsourcing, terms and conditions of contract / outsourcing, and the draft contract / outsourcing document
- (viii) Any other information that would be relevant for consideration.

(P.T.O.)

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4. All departments are requested to furnish the above information while sending staff sanction proposals to the Finance Department.

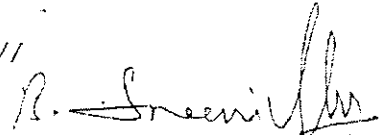
Dr. P.V. RAMESH
PRINCIPAL SECRETARY TO GOVERNMENT (R&E)

To
All Special Chief Secretaries / Principal Secretaries / Secretaries of the Departments
of Secretariat,

Copy to
All the Heads of Departments
The Registrar-General, the High Court of Andhra Pradesh, Hyderabad.
The Registrar, A.P. Administrative Tribunal, Hyderabad.
The Registrar, Institution of A.P. Lokayuktha and Upalokayuktha, Hyderabad.
The Secretary, AP Legislative Assembly / Legislative Council
Registrars of All Universities,
VC & MDs of all State PSUs
All the District Collectors
SF/SCs.

Copy submitted:
The Chief Secretary to the Government
Principal Secretary / Secretary to the Chief Minister

//FORWARDED :: BY ORDER//


SECTION OFFICER