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GOVERNMENT DEGREE COLLEGE
NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade
(Affiliated to DR.B.R.Ambedkar University)



SERVICE RULES



GOVERNMENT DEGREE COLLEGE

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Service rules:

The recruitment service,promotion,superannuation etc. are governed by the service rules of the UGC,and the Government of Andhra Pradesh, as promulgated from time to time. These rules are as follows:

Service Rules for teaching and subordinate staff:

I) These Rules are referred to as the Andhra Pradesh Collegiate Education Service Rules :

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962

2. G.O.Ms.No.258, Education dt:20.1.1971

3. G.O.Ms.No. 531, Education, dt:7.4.1975

4. G.O.Ms.No. 1196, Education, dt:27.12.1977

5. G.O.Ms.No.423, Education, dt:19.4.1979

6. G.O.Ms.No.843, Education, dt:19.9.1979

7. G.O.Ms.No.939, Education, dt:22.10.1979

8. G.O.Ms.No.399, Education, dt:21.5.1980

9. G.O.Ms.No.77, Education, dt:28.1.1981

10. G.O.Ms.No.1259, Education, dt:6.11.1981

11. G.O.Ms.No.491, Education, dt:16.11.1984

12. G.O.Ms.No.50, Education, dt:26.1.1986

13. G.O.Ms.No.158, Education, dt:10.6.1987

14. G.O.Ms.No.340, Education, dt:10.6.1987

15. G.O.Ms.No.131, Education, dt:29.5.1990

16. G.O.Ms.No.378, Education, dt:21.11.1991

17. G.O.Ms.No.37, Education, dt:5.2.1994

II) Government of India MHRD letter No 1-32/2006-U.dated 31st Dec 2008



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Recruitment Process:

- Applications are invited on-line for recruitment to the post of Lecturers in Govt Degree Colleges by Andhra Pradesh Public Service Commission (APPSC).
 - The APPSC conducts Screening test in off-line mode in case applicants exceed 25,000 in number and the main examination in on-line mode for the candidates selected in screening test.
 - Applicants must possess the qualification from a recognized University as detailed below:
 - 1) Good academic record with minimum of 55% or an equivalent Grade of B at the Masters Degree level in the relevant subject, obtained from the Universities recognized in India.
 - 2) NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Govt Degree Colleges.
 - 3) Candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission shall be exempted from the requirements of the minimum eligibility condition of NET/SLET to recruitments and appointment of Lecturers in Govt Degree Colleges.
 - The selection of candidates for Appointment to the posts will be made in two stages:
 - Written Examination (Objective Type)
 - Oral Test in the form of Interview only for those qualified as per rules. The final selection of candidates for Appointment to the posts will be based on the Merit in the computer based examination and Oral test (Interview) marks put together to be held as per the scheme of examination.
- Only those candidates who qualify in the written examination by being ranked high will be called for interview in 1:2 ratio. The minimum qualifying marks in the examination for consideration of a candidate to the selection process in case of OC category is 40%, for BC category it is 35% and for SC, ST and PH categories it is 30% or as per the relevant rules. The minimum qualifying mark is relaxable in the case of SC/ST/BC/PH at the discretion of the Commission Applicants clearing the above procedure will be allotted posting as per the vacancies availability in the State.
- The candidates will be selected and allotted to Service/ Department as per their rank in the merit list and as per Zonal / Post preference opted by the applicant at the time of making application to the post online.
- The whole process is done with the help of Andhra Pradesh Public Service Commission (APPSC).



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Career Advancement Scheme (CAS)- Promotional Procedure:

The service conditions specified for Career Advancement Scheme are mentioned here under:

Assistant Professor with Pay Band II – 15600-39100 + 7000 AGP

[Hither to known as Lecturer (Senior Scale)]

1. Completed 6 years service on regular appointment in UGC Pay Scales
2. Completed 4 Years to those who are having Ph.D. degree
3. Completion of 5 years to those who are possessing M.Phil.,degree/PG degree in Professional Courses such as LLM, M.Tech., MVSC., or M.D.
4. Minimum API Scores as delineated in Table-II (b) of Appendix.III
5. One orientation and one Refresher/Research Methodology Course of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

The Teachers (15600-39100 + 7000 AGP) in Senior Scale shall be designated as Assistant Professors.

Assistant Professor (Pay Band.III – 15600-39100 + 8000 AGP):

(Hither to known as Lecturer (Selection Grade)

1. On Completion of 11 years' service in UGC Scales.
2. Completion of 9 years to those who are possessing Ph.D., degree.
3. Completion of 10 years to those who are having M.Phil. degree/PG degree in Professional Courses such as LLM., M.Tech., MVSC., or M.D.
4. Minimum API Scores
5. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programs of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

Associate Professor Pay Band.IV (A) (37400-67000 + 9000 AGP):

1. Shall have completed three years of Service in the Pay Band of 15600-39100 + 8000 AGP (Pay Band.III)
2. Minimum API Scores as delineated in Table. I(b) of Appendix.III
3. At least three Publications in the entire period of Assistant Professor (12 years of service).

However, an exemption of one publication to those who are having M.Phil., degree and an exemption of two Publications to those who are possessing Ph.D., degree.

4. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.

Professor Pay Band.IV (B) (37400-67000 + 10000 AGP):

1. Associate Professor completed three years of Service in the Pay Band of 37400-67000 + 9000 AGP (Pay Band.IV (A)) and possessing a Ph.D. Degree in the relevant discipline.
2. Minimum API Scores using PBAS proforma as delineated in Table. I (b) of Appendix.III
3. At least five publications from the period that the teacher is placed in Stage.III (i.e. from the date of award of Pay Band.III with AGP of 8000)

Grievance Redressal Mechanism:

The college has evolved the following mechanisms for grievance redressal-

Direct approach of Students to principal and any faculty: Students can approach the Principal, vice-Principal or any faculty directly and give their Grievance by verbally or in writing. Grievance and Redressal cell records the problem and makes all means to solve the problem.

- a) **Employees:** The principal, vice-principal and the staff club meet once in two months to discuss if any grievances from employees through interactions. No such grievance is recorded.
- b) **Grievances Redressal Cell:** Grievances Redressal Cell is setup to resolve the grievances of employees. It consists of Principal, Vice-Principal, Co-coordinators and senior faculty members including women faculty members.
- c) **Anti-ragging Cell:** The cell takes all measures to make the campus raging free.
- d) **Women Empowerment Cell:** The principal, the vice-principal, Co-coordinator and all faculty members including women faculty membersto look after any complaints received regarding women' s sexual harassment.

**THE ANDHRA PRADESH GAZETTE
PART I – EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 341

HYDERABAD, MONDAY, JANUARY 27, 1997.

NOTIFICATIONS BY GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

(services-D)

**ANDHRA PRADESH STATE AND SUBORDINATE SERVICE RULES – Revised
Rules 1996.**

(G.O.Ms.No.436, General Administration (Services-D), 15th October, 1996).

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supercession of the Andhra Pradesh State and Subordinate Service Rules, 1962 (Parts I and II) issued in G.O.Ms.No.418, General Administration (Rules) Department, dated 7-3-1962 as amended from time to time, and of all the adhoc rules to the extent they have been incorporated in these rules, the Governor of Andhra Pradesh hereby makes the following rules in respect of the members of the State and Subordinate Services of the Govt., of Andhra Pradesh.

RULES

1. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES.

- (a) These Rules may be called the Andhra Pradesh State and Subordinate Service Rules 1996.
- (b) The gazetted and non-gazetted posts under the State Government shall be constituted into various State and Subordinate Services and they shall be governed by the State and Subordinate Service Rules (General Rules) and the Special Rules as well as adhoc rules issued by the Government.
- (c) These rules shall apply to the State and Subordinate Services and to the holders of posts, whether temporary or permanent included in any State or Subordinate Service except to the extent otherwise expressly provided.
 - (i) by or under any law for the time being in force;

- (ii) in respect of holders of any post, appointed by contract or agreement subsisting between such holders and the State Government.
- (d) Relation to Special Rules: If any provisions in these rules are repugnant to the provisions in the special rules applicable to any particular service in regard to any specific matter, the latter shall, in respect of such service and such specific matter, prevail over the provisions in these rules.

2. DEFINITIONS:

In these rules, unless there is anything repugnant in the subject or context.

(1) Adhoc Rules:- “Adhoc rules” means rules issued to govern:

- (i) a temporary post in a Service, Class Category which is not covered by any Special Rules; or
- (ii) all or some of the services in regard to issues of common applicability of all such services.

(2) Appointed to a Service:- A person is said to be “appointed to a service” when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules of adhoc rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

Explanation: The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or same service or to discharge the current duties thereof does not amount to appointment to the latter service or post in the same service, as the case may be.

(3) Approved candidate: “Approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service class or category.

(4) Approved probationer: “Approved probationer” in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation in such service, class or category.

(5) Appointment or Recruitment by transfer: A candidate is said to be appointed or recruited by transfer to a service:-

(a) if, at the time of first appointment thereto he is an approved probationer in the Andhra Pradesh High Court Service or A.P. Legislature Service or in any other service, the rules for which prescribed a period of probation for members thereof; or

(b) In case at the time of his first appointment thereto he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.

(6) Armed Forces of the Union:- “Armed Forces of the Union” means the Army, Naval or Air Force of the Union.

(7) Backward Classes: “Backward Classes” mean the communities mentioned in Part-C of Schedule-I.

(8) Cadre: “Cadre” means the posts in various classes, categories and grades in a service.

(9) Commission:- “Commission” means the Andhra Pradesh Public Service Commission.

(10) Confirmed Member:- “Confirmed Member” means a member of a service who has been confirmed in a service under the State Government in accordance with rule 21.

(11) Date of Regular Appointment: “Date of regular appointment” means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service class or category counts for probation.

(12) Departmental Promotion Committee:- Departmental Promotion Committee means a Committee constituted to advise the appointing authority in regard to the persons to be included in the panel for being appointed by promotion or by transfer to a selection post not within the purview of the Commission.

Provided that the Departmental Promotion Committee may be required to prepare adhoc panels also for appointment to any service by promotion or by transfer even on temporary basis.

(12-A) Screening Committee:- “Screening Committee” means a Committee constituted by Government to recommend the names for inclusion in the panel to the second level Gazetted Posts which are within the purview of the Andhra Pradesh Public Service Commission: and also to indicate the order in which the persons concerned should be included in the panel. The list of persons so prepared by the said Committee shall be forwarded to the Commission for its concurrence, by the concurrence authority.

(13) Discharge of a probationer:- “Discharge of a probationer” means, in case of probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and every other case, dispensing with his service.

(14) Duty: A person is said to be “on duty” as a member of a service”

- (a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
- (b) When he is on joining time; or
- (c) When he is absent from duty during vacation or authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence; or
- (d) When he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
- (e) When he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
- (f) When he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
- (g) When he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil power or for Air Force Service or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments during the period of training in Air Defence Reserve of Air Force Service in the case of probationers; or
- (h) When he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.

