

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ESTABLISHMENT – Andhra Pradesh Municipal Ministerial Subordinate Service (APMMSS) –
Andhra Pradesh Municipal Ministerial Subordinate Service Rules – Orders – Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT(G1) DEPARTMENT

G.O. Ms. No. 17 ,

Dated :-16.01.2013

Read the following :-

1. G.O.Ms.No. 292 MA & UD Department, dt. 16.05.1992
2. G.O.Ms.No. 297 MA & UD Department, dt. 31.5.1994
3. G.O.Rt.No. 723 MA & UD Department, dt. 15.10.1997
4. G.O.Ms.No. 128 MA & UD Department, dt. 17.03.2010
5. From the Commissioner & Director of Municipal Administration Lr.Roc.No. 9482/2011-K1, dt. 27.01.2012
6. G.O.Ms.No.112 M.A.& U.D (G1) Deptt., dated.27.02.2012.
7. G.O.Ms.No. 203 MA & UD Department, dt. 14.05.2012

ORDER:

The following Notification will be published in an extra-ordinary issue of the Andhra Pradesh Gazette dated 18.01.2013.

NOTIFICATION

In exercise of the powers conferred by section 326 read with sub-section (2) of Section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act 6 of 1965) and in supersession of Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in G.O.Ms.No. 292 MA & UD Department, dt. 16.05.1992 and amended in G.O.Ms.No. 297 MA & UD Department, dt. 31.05.1994, G.O.Rt.No. 723 MA & UD Department, dt. 15.10.1997 and G.O.Ms.No. 128 MA & UD Department, dt. 17.03.2010, the Governor of Andhra Pradesh hereby issues the Andhra Pradesh Municipal Ministerial Subordinate Service (APMMSS) Rules for the Andhra Pradesh Municipal Ministerial Subordinate Service constituted in G.O.Ms.No. 29 MA & UD Department, dt. 09.05.1977 and for the cadre of Bill Collectors included in Andhra Pradesh Municipal Ministerial Subordinate Service (APMMSS) in G.O.Ms.No. 203 MA & UD Department, dt. 14.05.2012.

1. **SHORT TITLE :-** These rules may be called "THE ANDHRA PRADESH MUNICIPAL MINISTERIAL SUBORDINATE SERVICE RULES"

2. **COMMENCEMENT:** - The said rules shall come into force with immediate effect.

3. **DEFINITIONS :-** As they occur unless the context otherwise requires the words and expressions used in these rules but not defined shall carry the same meaning as defined in the Andhra Pradesh State and Subordinate Service Rules, Andhra Pradesh Ministerial service Rules, Andhra Pradesh Municipalities Act, 1965 and other relevant rules.

4. **CONSTITUTION:-**The Andhra Pradesh Municipal Ministerial Subordinate Service shall consist of the following categories namely:-

Category – I:- Managers of Special and Selection Grade Municipalities

Category – II:- Managers of First Grade Municipalities and Revenue Officers of Special and Selection Grade Municipalities.

Category – III:- Managers of Second and Third Grade Municipalities, Revenue Officers of First Second and Third Grade Municipalities

Category – IV:- Upper Division Clerks including Upper Division Revenue Inspectors and Upper Division Stenographers .

Category – V:- Lower Division Clerks including Lower Division Revenue Inspector, Typists and Lower Division Steno Typists.

Contd....2.

Category – VI:- Bill Collectors

The posts of Upper Division Clerks, Upper Division Revenue Inspectors are equivalent posts and they are inter-transferable. