GOVERNMENT OF ANDHRA PRADESH
FINANCE (SMPC-I) DEPARTMENT


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.)
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