Explanation: Participation of a Government Servant in the ceremonial parade on special occasions like the Territorial Army Day, Republic Day, visit of a Minister and the like in his capacity as a member of the Air Defence Reserve shall be treated as part of his training: or

- (i) When he is absent from duty to attend the annual day celebrations of the Home Guards Organisation or when called upon for duty in times of emergency as a member of the Home Guards Organisation.

(15) Direct Recruitment: A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-

- I. by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
- II. By transfer from any other class of that service, or
- III. By appointment by transfer from any other service, or
- IV. By re-employment of a person in case he had retired from service of Government prior to such appointment, or
- V. By appointment by agreement or contract.

(16) Ex-Servicemen: "Ex-Servicemen" means a person who has served in any rank (whether as a combatant or as a non-combatant) in Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak, Sena and the para-military forces i.e. Border Security Force, Central Reserve Police Force, Indo- Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway protection Force and

- I. who has retired from such service after earning his / her pension; or
- II. who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- III. who has been released, otherwise than on his own request, from such service as a result of reduction in establishment or
- IV. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
 - (a) pension holders for continuous embodied services;
 - (b) person with disability attributable to military service; and
 - (c) gallantry award winners.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

(17) General Rules: "General Rules" means the Andhra Pradesh State and Subordinate Service Rules.

(18) Member of a Service: "Member of a Service" means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.

(19) Meritorious Sportsman:- "Meritorious Sportsman" means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports / games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below: and any other games / sports as may be specified by the Government from time to time:

- (a) Athletics (including Track and Field events)
- (b) Badminton
- (c) Basketball
- (d) Cricket
- (e) Hockey
- (f) Football
- (g) Swimming
- (h) Volleyball
- (i) Table Tennis
- (j) Tennis
- (k) Weightlifting
- (l) Wrestling
- (m) Bosing
- (n) Cycling
- (o) Gymnastics
- (p) Judo
- (q) Rifle shooting
- (r) Kabaddi
- (s) Kho Kho
- (t) Ball Badminton
- (u) Archery

- (v) Equestrian Sports
- (w) Hand Ball
- (x) Rowing
- (y) Chess
- (z) Taekwondo
- (aa) Carroms

(20) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularized.

(21) Panel: "Panel" means the authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.

(22) Physically handicapped person: "Physically handicapped person" means a person who is blind, deaf or orthopaedically handicapped.

Explanation: A person is said to be

- (I) blind, if he is suffering from total absence of sight or visual acuity not exceeding 3-60 or 10/200 (snellen) in the better eye with correcting lenses:
- (II) deaf, if his sense of hearing is fully non-functional for the ordinary purposes of life:
- (III) orthopaedically handicapped, if he has a physical defect or deformity which causes so much interference as to significantly impede normal functioning of the bones muscles and joints.

(23) Presidential Orders: "Presidential Orders" wherever it occurs in these rules shall mean the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 issued by the President of India under Article 371-D of the Constitution of India.

(24) Probation: "Probation" means the period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.

(25) Probationer:- "Probationer" means a member in a service class or category who has not completed his probation.

(26) Promotion: "Promotion" means the appointment of a member of any category of grade of service or a class of service to a higher category, grade, of such service or such class of service.

(27) Schedule:- "Schedule" means the schedule to these rules.

(28) Scheduled Castes:- "Scheduled Castes" mean the communities mentioned in Part-A of Schedule-I.

Explanation: No person who professes a religion different from Hinduism shall be deemed a member of scheduled caste.

However, Scheduled Caste converts to Buddhism deemed to be Scheduled Caste.

(29) Scheduled Tribes: "Scheduled Tribes" means the communities mentioned in Part B of Schedule-I.

(30) Service: "Service" means a post or a group of posts or categories of posts classified by the State Government as State or Subordinate Service, as the case may be.

Provided that for the purpose of recruitment, probation and transfer, each class included in the Andhra Pradesh General Service and the Andhra Pradesh General Subordinate Service shall be regarded as a separate service.

Note:- Where the context so requires "Service" means the period during which a person holds a post in accordance with these rules, special or Ad-hoc rules except rule 10 or a lien on a post or is a member of a service as above denied.

(31) Special Rules: "Special Rules" mean the rules applicable to each service or class or category of a service, which include adhoc rules applicable to temporary posts in a service, or class or category, which are not covered by the special rules.

Explanation: The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

3-(A) CONDITIONS OF SERVICE:- The Fundamental Rules, the rules regulating the Scales of Pay, the Andhra Pradesh Civil Services (Conduct) Rules, Andhra Pradesh Civil Services (CCA) Rules 1991, The Andhra Pradesh Leave Rules, the Andhra Pradesh Government Life Insurance Fund Rules, the Andhra Pradesh Revised Pension Rules and any other Acts, Rules or Regulations enacted, issued or as may be issued by Government or other competent authority, for the time being in force in respect of the Service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rule, govern members of every service and pensions appointed to any post in any service, whether appointed regularly or on temporary

basis. In the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service.

Provided that;

(i) Where any such member has elected to be governed by the provisions of the Civil Services Regulations, those provisions shall apply to him.

(ii) save as otherwise expressly provided in the Special Rules nothing contained in this rule shall affect the operation of the provisions of Article 526 of the Civil Service Regulations or any other rule similar thereto, for the time being in force, relating to the fixation of pay of a member of a service who is in receipt of a military pension, and

(iii) a person appointed in a department performing functions entrusted to him under clause (1) of Article 258 of the Constitution of India shall be governed in the matter of his leave and pension by the rules issued by the Central Government in that behalf;

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat and the staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor respectively;

Provided also, that a member of a service of the former Hyderabad Government allotted to the State of Andhra Pradesh, shall continue to be governed by such orders as may be applicable to him in the matter of pay, leave rules, the Andhra Pradesh Government Life Insurance Fund Rules, Pension and Provident Fund.

3-(B) APPLICATION OF RULES:-Any rules made under the proviso to Article 309 of the Constitution of India in respect of any service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable.

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right of privilege to which he is entitled by or under rule or order made applicable to him prior to the making of such rule.

4. METHOD OF APPOINTMENT:-

(a) Appointment to any service, class or category shall be by one or more of the methods indicated below as may be specified in the Special Rules applicable to the relevant post:-

1. Direct recruitment
2. Recruitment / Appointment by transfer

- 3. Promotion or
- 4. Contract / Agreement / Re-employment

(b) Direct Recruitment:- Where the normal method of recruitment to any service, class or category includes direct recruitment, the proportion in which the special rules may require vacancies to be filled by persons recruited direct shall be applicable to all substantive vacancies and direct recruitment shall be made only against the substantive vacancies.

Explanation: (i) For the purpose of this rule, notwithstanding anything contained in these rules or special or adhoc rules, substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.

(ii) The posts earmarked for direct recruitment in the Special Rules / Adhoc Rules shall be filled by direct recruits strictly and not by any other method.

(iii) In respect of posts in the State and Subordinate Service the percentage earmarked for direct recruitment should not fall short of 30%.

(iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.

(c) Re-allotment of candidates selected by the Public Service Commission:- The reallotment of candidates selected by the Andhra Pradesh Public Service Commission for appointment, from one unit to another unit, either in the same service and district / Zone or in any other service of district / Zone shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission. The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission.

Provided that such re-allotment shall be strictly in conformity with the provisions of the Presidential Order.

5. SELECTION POSTS:- (a) All first appointments to a State Service and all promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, by the appointing authority as specified in the sub-rule (a) of rule 7 from the panel of candidates. Such panel shall be prepared as laid down in rule 6 by the appointing authority or any other authority empowered in this behalf.

(b) Non-Selection posts:- No non-gazetted post should be treated as selection post. Promotion and appointment by transfer to higher posts other than those mentioned in sub-rule (a) shall be made in accordance with seniority-cum-fitness, unless.

(i) Such promotion or appointment by transfer of a member has been withheld as a penalty; or

(ii) a member is given special promotion for conspicuous merit and ability.

6. METHOD OF PREPARATION OF PANELS:- (a) The panel of approved candidates referred to in sub-rule (a) of rule-5 shall be prepared by the appointing authority or any other authority empowered in this behalf, in consultation with the Departmental Promotion Committee in respect of posts outside the purview of the Andhra Pradesh Public Service Commission and Screening Committee in respect of the posts within the purview of the Andhra Pradesh Public Service Commission to recommend the names to the Commission. The appointing authority shall make appointments of candidates from such panel/list, in the order in which the candidates in such panel are arranged in their order of preference.

(b) The panel of candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of a candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the months of September every year on the basis of estimate of vacancies sent in terms of sub-rule (d). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December of the succeeding year or till the next panel is prepared whichever is earlier and for the purpose of preparing the said panel, the zone of consideration shall be in the ratio of 1:3. The period from 1st September of the year to the 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

Provided that if the number of candidates to be included in the panel falls short of the number of vacancies estimated such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below.

Provided further that the panel of candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such other persons whose names were not included in the panel prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer:

Provided also that no panel of candidates need be prepared:

(i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to that effect; or

(ii) where the appointing authority does not consider it necessary.

Provided also that the Government may order preparation of panel of candidates as frequently as may be necessary in exigencies of administration.

(c) The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1st September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December of the succeeding year or till the next panel is prepared whichever is earlier. The period from first September of the year to 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

(d) The panel of candidates under sub rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list::

(i) The existing vacancies, including the vacancies which were not filled up in the previous years for any reason:

(ii) (1) vacancies to arise owing the retirement;

(2) consequential vacancies due to promotion or appointment by transfer.

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

(e) A panel of candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of $\frac{1}{2}$ or more i.e. 0.5 and above to the next nearest number as reserve to fill up the vacancies likely to last for more than 2 months on account of:-

- (i) deputation;
- (ii) training;
- (iii) long leave; or
- (iv) suspension,

Provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

(f) inclusion of a candidate's name in any panel of candidates for any State Service, class or category shall not confer on him any right for appointment to such service, class or category.

(g) The following persons shall be considered for inclusion in any panel prepared under sub-rules (b) and (c).

(i) Persons who are qualified on the qualifying date including those who had been included in the previous panel of approved candidates but who have not commenced their probation.

(ii) Persons who had not possessed the prescribed qualifications at the time of preparation of the previous panel, but who have since acquired such qualification and are qualified as on the qualifying date.

(iii) Persons who were qualified but were considered unsuitable for inclusion in the previous panel and who continue to possess the prescribed qualifications.

Explanation:- In considering the inclusion of persons, who had been included in the previous panel but who had not commenced their probation, in the current panel it shall not be necessary to carry forward their names without having regard to their relative merit and ability with reference to the relative merit and ability of other candidates coming up for fresh consideration. If such candidates are included in the current panel it shall not be necessary to arrange them in the same order in which they had been arranged in the previous panel.

(h) Persons included in more than one panel:- Where a candidate's name has been included in different panels of approved candidates for more than one service, the cadre controlling authority of the panel in which the candidate's name is included, should intimate the cadre controlling authority of the other panel of the inclusion of the name of the candidate in the former panel and it shall be the duty of the cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority, of the parent cadre. The cadre controlling authority of the parent cadre shall require the candidate to initiate the service to which the candidate wishes to be appointed. On receipt of such intimation, the cadre controlling authority of the parent cadre shall inform the other cadre controlling authorities and such candidate's name shall be removed by such cadre controlling authority from the panel or panels of approved candidates for such service or services to which the candidate does not wish to be appointed.

(i) Non Selection Posts:- For non selection posts referred to in sub rule (b) of rule 5 the appointing authority shall prepare a list of eligible employees every year i.e. from first September of the year to 31st August of the succeeding year after considering the record sheet and the qualifications prescribed for the said post in the relevant Special rules for promotion to next higher category of non selection post.

Provided also that in the case of S.Cs and S.Ts., the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment, subject to the condition that it does not exceed 45 years:

(i) Uniformly by 10 years in the case of Physically handicapped persons;

N.B.: This concession shall be in force during the period between 28th March, 1967 and 22nd September, 2000.

(vide G.O.Ms.No.311 G.A.(Ser.D) dt. 24.4.91)

(ii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of S.Cs and S.Ts candidates and 35 years in the case of others.

(b) When the direct recruitment is to be made to any State or Subordinate Service by examination or Selection:

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to the effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit;

Provided that the person referred to in sub-rules (i) and (ii) above shall, after making the deductions referred to in the sub-rules shall not exceed the maximum age limit prescribed for the post.

(iii) a person already in service of State Government who has been appointed regularly shall be allowed to deduct from his age the length of regular service under the State Government upto a maximum of five years for purposes of the maximum age limit and in the case of a person who has rendered minimum temporary service of six months in the census department (Organisation) of this State and who has been retrenched during 1991 shall be allowed to deduct from his age a period of three years for purpose of computing the maximum age limit.

(2) The minimum General Educational qualifications wherever referred to, in these or special rules shall be the qualifications prescribed in Schedule-II of these rules.

(3) (a) A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post, at the time or on the date on which

the selection process commences, for direct recruitment i.e., to say, the first date on which the examination (Written) or where such written examination is not there, the first date on which the interview for selection takes place.

(b) No person shall be eligible for appointment to a post by promotion or appointment by transfer unless he possesses the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed in the special rules as a prerequisite qualification, for the post, to which he is to be appointed by promotion or by transfer.

(4) Disqualification for appointment:-

A candidate shall be disqualified for appointment if he himself or through relations or friends or any others has canvassed or endeavoured to enlist for his candidature extraneous support, whether from official and non-official sources for appointment to any State or Subordinate Service.

(a) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.

(b) No Woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.

(c) No person who has been dismissed from a State or Central Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.

11. LANGUAGE TEST IN TELUGU: (a) Every person appointed to a service, that within the period of probation, pass the Language test in Telugu, failing which his probation shall be extended and increments in the time scale of pay shall be postponed without cumulative effect till he passes the test.

Provided that a person who was appointed to a service but who has not passed the Language Test in Telugu shall be allowed time to pass the said test upto 31-12-1997 or till the expiry of a total period of 3 years from the date of his appointment whichever is later, by extending the period of probation:

Provided further that a person, who has completed the age of 45 years or who has been on deputation in this State from any other State or from the Government of India, or who being an officer of the erstwhile Government of Hyderabad has passed the language test in Telugu or has been exempted from passing the said test by virtue of his having passed an examination of equivalent standard in that language test under the Hyderabad Regional Language Examination Rules or who is holding a post for which no educational qualification is prescribed for initial recruitment, shall not be required to pass the language test aforesaid:

Provided also that a person who is exempted from passing the language test in telugu on reaching the age of 45 years, but the pay to which such person is entitled to draw after reaching the age of 45 years shall be the pay which he would have been eligible to, without arrears, had the language test in Telugu not been prescribed at all and the increments not postponed.

(b) The standard of the test referred to in sub-rule (a), above shall be a pass in the Second (Class) Language Test in Telugu for holders of the posts for which the educational qualification prescribed is the minimum General Educational Qualification referred to in the schedule to rule 12(2), or equivalent or higher academic qualification and a pass is the Third Class Language Test in Telugu for all others

12. LANGUAGE TEST – EXEMPTION: (a) A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instructions and examination or with Telugu as one of the subjects, shall be exempted from passing the 2nd class language test in Telugu.

(b) A person who has passed the 7th or 8th Class Examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3rd class Telugu Language Test.

(c) A person who has crossed the age of 45 years.

(d) Other Linguistic qualification:- (i) If in the opinion of an appointing authority, a candidate with an adequate knowledge of a particular language or languages is necessary for holding a specified post in any service, class or category, it may declare that such post, specified post in the declaration, is reserved for a candidate with such knowledge. When such a declaration has been made, the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it and notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments, any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

(ii) The State Government shall have power to declare that any proportion of posts in any service, class or category for which recruitment is made at the same time, shall be filled by candidates with an adequate knowledge of a particular language or languages and when such a declaration has been made, the rule of reservation of appointments shall apply separately in regard to the proportion of posts in respect of which such a declaration has been made.

Explanation:- For the purpose of this rule a candidate will be considered to have adequate knowledge of the particular language, if he has acquired knowledge of that language in the High School or higher courses, or satisfies the appointing authority that he has adequate knowledge in speaking, reading and writing in that language.

13. (A) TIME TO PASS NEWLY PRESCRIBED TESTS:- Where a test is newly prescribed by the special rules of a service for any class, category, or post thereof, a member of the service who has not passed the said test, but is otherwise qualified and suitable for promotion to such category or post may be promoted thereto and he shall be required to pass the said test or tests within the period of probation or within one year or in one of the first two examinations held after such promotion, whichever is later. If he fails to pass the tests he shall be reverted to the class, category, or post from which he was promoted and he shall not again be eligible for consideration for promotion unless he passes the tests.

A person who is so reverted shall not by reason only of his promotion under this rule, be regarded as entitled to any preferential claim to future promotion to the category, grade or post, as the case may be, to which he had been promoted under this rule.

Explanation: This rule shall be applicable even to appointment by transfer in the direct line, for example, for appointment by transfer of Superintendents to the post of Assistant Director (Administration), for appointment to which the passing of departmental tests has been newly prescribed as a pre-requisite qualification.

Note: This concession will be available only for a period of three years from the date on which the test has been newly prescribed.

(b) Concessions regarding passing of Tests and Examinations on grounds of age:-

Notwithstanding anything contained in these rules or in the Special rules, except the Andhra Pradesh Treasuries and Accounts Service Rules, Andhra Pradesh Treasuries and Accounts Subordinate Service Rules, Andhra Pradesh Pay and Accounts Service Rules, Andhra Pradesh Pay and Accounts Subordinate Service Rules, Andhra Pradesh Local Fund Audit Service Rules and Andhra Pradesh Local Fund Audit Subordinate Service Rules:-

(i) Where no tests have been prescribed in the Hyderabad Cadre and Recruitment Rules for promotion, an employee of the erstwhile Government of Hyderabad allotted to the State of Andhra Pradesh under section 115 of the States Reorganisation Act, 1956 Central Act 37 of 1956 need not pass the tests prescribed for promotion or recruitment by transfer on or after the 1st November 1956, to a post one stage above that held by him Prior to the said date. The employee so promoted shall not be affected either by reversion or by stoppage of increment for failure to pass such test.

(ii) Where tests have been prescribed in the Hyderabad Cadre and Recruitment Rules, as a condition precedent for promotion, an employee of the erstwhile Government of Hyderabad referred to in clause (i) may be appointed by transfer or promotion to a post one stage above that held by him prior to the 1st November, 1956, subject to his passing the common departmental tests prescribed by the Government of Andhra Pradesh within four years from the date of such appointment by transfer or promotion, whichever is later, except where a longer period than four years has already been allowed to all;

Provided that such an employee, on completion of the age of 45 years, shall not be required to pass tests referred to in this clause; either for the first stage promotion or for appointment by transfer or promotion to a post which is second or subsequent stage above that held by him prior to the said date.

(c) The provisions in sub-rule(b) shall mutatis mutandis apply to an employee of the former Andhra State continuing in Andhra Pradesh for his appointment by transfer or promotion to a post above the one held by him prior to the 1st November, 1956, where:-

(i) new tests are prescribed in the Andhra Pradesh State after the said date for appointment by transfer for promotion to such posts:

Provided that such employee, who on completion of the age of 45 years is not required to pass the tests for his appointment by transfer or promotion to a post above the one held by him prior to the said date, need not pass the same test if prescribed for appointment by transfer or promotion to a post above the one held by him prior to the same date, need not pass the same test if prescribed for appointment by transfer or promotion to a post which is second or subsequent stage above the one held by him prior to the said date.

Explanation, sub-rule(b) shall be inforce till 31-10-1996.

14. (A) COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS

A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:

Provided that a person having been appointed temporarily under rule-10 to a post in any service, class or category or having been so appointed otherwise than in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same service or class or category, in the same unit of appointment, in accordance with the rules, shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same service, class or category in the same unit.

(b) Minimum service for commencement of probation:

A person appointed to a service, class or category, in accordance with the rules, otherwise than by direct recruitment, shall, if he is required to be on probation in such service, class or category, be deemed to have commenced his probation in such service, class or category from the date from which he has been continuously on duty in such service, class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such service, class or category on regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a service, class or category whose appointment is made in consultation with the Andhra Pradesh Public Service Commission or D.P.C or any other agency for requirements specified by Government.

(c) Period of Probation:- Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:

(i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation be on probation for a period of two years on duty within a continuous period of three years.

(ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.

(iii) A probationer in any category, class or service shall be eligible to count for probation his service in a higher category of the same service or class, as the case may be, or in any other service (State or Subordinate Service) towards his probation in the former service, to the extent of the period of duty performed by him in the latter service during which he would have held the post in the former service but for such appointment in the latter service.

(d) In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been promoted or appointed by transfer, the provisions in this part shall be construed as if the expression "probation" and "probationer"/"approved probationer" mean "officiating service" and "person officiating" respectively.

(e) Tests to be passed during probation: A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules of these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.

(f) (i) If within the period of probation a candidate fails to pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by orders, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.

(ii) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has

so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.

(iii) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by an order, discharge him from service.

Any delay in the issue of the order discharging the probationer under clause (i) of clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

(g) Exemption from special qualifications to be acquired or special tests to be passed during probation: Where a probationer has before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government to be equivalent to the special qualification or special test, he shall not be required to acquire the said special qualification or to pass the said special test again, after the commencement of his probation.

(h) Change of date of commencement of probation:

Notwithstanding anything contained in the special rules or sub-rule (a) and (b) of Rule 33, a probationer who does not pass the prescribed tests or acquire the prescribed special qualifications within a period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the Government by an order under rule 32, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

Provided that nothing in this sub-rule shall apply in the cases of persons appointed to the class, category or grade in a service prior to the 9th March, 1981 and whose seniority in the said class, category or grade was fixed under sub-rule (b) of Rule 33 prior to the said date.

(v) The period of probation undergone by a probationer discharged under clause (i) and (iii) of sub-rule (a) of this rule, before his discharge shall, upon such restoration, count towards the period of probation prescribed by the rules applicable to him.

18. DECLARATION OF PROBATION:

(a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.

(b) (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer to rectify such lapses. A decision whether a probationer could be considered to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probations.

(ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for purpose of record.

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the State Government or by the appointing authority with the approval of the State Government, to be equivalent to the said special qualifications or special tests, within the said period of probation.

19. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-

(a) A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.

(b) (1) Discharge of a probationer or approved probationer:

A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority.
2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative Unit, the representation of the Scheduled Castes of the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those cases or Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these castes or tribes are discharged; that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

First	Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in order or juniority;
Second	Probationers, other than those belonging to the Schedule Castes and the Scheduled Tribes, in the order of juniortiy;
Third	Approved probationers, other then those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Fourth	Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority;
Fifth	Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Sixth	Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority.

(ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

(c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation:

The absence of an approved probationer from the post in a service, class or category whether on leave or on foreign service or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible qualified, render him ineligible in his turn:-

(i) for re-appointment to the post on which he is an approved probationer;

- (ii) for promotion from a lower to the higher category in such service;
- (iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent.

He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence.

Provided that a member of service who is appointed to another service and if he is a probationer in the later service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:-

Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

(1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or

(2) for promotion from a lower to a higher category in such former service.

Note:- This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

20. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-

The power exercisable by the appointing authority other than the State Government, may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:-

(1) discharge of a probationer under sub-rule (i) of rule 16 of clause (ii) of sub-rule (a) of rule 17; and

(2) extension of probation under sub-rule (a) or (b) of rule 17.

21. CONFIRMATION:

(a) Confirmation of a member of a service: As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority.

The Seniority of the person shall however be regulated in terms of rule 33 of these rules.

Explanation:

(1) For the purpose of the rule “appointed initially” means appointment of a person for the first time to any post in the civil service in the State or Civil post in the service of the State of Andhra Pradesh.

(2) A member of a service or a class of a service shall be confirmed in such service or class of a service irrespective of whether there is a permanent or substantive post or vacancy available in that service.

(3) A person appointed to a Government service shall be confirmed in any service, only once during his service in Government at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other service or class of service, from time to time.

(b) A person confirmed in a particular category, Class or Service shall not be confirmed in any other category, class or service.

20. SPECIAL REPRESENTATION (RESERVATION): Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Physically handicapped, Meritorious Sportsman, Ex.Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or in the special rules.

(a) (1) The Principle of reservation as hereinafter provided shall apply in all appointments to a service, class or category.

(i) by direct recruitment, except where the Government by a General or special order made in this behalf, exempt such service, class or category;

(ii) otherwise than by direct recruitment where the special rules lay down specifically that the principle of reservation in so far as it relates to Scheduled Castes, and Scheduled Tribes only shall apply to such service, class or category to the extent specified therein.

(2) The unit of appointments for the purposes of this rule shall be one hundred, of which 15 shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, Twenty five shall be reserved for the Backward Classes and the remaining fifty four appointments shall be made on the basis of open competition.

(b) Out of fifty four appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the physically handicapped persons.

(c) In the case of appointments to clerical posts including the posts of typists, i.e. in Group II and Group IV services and in the case of posts in the Andhra Pradesh Police Subordinate Service, to which the principle of reservation of appointments applies, out of fifty four, as the case may be, fifty one appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of ex-servicemen.

(d) In the case of appointments to the posts of Senior Assistants, Junior Assistants, Junior Stenographers, typists and Record Assistants in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants, Junior Stenographers and Record Assistants in the Secretariat to which the principle of reservation of appointments applies, out of fifty four, as the case may be, forty nine appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen.

Provided that the claims of members of the SCs and STs and BCs, the physically handicapped persons or the ex-servicemen as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

(e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:

1. Open competition
2. Scheduled Castes
3. Open competition
4. Backward Classes
5. Open competition
6. Open competition
7. Scheduled Castes
8. Scheduled Tribes
9. Open competition
10. Backward Classes
11. Open competition
12. Open competition
13. Open competition
14. Backward Classes
15. Open competition
16. Scheduled Castes
17. Open competition
18. Backward Classes

19. Open Competition	
20. Backward Classes	
21. Open competition	
22. Scheduled Castes	
23. Open competition	
24. Backward Classes	
25. Scheduled Tribes	
26. Open competition	
27. Scheduled Castes	
28. Open competition	
29. Backward Classes	
30. Open competition	
31. Open competition	
32. Open competition	
33. Scheduled Tribes	
34. Open competition	
35. Backward Classes	(Group-B)
36. Open competition	
37. Open competition	
38. Open competition	
39. Backward Classes	(Group-D)
40. Open competition	
41. Scheduled Castes	
42. Open competition	
43. Backward Classes	(Group-D)
44. Open competition	
45. Backward Classes	(Group-A)
46. Open competition	
47. Scheduled Castes	
48. Open competition	
49. Backward Classes	(Group-B)
50. Open competition	
51. Open competition	
52. Scheduled Castes	
53. Open competition	
54. Backward Classes	(Group-A)
55. Open competition	
56. Open competition	
57. Open competition	
58. Scheduled Tribes	
59. Open competition	
60. Backward Classes	(Group-B)
61. Open competition	
62. Scheduled Castes	
63. Open competition	

64. Backward Classes	(Group-D)
65. Open competition	
66. Scheduled Castes	
67. Open competition	
68. Backward Classes	(Group-D)
69. Open competition	
70. Backward Classes	(Group-A)
71. Open competition	
72. Scheduled Castes	
73. Open competition	
74. Backward Classes	(Group-B)
75. Scheduled Tribes	
76. Scheduled Tribes	
77. Scheduled Castes	
78. Open competition	
79. Backward Classes	(Group-B)
80. Open competition	
81. Backward Classes	(Group-B)
82. Open competition	
83. Scheduled Tribes	
84. Open competition	
85. Backward Classes	(Group-B)
86. Scheduled Castes	
87. Scheduled Castes	
88. Scheduled Castes	
89. Backward Classes	(Group-B)
90. Open competition	
91. Scheduled Castes	
92. Open competition	
93. Backward Classes	(Group-B)
94. Open competition	
95. Backward Classes	(Group-B)
96. Open competition	
97. Scheduled Castes	
98. Open competition	
99. Backward Classes	(Group-B)
100. Open competition	

Provided that:

(i) In the case of appointments to a post referred to in sub-rule (c), the 12th and 37th turns in each unit of hundred vacancies shall be reserved for ex-servicemen. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to the open competition.

(ii) The 6th, 31st and 56th turns in each unit of hundred vacancies shall be allotted to the physically handicapped persons and where qualified and suitable candidates are not available from among the physically handicapped persons, the turn allotted lot for them in the unit referred to above, shall be carried forward for three succeeding recruitment years and the reservation for these vacancies shall cease thereafter.

(f) (i) If a qualified and suitable candidate belonging to any particular group of the Backward Classes is not available, for appointment in the turn allotted for them in the cycle, the turn shall accrue to the next group of the B.Cs in the rotation and only if no suitable and qualified candidate available in any of the four groups, the turn shall stand allotted to open competition.

(ii) The reservation in the case of B.Cs and Physically handicapped persons shall be in force for the period commencing from the 23rd September, 1990 to 22nd September, 2000.

(g) If in any recruitment, qualified candidates belonging to the Scheduled Castes or as the case may be and S.Ts are not available for appointment to any or all the vacancies reserved for the S.Cs or as the case may be. S.Ts, a limited recruitment confined to candidates belonging to SCs or as the case may be S.Ts., shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.

(h) (i) If in any recruitment, qualified candidates belonging to SCs or, as the case may be STs are not available for appointment to all or any of the vacancies reserved for SCs, or as the case may be STs even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the open competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of open competition.

(ii) Where any vacancies reserved for the SCs or, as the case may be the S.Ts are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the SCs or, as the case may be STs, in addition to the vacancies that may be available for that recruitment for the S.Cs or, as the case may be, STs, and if in the said succeeding recruitment also, Qualified candidates belonging to the SCs, or as the case may be STs, are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the SCs or, as the case may be STs, in addition to the number of vacancies that may be available for the next succeeding recruitment for the SCs or, as the case may be, the STs.

Provided that if in the said second succeeding recruitment also no qualified candidates belonging to the SCs, or, as the case may be, the STs are available for appointment to all or any of the additional vacancies which are so reserved in that

succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the Scheduled Castes, or as the case may be, the STs, in addition to the number of vacancies, that may be available for the next succeeding recruitment for the SCs or, as the case may be, STs.

Provided further that in the third succeeding recruitment if qualified candidates belonging to STs, or as the case may be SCs, are not available, a vacancy reserved to be filled by a candidate belonging to STs may be filled by a candidate belonging to SCs and a vacancy reserved to be filled by a candidate belonging to SCs may be filled by a candidate belonging to STs.

Provided further that if after three successive recruitments, if no candidate belonging to SC or ST is available, such vacancy will be treated as dereserved.

(iii) In any additional vacancy or vacancies reserved in favour of candidates belonging to the SCs or, as the case may be STs, in any recruitment in accordance with the provisions in clause (ii) appointments, thereto shall be made before the appointments in the order of rotation for the relevant recruitment are made:-

(i) At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule(g), the number of reserved vacancies including the additional vacancies reserved under sub-rule(h), shall exceed 52% of the total number of vacancies for the selection, and all vacancies in excess of 52% of the total number of vacancies for which recruitment is made on any particular occasion shall, not withstanding anything in this rule, be treated as unreserved.

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment shall be available for utilization even where the total number of such reserved vacancies exceeds 52% of the vacancies filled in that recruitment, in case the overall representation of the SCs and STs in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes and 6% for the Scheduled Tribes respectively.

(i) Where there is only a single solitary post borned on the class or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules.

Provided that the rule of special representation shall be applicable for appointment of the number of posts born on the cadre, category or grade is more than one, even through selection is to be made against only one vacancy at any recruitment other than limited recruitment.

(k) In respect of appointments by promotion or recruitment by transfer from Subordinate Service to state service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability seniority being considered only where merit and ability are approximately equal, the claims of any

members of the Scheduled Castes and Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness.

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

22-A PREFERENCE IN APPOINTMENT: Notwithstanding anything contained in these rules or special rules or Adhoc rules:

(1) In the matter of direct recruitment to posts for which which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent to 33 1/3% of the posts in each category of O.C., B.C-A, B.C-B, B.C.-C, B.C-D, S.C., S.T., and Physically Handicapped and Ex-Service men quota. Provided that if sufficient number of women candidates are not available the vacancies shall be filled by men”.

EXPLANATION: “It is hereby clarified that all selections made in accordance with sub-rule (2) prior to its amendment shall be, and shall be deemed always to have been made in accordance with this rule; and shall not entitle any person to enforce 33 1/3% reservation merely on the ground that this amendment is made with retrospective effect.”

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only;

23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-An order appointing a member of a service or class service or category to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a service, class or category, such revision may be made by the appellate authority aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the service, class or category.

Provided that the Government may, irrespective of whether they are the appellate authority or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing.

Provided further that no order or revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision.

24. REVISION OF LISTS OF APPROVED CANDIDATES (PANELS) OR LIST OF ELIGIBLE CANDIDATES FOR APPOINTMENT BY PROMOTION OR BY TRANSFER:-

(a) The State Government shall have the power to revise in any manner they consider suitable, any panel of approved candidates for appointment by transfer or by promotion to any category class or service, prepared by a Head of the department or any other authority subordinate to the Head of the Department, in exercise of the powers conferred on them by the special rules or these rules:

Provided that before revision of the panel is undertaken the cases for review should be placed before the D.P.C / Review D.P.C / Screening Committee and their recommendations obtained:

Provided that where the panel is prepared by an authority subordinate to a Head of the Department, in exercise of the powers conferred on him by the special rules, the aforesaid power of revision may be exercised by the Head of the Department. This will not preclude the State Government from exercising the powers of the revision aforesaid, against the orders either of the Head of the Department or of any other subordinate authority aforesaid.

(b) The State Government and the Head of the Department shall have power to revise in any manner they consider suitable, any list of eligible candidates for promotion to any category, class or service in respect of the subordinate service, prepared in accordance with rule-5. The aforesaid power of revision by the State Government could be exercised by them in respect of an order passed by the Head of the department or by any other subordinate authority.

(c) The aforesaid power of revision mentioned in sub rule (a) and sub rule (b), may be exercised by the State Government or by the Head of the Department on their own motion, at any time, or on an application made by the aggrieved person, within a period of six months from the date of the order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time of six months aforesaid may, for good and sufficient reasons to be recorded in writing, be waived by the State Government.

Provided further that where the panel referred to in sub-rule (a) has been partially utilized, any order of revision likely to affect a person who has already been appointed from such panel, shall be given an opportunity of making his representation against the proposed revision, before any order of revision is passed.

Provided also that if any revision of list of eligible candidates mentioned in sub-rule (b) is likely to affect a person already promoted from the aforesaid list of eligible candidates, he shall be given an opportunity of making a representation against the proposed revision before any order of revision is passed:

Provided also that where a panel has been prepared on the basis of the recommendations made by a DPC / Screening Committee any revision of such panel shall be made only after consultation with such D.P.C / Screening Committee.

25. REVIEW: The State Government, may, of their motion or otherwise, review any original order passed by them, promoting a member of a service or class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class or service, prepared by them, or any order or television passed by them under rule 24, if it was passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason.

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected hereby is given an opportunity of making his representation against the proposed review.

26. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:- (a) Except where other-wise provided in these or the special rules, an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the appointing authority, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the service, class or category..

(b) The powers in sub-rule (a) shall be exercised by the Head of the Department, if he is not the appellate authority, or by the State Government on its own motion, or on an appeal received by the Head of the Department or the State Government, as the case may be.

(c) The appellate authority, if it is not the Head of the Department or the Government shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Head of Department or the State Government may in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.

(d) No appeal for restoration of seniority or assignment of notional seniority on par with his Junior shall be entertained by the appellate authority after a period of 90 days from the date on which junior was promoted.

27. APPOINTMENT OF ALL INDIA SERVICE OFFICERS AND APAS OFFICERS TO POSTS IN THE STATE SERVICES:- (a) Notwithstanding anything contained in these rules or the special rules on officiating or permanent member of the All India Services may be appointed to any post in any state service subject to the provisions of

the All India Service Rules. Such an officer shall not by reason of such appointment, cease to be a member of the All India Service concerned.

(b) Notwithstanding anything contained in these rules or the special rules an officiating or permanent member of the APAS may be appointed to any post in any State service subject to the provisions of the APAS rules. Such an officer shall not by reason of such appointment cease to be a member of the APAS.

28. RELINQUISHMENT OF RIGHTS BY MEMBERS:- Any member of a service may, in writing, relinquish any right or privilege to which he may be entitled to, under these rules or the special rules, if, in the opinion of the appointing authority such relinquishment is not opposed to public interest. Such relinquishment once made will be final and irrevocable. Nothing contained in these or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

29. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.,

(a) A member of the State or Subordinate Service discharged on account of his suffering from T.B. of such other diseases as may be specified by the Government from time to time shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for Government service by the Medical authority, authorized for this purpose by the State Government.

(b) For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in the special rules or these rules the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.

(c) On re-appointment of any such member the actual service rendered by him prior to his discharge from service, shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On reappointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, upto a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.

(d) The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

30. RESIGNATION:- (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect:-

(i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance;

(ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and

(iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify.

Provided that the resignation of a member of a service, who is placed under suspension from service, pending investigation or enquiry into grave charges or who is deemed to have been suspended under rule 8 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 shall not be accepted during the period of such suspension.

Provided further a member of a service may withdraw his resignation before it takes effect.

Provided also that no withdrawal of resignation shall be permitted except with the sanction of the Government, if the withdrawal is made after the resignation takes effect.

(b) If the resignation of a member of a service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service. If the person is permitted to withdraw his resignation after it has taken effect and is re-appointed to the post from which he resigned, such reappointment shall be subject to the conditions specified in sub-rules (c) and (d).

(c) A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

(d) The reappointment of a person, who has resigned from Government service and who is re-appointed to any service, shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

Provided that nothing contained in this rule shall affect the operation of clause (b) of Article 418 or Article 422 of the Civil Services Regulations or of any other rules similar thereto for the time being in force.

(e) Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service and is appointed to it, his lien on the service or his probationary right, if any, in the post of the service under the State Government, which he was holding prior to such appointment by direct recruitment, shall be retained for a period of three years or until he becomes an approved probationer in the post, category or class in the same or different service of this State Government, to which he has been selected, whichever is earlier; and if before the expiry of three years he is not an approved probationer in the post to which he was selected for appointment by direct recruitment, in the same or different service of the Government, unless he reverts to the parent Department, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment with effect from the date on which the three years period expires.

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

Provided further that where a member of a service is selected for appointment by direct recruitment to a post under the service of the Government of India or any other State Government, has lien on a post or probationary right, if any, in the State Government shall be retained for a period of three years or until he becomes an approved probationer in the service of the Government of India as the case may be whichever is earlier, and if before the expiry of three years he is not an approved probationer in any post under the service of that other Government as the case may be, unless he reverts to the services of the State Government, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment, with effect from the date on which the three years period expires.

31. RELAXATION OF RULES BY THE GOVERNOR:-

Notwithstanding anything contained in these rules or in the special rules, the Governor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Andhra Pradesh in such manner as may appear to be just and equitable to him, where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

32. RELAXATION OF RULES BY THE HEAD OF THE DEPARTMENT:-

(a) Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Governor under rule 31, the Head of the Department shall also have the power to relax any rule or rules in these rules or in the special rules in favour of any person or class of persons or category of persons for being appointed to or of any person or class of persons who have served or are serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in his department in so far as such cases relate to transfer, promotion or the service conditions governed by these rules or special rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned.

Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of junior assistant or equivalent post in the A.P. Ministerial or any other Subordinate Service.

Explanation: This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

(b) Notwithstanding anything contained in rule 31 or sub-rule (a), the State Government, may, of their own motion or otherwise, review the Orders of relaxation issued in rule 31, or subrule (a) or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing.

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

33. SENIORITY:- (a) The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service, class, category or grade.

Provided that the seniority of a probationer or approved probationer in a service, class or category from which he stood reverted on the 1st November, 1956 or prior to that date, shall be determined in the statewide gazetted posts in the Departments of the Secretariat and the offices of the Heads of Departments with reference to the notional date of continuous officiation with or without breaks in that service, class or category prior to the 1st November, 1956 to the date of re-appointment made thereafter, but it shall not disturb inter-seniority which obtained in the Andhra State. (This proviso shall be in force till 31st October, 1996).

(b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service, fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason the order of preference among them, and where such order has been fixed, seniority shall be determined in accordance with it.

Provided further that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

(c) Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.

(d) The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same pay of scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred. Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Government, if they are the appointing authority or in other cases, the authority next higher to the appointing authority shall determine the seniority.

(e) Where a member of a service, class or category is reduced for a specific period, to a lower service, class or category or grade:-

(i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

(ii) in cases where the reduction operates to postpone future increment, the seniority of such member on repromotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

(f) Seniority of a retrenched and reappointed person:

The seniority of a member of a service who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such reappointment.

Provided that the inter-se-seniority of such members absorbed in the same service, class or category shall be determined.

(i) In any case in which re-appointment of such members was made in consultation with Public Service Commission or the other selecting authority, in accordance with the order of merit or the order of preference indicated by the said Public Service Commission or other selecting authority; and

(ii) in any other case, in accordance with the total length of service, in the same equivalent or higher service, class or category put in by such member prior to retrenchment.

(g) The seniority of an approved candidate who takes up military service before joining his appointment to any service, class or category shall, on his appointment to such service, class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.

34. PREPARATION OF INTEGRATED OR COMMON SENIORITY LIST OF PERSONS BELONGING TO DIFFERENT UNITS OF APPOINTMENT:

Where as integrated or common seniority list of a particular class, or category or grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer to a class or category having different units of appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub-rule (a) of rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

Explanation: The principle specified in this rule shall be applicable even where a common integrated list is required to be prepared for categories in different services classes or categories.

35. FIXATION OF SENIORITY IN THE CASE OF TRANSFERS ON REQUEST OR ON ADMINISTRATIVE GROUNDS:-

(a) The seniority of a member of a service, class or category transferred from one unit of appointment to another unit of appointment, on administrative grounds, shall be, determined with reference to the date of seniority of such member in the former unit.

(b) The seniority of a member of a service, class or category, who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

36. INTER-SE-SENIORITY WHERE THE DATES OF COMMENCEMENT OF PROBATION ARE SAME:

The seniority of the persons in the service shall be determined as follows:-

- (i) In respect of the candidate selected by the Andhra Pradesh Public Service Commission or other selecting authorities by direct recruitment, shall be with reference to their ranking assigned irrespective of the date of commencement of their probation in that category;
- (ii) In respect of the persons promoted or appointed by transfer (involving promotion), the dates from which they were placed on their probation;
- (iii) In respect of persons covered under item (ii) above, in case the date of commencement of probation is the same, whoever is aged shall be the senior;
- (iv) in respect of the persons appointed on transfer on administrative grounds, shall be from the date on which the individual was placed on probation in the original department; and
- (v) in respect of the persons appointed on request transfer, the date of joining of such person in the new department/unit.

37. SENIORITY OF DIRECTLY RECRUITED CANDIDATES, RE-ALLOTTED IN CONSULTATION WITH A.P.P.S.C:-

The candidates re-allotted under sub-rule (c) of rule-4 shall be assigned seniority below the last regular candidates is re-allotted.

38. POSTINGS AND TRANSFERS:- (a) A member of a State Service or class of a State Service may be posted to any post borne on the cadre of such service or class of service anywhere in the State.

Provided that such postings and transfers shall be limited to the territorial jurisdiction of the local cadres specified in accordance with or in pursuance of the Presidential Order, where applicable, or to the units of appointment, if any, specified in the Special Rules.

(b) A member of a Subordinate Service or a class of such service may be posted to another post borne on the cadre of such service or class of such service, within the unit of appointment specified in the special rules and subject to the provisions of the Presidential Order..

(c) All transfers and postings of a member of State or Subordinate Service shall be made subject to sub-rules (a) & (b) by the appointing authority or such other authority

subordinate to the appointing authority, specified in the special rules or to whom the appointing authority has delegated such powers of postings and transfers.

(i) Provided that such power will exercised by the appointing authority or the authority to whom the power has been delegated, within their respective jurisdiction but subject to the units of appointment under the Presidential Order, applicable to the relevant post.

(ii) Provided further that the Head of the Department may transfer a member of a service from the unit of one appointing authority to the unit of another appointing authority, where the Presidential Order is not applicable.

(iii) Provided also that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction of such appointing authority within the units of appointment specified in the special rules and subject to the provisions of the Presidential Order.

(iv) Provided also that where the State Government are the appointing authority in respect of the members of the State Services, the Head of the Department who is competent to grant leave to such members under F.R.66 or H.C.S.R.374 shall also be competent to issue repositing order in respect of those members on return from leave.

(v) Provided also that unless otherwise stipulated in any special rules or adhoc rules, the State Government may, on its own motion or on a proposal received from a Head of the Department, Order, for sufficient reasons to be recorded in writing, the transfer of members of the State or Subordinate Services from the local cadres organized in pursuance of the Presidential Orders, to the office of the concerned Head of the Departments and offices notified under the said Order as State Level Offices or Special Offices or Major Development projects and vice-versa. The seniority of any member of the service who is so transferred on administrative grounds shall be fixed in the unit to which he is transferred and the seniority of any member of the service who is transferred at his own request shall be fixed with reference to the date of his joining in the unit to which he is transferred.

(vi) Notwithstanding anything in these Rules, or the special or the ad-hoc rules, transfer of a person holding post in a category organized into local cadre, under paragraph 3 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment)order 1975, as amended, from one local cadre to another may be made by the Government:-

- (a) against a vacancy where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest; and

- (b) on reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of transfer in the cadre to which he is transferred”.

Provided also that the Head of the Department may transfer on tenure, from a local cadre to a post to which the Presidential Order does not apply, where such posts are required to be filled on tenure basis from such local cadres and retransfer him to his local cadre.

- (d) A member of a State or Subordinate Service or a class of such service may be required by the appointing authority or any other authority superior to such appointing authority, to serve in any post borne on the cadre of any body wholly or substantially owned or controlled by the Government.

39. SAVINGS:- (A) (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was a member of any service on the date of the coming into force of these rules.

(ii) Unless a contrary intention is expressly indicated therein, nothing contained in any amendments to any special rules governing a service, shall adversely affect any person who was a member of such service on the date of the coming into force thereof.

(b) Subject to the provisions of sub-rules (c) and (d) where these rules or the Special rules would adversely effect in respect of any matter, a person who was a member of any service before the date of coming into force thereof, he shall, in respect of the post held by him immediately prior to such date be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) A person who was on duty, otherwise than in a substantive capacity in a post, which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty in such post immediately before and immediately after such absence.

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his appointment thereto, the provisions of these rules and of the special rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation, if any to the extent such service would have counted had these rules and the special rules come into force at the time of such first appointment.

(d) A person, who, before the issue of the special rules for a service had officiated in a post which was subsequently included in the service, class or category thereof, but who is not entitled to be regarded as probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post, after the issue of the special

rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation.

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation: The re-appointment of a person under this sub-rule shall not, for the purposes of these rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(e) if, before the issue of the Special Rules, a person had been exempted under the orders then in force, from the possession of any qualification or the passing of such test prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

(f) Where a person appointed to a post in accordance with the provisions of rule 4 of the Hyderabad General Recruitment Rules, was holding such post immediately before the first day of November, 1956 he shall continue to be governed by the provisions of the Hyderabad Cadre and Recruitment Rules and Hyderabad Probationary Rules.

The provisions of this sub-rule shall be deemed to have come into force on the first day of November, 1956 and shall be in force upto 31-10-1996.

(g) (i) Nothing in these rules or in the Special Rules shall disqualify or shall be deemed to have ever disqualified an employees of the erstwhile Government of Hyderabad who was allotted to the State of Andhra Pradesh under section 115 of the States Reorganisation Act, 1956, on promotion or recruitment by transfer, on or after the 1st November, 1956, to a post one stage above that held by him prior to the said date, if in the opinion of the appointing authority such person would have been qualified for promotion or for appointment to any such post under the Hyderabad Cadre and Recruitment Rules applicable thereto, had recruitment to such post been regulated by the last mentioned rules.

(ii) The promotion or recruitment by transfer on or after the 1st November, 1956 of an employee of the erstwhile Government of Hyderabad under these rules or the special rules of the Hyderabad Cadre and Recruitment Rules, to a post one stage above that held by him prior to that date, shall not in any way affect the protection given in favour of such employee in respect of the beneficial pay scale of promotion or transfer, upto one stage, drawal of increments, pension and other similar matters under the Hyderabad Civil Services Rules.

(iii) The appointment of an employee of the erstwhile Government of Hyderabad, either to an intermediary post for which there was no corresponding post under that Government or to a post by way of second and subsequent promotion on or after the 1st November, 1956, shall be governed only by these rules or the special rules, as the

case, may be, and the protection to be afforded to such employee to opt to the beneficial scale of pay on promotion to an intermediary post, which was either in existence on that date or created subsequently in the regular line of promotion, and which is lower than the one to which such employee would have been promoted in the pre-reorganised set up, shall in each case be determined after obtaining the approval of the Government of India.

M.S. RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT

SCHEDULE-I

(See definition 27 of Rule 2)

PART-A

**(Submitted with effect from 27th July, 1977 through G.O.Ms.No.838 G.A.(Services.D) Dept.,
dt. 15-12-1977)**

Scheduled Castes (Definition 26 of rule 2)

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bauri
9. Bedajanagam / Budga Jangam
10. Bindla
11. Byagara
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi
15. Chambar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi

19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalwar, Yellammatawandlu
22. Ghasi, Haddi, Relli, Chachandi
23. Godagali
24. Godari
25. Gosangi
26. Holey
27. Holey Dasari
28. Jaggali
29. Jumbuwulu
30. Kolupulvandlu
31. Madasi Kuruva, Madari Kuruva
32. Madiga
33. Madiga Dasu, Mashteen
34. Mahar
35. Mala
36. Mala Dasari
37. Mala Dasu
38. Mala Hannai
39. Malajangam
40. Mala Masti
41. Mala Sale Netkani
42. Mala Sanyasi
43. Mang

44. Mang Garodi
45. Manne
46. Mashti
47. Matangi
48. Mahter
49. Mitha Ayyalvar
50. Mundala
51. Paky, Moti, Thoti
52. Pambada, Pambanda
53. Pamidi
54. Panchama, Pariah
55. Relli
56. Samagara
57. Samban
58. Sapru
59. Sindholu, Chindollu
60. SC Converts to Buddhism

PART – B

Scheduled Tribes (Definition 29 of rule 2)

1. Andh
2. Bagata
3. Bhil
4. Chanchu, Chenchwar
5. Gadabas
6. Gond, Naikpod, Rajgond
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Mannervarlu
13. Konda Dhoras
14. Konda Kapus
15. Konda Reddis
16. Kodhs, Kodi, Kodhu, Desaya, Kondhs, Dongria, Kondhs, Kuttiya, Khonds, Tikiria Khondhs, Yenity Khonds
17. Kotia, Bentheo Oriya, Bartika, Dhulia, Dulia, Holva, Paika Putiya, Sanrona, Sidhopaiko
18. Koya Goud, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Raja Koya
19. Kulia
20. Malis, (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
21. Manna Dhora

22. Nayaks (in the Agency tracts)

23. Mukhra Dhora, Nooka Dhora

24. Pardhan

25. Porja, Parangi Perja

26. Reddi Dhoras

27. Rona, Rena

28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras

29. Sugalis, Lambadis

30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)

31. Valmiki (in the Agency tracts)

32. Yenadis

33. Yerukulas

PART – C

BACKWARD CLASSES (Definition 7 of Rule 2)

GROUP – A

1. Agnikulakshatriya, Palli, Vadabaliya, Besta jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshtriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy), Neyyala and Pattapu
2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Chopamari
6. Dasari (formerly addicted to crimes and beggary)
7. Dommara
8. Gangiredlavari
9. Gudala
10. Jangam whose traditional occupation is begging
11. Jogi
12. Joshinandiwalas
13. Kalkadi
14. Kanjara – Bhatta
15. Katipapala
16. Kepamora or Reddika
17. Kalinga (Kinthala) (omitted vide G.O.Ms.No.701, GA(Ser.D) Dept., dated 12-11-1980 w.e.f.7-3-80)
18. Korecha
- 18-A Kunapuli

19. () Omitted in G.O.Ms.No.290, G.A (Ser.D) Dept., dated 21.4.1978

w.e.f 27-7-1977.

19-A () Omitted in G.O.Ms.No.472, G.A.(Ser.D) Dept. dt.11-11-83.

20. Mandula

21. Medari or Mahendra

22. Mehator (Muslim)

23. Mondipatta

24. Mondivaru, Mondibanda, Banda

25. Nakkala

26. Nayi Brahmin (Mangali)

Mangala Bhoganti

27. Nokkar

28. Odde (Oddulu, Vaddi, Vaddelu)

29. Pambala

30. Pamula

31. Pardhi (Nirshikari)

32. Pariki Muggula

33. Peddammavandlu

34. Vamsa Raj

35. Rajaka (Chakali, Vannar)

36. Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi Pedda Boya) Talayari and Chunduvellu

37. Veeramushti (Nettikotala)

38. Yata

39. () Omitted in G.O.Ms.No.290, G.A.(Ser.D) Dept., dt.21-4-78 w.e.f. 27-7-1977.

GROUP – B (Vocational)

1. Achukatlavandlu
2. Aryakshatriya, Muchi (Telugu Speaking), Chittari, Ciniyar, Chitrakara, Nakshas.
3. Devanga
4. Dudekula, Laddaf, Pinjari or Noorbash.
5. Ediga, Gowda (Gamalla, Kalalee), Goundla, Settibalija of Vishakapatnam, East Godavari, West Godavari and Krishna districts.
6. Gandla, Telikula
7. Jandra
8. Karikalabhakthula, Kaikolan or Kaikala (Sengundam or Sangunther)
9. Karnabhakthulu
10. Kummara or Kulala
Salivahana
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Nossi or kurni
15. Padmasali (sati, salivan, pattusali, Sanapathulu, Shogata Sali)
16. Patkar (Khatri)
17. Perika (Perika, balija, Urasirikshatriya
18. Srisayana (segidi)
19. swakulasali
20. Thogata, Thogati or thogataveerakshtriya
21. Viswabrahmin Ausula or Kamsali, Kummari, Kanchari Vadla or Vadra or Vadrangi and Silpis)

GROUP – C

Scheduled Castes converts to Christianity and their progeny).

(Substituted in G.O.Ms.No.159, G.A.(Ser.D) Dept., dt.2-4-81.

GROUP – D (Other Classes)

1. Agararu
2. Arekatika, Katika
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Halkar
9. Jakkala
10. Jingar
11. Kachi
12. Surya Balija, Ganika
13. Kandra
14. Koppulavelama
15. Kosthi
16. Krishnabalija (Dasari, Bukka)
17. Mali
18. Mathura
19. Mudiraj, Mustrasi, Tenugolu
20. Munnurukapu (Telangana)

21. Nagavamsam (Nagavamsa) vide G.O.Ms.No.53, B.C.Welfare Dept. dt.19-9-96.

22. Nelli

23. Passi

24. Polinativemas of Srikakulam and Visakhapatnam districts

25. Poosala

26. Rangrez or Bhavasarakshtriya

27. Sadhu Chetty

28. Satani (Chattadasrivaishnava)

29. Tammali

30. Turupukapus or Gajula Kapus of Srikakulam, Vizianagaram (inserted in G.O.Ms.No.700, G.A.(Ser.D) Dept., dt. 12-11-80 w.e.f. 1.6.1979) and Visakhapatnam districts who are subject to Social customs or divorce and remarriage among their women.

31. Uppara or Sagara

32. Vanjara (Vanjari)

33. Yadava (Golla)

SCHEDULE-II

Minimum General Educational Qualification

(Referred to in Rule 12(2))

A candidate is said to possess the Minimum General Educational Qualification if he has passed one of the following examinations:-

- 1) Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyd.
- 2) Indian Army Special Certificate of Education
- 3) A pass in the Higher Education Test of the Royal Indian Navy
- 4) A pass in the Anglo-Vernacular School leaving Certificate (Burma Examination)

- 5) A pass in the Burma High School Final Examination;
- 6) A pass in the Matriculation Examination of the Rangoon University;
- 7) A pass in the Secondary School Certificate Examination conducted by Government of Bombay;
- 8) A pass in the Admission Examination of the Benaras Hindu University;
- 9) A pass in the Advanced Class (Indian Navy) Examination held in or before 1953;
- 10) A certificate granted by the East Bengal Secondary Education Board, Decca, in any of the following three Examinations conducted by it:-

- i) Matriculation Examination
- ii) Higher Madrasa Examination
- iii) School Final (Science side examination)

11) A pass in the Vidya Vinodini Examination conducted during the period commencing from the year 1946 and ending with May, 1964 by the prayag Mahila Vidyapitha situated at 556, Daragan, Allahabad and 106, Howett Road, Allahabad, provided the candidate has taken "Advanced English" as one of the optional subjects and procedures proof to the satisfaction of the Andhra Pradesh Public Service Commission in cases where appointment has to be made in consultation with it or the appointing authority in other cases, that the candidate has adequate knowledge of one of the language of the Andhra Pradesh State.

12) Successful completion of two years course at the Joint Services Wing of the National Defence Academy provided that the Cadet's discontinuance of the course at the Academy on completion of the two years was not due to academic reasons;

13) A pass in the High School Examination of the Aligarh University;

14) Cambridge School Certificate Examination (Senior Cambridge);

15) European High School Examination, held by the State Government

16) Tenth Class Examination of the Technical Higher Secondary School Delhi Polytechnic;

17) Pass in the preparatory Examination of the Delhi University;

18) School leaving Examination of the Government of Nepal;

19) A pass in the Vidyadhikari Examination of Gurukula Kanigiri-Viswa Vidyalaya.

20) A pass in Ceylon Senior School Certificate Examination.

21) A pass in the following French Examinations of Pondicherry;

i) Brevet Elementaries;

ii) Brevet D' Etudes dupremier Cycle

iii) Brevet D' enseighment Premaire Superior de languo Indienns, and

iv) Brevet de langu Indienn (Vernacular)

22) A Certificate of Post-Basic Education awarded by a post-Basic School.

23) General Certificate of Education of Ceylon at Ordinary level, provided that the candidate has passed in six subjects including English, Mathematics and either Sinhaless or Tamil;

24) A pass in the Secondary School leaving Certificate of Kerala State;

25) A pass in the Secondary School Certificate Examination (New Pattern 1967) (10 years course) of Madhya Pradesh State;

26) A pass in HSLC Examination conducted by the Board of Secondary Education, Manipur

27) A compartmental pass in SSLC Examination of Government of Kerala;

28) A pass in Matriculation Examination of Haryana State conducted by the Board of School Education, Haryana

29) A pass in the Secondary School Leaving Certificate Examination of Mysore State.

30) A pass in any other examination declared as equivalent to SSC examination by the Government of Andhra Pradesh.

31) A pass in HSC examinations conducted by the Board of School Examination of Nagaland (G.O.Ms.No.982 Edn (K2) Dept. dt.6-10-77.

M.S.RAJAJEE,

CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

HIGHER EDUCATION DEPARTMENT – Government Degree Colleges – Starting of ‘Science Courses (Conventional) in 20 Government Degree Colleges in the State during the academic year 2008 – 09 – Administrative Sanction – Accorded – Orders – Issued.

----- HIGHER
EDUCATION (CE-I-2) DEPARTMENT

G.O.Rt.No. 846

Dated 29th August, 2008

Read the following: -

- (1) From the Commissioner of Collegiate Education, A.P., Hyderabad, Letter Rc.No.439/Admn.I-1/2008, dated 28-05-2008.
- (2) Government Memo.No.7130/CE-I- 2/2008-1, dated 19-06-2008.
- (3) From the Commissioner of Collegiate Education, A.P., Hyderabad, Letter Rc.No.439/Admn.I-1/2008, dated 25-07-2008.

ORDER: -

In the circumstances reported by the Commissioner of Collegiate Education, A.P., Hyderabad, in his letters 1st and 3rd read above, Government, after careful consideration of the matter, hereby accord administrative sanction for starting of ‘Science Courses (Conventional) in the following 20 Government Degree Colleges at the following places in the State during the academic year 2008 – 09, keeping in view the student strength of the Colleges and available accommodation and other necessary aspects, by meeting the expenditure by way of re – appropriation: -

Sl. No.	Name of the College
01.	Government Degree College, Narasannapet, Srikakulam District.
02.	Government Degree College, Bheemunipatnam, Visakhapatnam Dist.
03.	Government Degree College, Paderu, Visakhapatnam District.
04.	Government Degree College (W), Palakole, West Godavari District.
05.	Government Degree College (W), Nidadavole, West Godavari District.
06.	Government Degree College, Dumpagadapa, West Godavari District.
07.	Government Degree College, Ravulapalem, East Godavari District.
08.	Government Degree College (W), Madanapalli, Chittoor District.
09.	Government Degree College, Punganur, Chittoor District.
10.	Government Degree College, Karvetinagaram, Chittoor District.
11.	Government Degree College, Koilkuntla, Kurnool District.
12.	Government Degree College, Yellandu, Khammam District.
13.	Government Degree College, Paloncha, Khammam District.
14.	Government Degree College, Bellampally, Adilabad District.
15.	Government Degree College, Chennoor, Adilabad District.
16.	Government Degree College, Agharam, Karimnagar District.
17.	Government Degree College, Zaheerabad, Medak District.
18.	Government Degree College (W), Sangareddy, Medak District.
19.	Government Degree College, Sadasivpet, Medak District.
20.	Government Degree College, Hussainialam, Hyderabad.

2.The Commissioner of Collegiate Education, A.P., Hyderabad, is requested to take necessary further action accordingly.

3.This order issues with the concurrence of Finance (Expr.H.E) Department vide their U.O.No.24052/398/Expr.H.E/2008, dated 22-08-2008.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ASUTOSH MISHRA,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner of Collegiate Education, A.P., Hyderabad. Copy to:-

The Director of Treasuries and Accounts, A.P., Hyderabad. SF / SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

HIGHER EDUCATION DEPARTMENT – Government Degree Colleges –Introduction of ‘Science Courses (Conventional) in 20 Government Degree Colleges in the State from the academic year 2008 – 09 – Engagement of Teaching and Non – Teaching Staff on ‘Contractual’ and ‘Outsourcing’ basis respectively – Sanction – Accorded - Orders – Issued.

-----HIGHER
EDUCATION (CE-I-2) DEPARTMENT

G.O.Rt.No. 58

Dated 27th January, 2009
Read the following: -

- (1) G.O.Rt.No.846, Higher Education (CE-I-2) Department, dated 29-08-2008.
- (2) From the Commissioner of Collegiate Education, A.P., Hyderabad, Letter Rc.No.439/Admn.I-1/2008, dated 08-09-2008.

ORDER: -

In G.O.1st read above, Government have accorded administrative sanction for starting ‘Science Courses’ (Conventional) in 20 Government Degree Colleges at various places in the State from the academic year 2008 – 09, keeping in view the student strength of the respective Colleges and available accommodation and other necessary aspects, by meeting the expenditure by way of re – appropriation.

2. The Commissioner of Collegiate Education, A.P., Hyderabad, in his letter 2nd read above, among others, while insisting the need for sanction of both teaching and non – teaching posts has informed that there are no surplus posts available in both Government / Private Aided Degree Colleges to adjust against the newly sanctioned ‘Science Courses’, or even for the engagement of Contract Faculty or Guest Faculty. He has therefore, requested the Government to take a view for the sanction of the required Teaching and Non – Teaching posts to each college, in order to provide necessary instructions to the students admitted into these courses.

3. Government after careful examination of the matter in detail, hereby accord sanction of the following 05 (Five) Teaching and 10 (Ten) Non – Teaching posts to engage on ‘Contractual’ and ‘Outsourcing’ basis respectively [to each Government Degree College], as per the remuneration fixed against each post(s) in 20 Government Degree Colleges wherein ‘Science Courses’ were introduced newly from the academic year 2008-09, with the remuneration fixed against them, subject to meeting the expenditure within the budget provision only: -

(i)	Lecturers	05	-	Rs.8,500/- per month	‘Contractual basis’
(ii)	Store Keepers	02	-	Rs.4,800/- per month	

				(scale 4825-10845)	'Outsourcing basis'
(iii)	Herbarium Keeper	01	-	Rs.4,300/- per month (Scale 4260-9520)	
(iv)	Museum Keeper	01	-	Rs.4,300/- per month (Scale 4260-9520)	
(v)	Mechanics	02	-	Rs.4,000/- per month (Scale 4050-9050)	
(vi)	Lab Attenders	04	-	Rs.3,900/- per month (Scale 3850-8600)	

2. This order issues with the concurrence of Finance (Expr.H.E) Department vide their U.O.No.29672/489/Expr.H.E/08, dated 15-12-2008.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR,
PRINCIPAL SECRETARY TO GOVERNMENT(FAC).

To
The Commissioner of Collegiate Education, A.P., Hyderabad.
Copy to:-
The Director of Treasuries and Accounts, A.P., Hyderabad.
Accountant – General, A.P., Hyderabad.
SF / SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER

RUSA

Proceedings of the Commissioner of Collegiate Education, A.P., Hyderabad.
Present: Smt. B. UdayaLaxmi, I.A.S.

Proc. Rc No. 1/ CCE- RUSA/AC-12, Dated: 06.2015

Sub: CCE- RUSA Infrastructure Grants under Component 7 - Administrative Sanction Orders Issued.

- Ref:**
1. CCE Proc Rc No 1/SPD/RUSA/AC-2/2015, Dated: 5-5-2015
 2. Proc. Rc.No.42/SPD/RUSA/AO/2015/1, Dated:27-01-2016.
 3. Proc.Rc.No.42/SPD/RUSA/AO/2015/7 , Dated: 04-04-2016.
 4. Circular. No.1/CCE/RUSA/2016, Dt:16-04-2016
 5. e-Mail from CCE's Office, dt:24-04-2016.
 6. Letters from Principals of GDCs along with DPRs
 7. G.O. Ms No. 148 Fin & Plg (Fin ADMN ITFR) dept dt:21-10-2001
 8. G.O. MS No.178 Fin (TFR) Dept dt:19-08-2011.
 9. G.O. MS No. 489 Fin (TFRI) Dept Dt:8-12-2008

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ORDER:

With references to the subject cited and in accordance with the guidelines issued by the Commissionerate, 56 GDCs submitted Detailed Project Report (DPR) proposals to RUSA for utilizing the financial assistance for setting up of infrastructure facilities in the College. The PAB, RUSA has approved 56 Government Degree Colleges and sanctioned an amount of Rs.2.00 Crores each towards Infrastructure Grants under RUSA Component - 7. Out of this total sanction of Rs. 2.00 Crores, Rs.70.00 Lakhs was earmarked for construction of new buildings, Rs. 70.00 Lakhs for renovation/upgradation of the existing facilities and Rs. 60.00 Lakhs for purchase of equipment, and the same was submitted in the DPR proposing detailed split under each category. The financial support is to be utilized by the colleges under the guidance and monitoring of the Commissionerate of Collegiate Education, AP as shown below.

Sno	Category	Allocated Amount, Rs.in Lakhs
1	Construction of new buildings	70.00
2	Upgradation/Renovation of existing facilities	70.00
3	Purchase of equipment	60.00
	Total	200.00

Keeping in view of above, the Principal of the College (Annexure enclosed) is here by accorded administrative sanction for an amount of Rs. 200.00 Lakhs for utilizing the amounts sanctioned and released by RUSA (not to exceed the ceilings as mentioned above) duly following guidelines issued by the department.

Sd/- B.Udaya Lakshmi, IAS
Commissioner Collegiate Education



For Commissioner of Collegiate Education

Copy to :

1. The Principals of the Colleges (Annexure Enclosed)
2. The EEs of the Concerned Executing Agencies for taking necessary action
3. The CE's of the Concerned Executing Agencies for taking necessary action
4. The SPD RUSA, AP
5. The Nodal Officer, RUSA, AP
6. The Principal Secretary to Govt., HE Dept. AP

Government of Andhra Pradesh
Commissionerate of Collegiate Education

S.No	Zone	District	Name of the College	Executing Agency	Amount Allocated to Civil Works for New Construction	Amount allocated for Up Gradation	Amount allocated for Equipment	Total amount	Remarks
1	I	Srikakulam	GDC(M), Srikakulam	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
2	I	Srikakulam	GDC(W), Srikakulam	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
3	I	Srikakulam	GDC, Narasannapeta	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	✓
4	I	Srikakulam	GDC, Tekkali	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
5	I	Visakhapatnam	Dr. V.S.Krishna GDC, Vizag	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
6	I	Visakhapatnam	GDC(W), Visakhapatnam	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
7	I	Visakhapatnam	GDC, Narsipatnam	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
8	I	Visakhapatnam	SGA GDC, Yellamanchili	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
9	I	Vizianagaram	GDC, S Kota	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
10	II	East Godavari	ASD GDC(W), Kakinada	R&B	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
11	II	East Godavari	GDC (Arts), Rajahmundry	R&B	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
12	II	East Godavari	GDC, Ravulapalem	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
13	II	East Godavari	GDC, Razole	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
14	II	East Godavari	GDC, Tuni	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
15	II	East Godavari	PR (A) GDC, Kakinada	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
16	II	East Godavari	VKV GDC, Kothapet	R&B, Amalapuram	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
17	II	Krishna	GDC, Avanigadda	R&B	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
18	II	Krishna	GDC, Pamarru	R&B	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
19	II	Krishna	SRR & CVR GDC, Vijayawada	R&B	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
20	II	Krishna	VSR GD & PG College, Movva	R&B, MTM	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
21	II	West Godavari	A.S.N.M. GDC(M), Palakol	Panchayat , NSP	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
22	II	West Godavari	DRG GDC, TP Gudem	Panchayat Raj, Eluru	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
23	II	West Godavari	GDC, Chintalapudi	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
24	II	West Godavari	GDC, Tanuku	Panchayat Raj, Eluru	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
25	II	West Godavari	SVRK GDC(M), Nidadavole	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
26	III	Guntur	GDC(W)(A), Guntur	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
27	III	Nellore	GDC(W), Nellore	Panchayat Raj	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
28	III	Nellore	GDC, Vidavalur	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
29	III	Nellore	SKR GDC, Gudur	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
30	III	Nellore	SVSSC GDC, Sullurpet	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	
31	III	Nellore	Visvodaya GDC, Venkatagiri	APEWIDC	70.00 Lakhs	70.00 Lakhs	60.00 Lakhs	2.00 Crores	

Government of Andhra Pradesh

Utilisation Certificate

It is certified that the amount of Rs. **1Crore (Rupees one crore only)** received vide cheque No.017972 dated.30.03.2016 out of the total grant of **Rs.2Crores (Rupees two crores only)** sanctioned to GDC Narsannapet, Srikakulam District, by the State Project Directorate – RUSA, under Infrastructure Grants to Colleges (Component 7 – RUSA) in which **Rs. 45,00,000.00** has been utilised for the purpose for which it was sanctioned and in accordance with terms and condition as laid down by the RUSA. I certified that I have satisfied myself that the condition on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.

Signature:


Principal
PRINCIPAL (FAC) 18.9.17
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

Government of Andhra Pradesh

GER 19-A

Form of utilization Certificate

Sl.No	Letter No/Date	Title of the Activity	Amount
1	19.06.2017	Construction and Renovation	22.94 Lakhs
Total			22.94 Lakhs

It is certified that the amount of Rs 63 Lakhs (Rupees Sixty Three Lakhs) received Vide Cheque No. 239703, dated 25.01.2017 out of the total grant of Rupees 100 Lakhs (Rupees One Hundred Lakhs) sanctioned to Government Degree College, Narasannapeta by the State Project Directorate – RUSA vide its Letter No. 42/SPD/RUSDA/AO/2015/7 dated 04.04.2016 under RUSA Scheme has been utilized for the purpose of New Building construction and Renovation for which it was sanctioned and in accordance with the terms and conditions as laid down by the RUSA. If as a result of check or audit objection, if any irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

for Somayajulu & Associates
Chartered Accountants

[Signature]
PARTNER



[Signature]
EXECUTIVE ENGINEER
APEWDC, SRIKAKULAM

24/6/17

Signature: 1) Principal

[Signature]

2) RUSA Co-Ordinator

[Signature]

Lecturer in Chemistry

Designation:

Date:

Seal:

PRINCIPAL/C
Govt. Degree College
NARASANNAPETA
Srikakulam Dist.

Office of the Executive Engineer, A.P. Education & Welfare Infrastructure Development Corporation, Srikakulam

From
Sri.K.Bhaskara Rao, M.Tech.,
Executive Engineer,
Srikakulam.

To
The Principal,
Govt. Degree College,
Narasannapeta.

Rc.No.61/M/2017/SA/EE/APEWIDC/Skl/Dt.12.06.2017

Sir,

Sub: - APEWIDC, Srikakulam – Sending of Utilization Certificate for the work Providing infrastructure Facilities to Government Degree College at Narasannapeta Village and Mandal in Srikakulam District – Request Regarding.

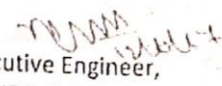
Ref:- 1) Your Cheque No.239703/Dt:25.01.2017 of State Bank of India,
Narasannapeta Rs.63.00 Lakhs

-oOo-

I am submitting herewith the utilization certificate for Providing infrastructure Facilities to Government Degree College Narasannapeta Village and Mandal in Srikakulam District.

Total Amount released	-	Rs.63,00,000/-
Utilized during the period as on 12.06.2017	-	Rs.22,94,275/-
Balance available with E.E., APEWIDC, Srikakulam		Rs.40,05,725/-

Yours faithfully,


Executive Engineer,
APEWIDC, Srikakulam.

12/6/17

UTILIZATION CERTIFICATE

RUSA SCHEME

Certified that a sum of Rs.9,83,074/- (Rupees Nine Lakhs Eighty Three Thousand and Seventy Four only) has been utilized for the purpose of "Providing Infrastructure facilities to Government Degree College at Narasannapeta Village and Mandal in Srikakulam District" against the amount drawn from the respective Principal as on 12.06.2017 for the following works as detailed hereunder.

Further it is certified that necessary required Checks have been exercised and the moneys have been actually utilized for the purpose for which it has been released.

Certified that the Books of Accounts along with Bills/Vouchers are being maintained properly and have been checked/verified by me.

Sl No	Name of the work		Estimate cost	Amount Released for Rs.	Expenditure Incurred now			Balance Amount Available	Required Balance Amount against Estd. Cost	Remarks
					Previous Month	During Month	Total			
1	2		3	4	5	6	7	8	9	10
1	Providing infrastructure facilities to Government Degree College for at Narasannapeta Village and Mandal Srikakulam District	i) Repairs	14000000	6300000	707359	0	707359	4005725	7700000	Renovation work is in progress.
		ii) New construction			603842	983074	1586916			Construction work:- First Floor 3 class rooms slab laid.
	Total			14000000	6300000	1311201	983074	2294275	4005725	7700000

Executive Engineer,
APEWIDC, Srikakulam

12/6/17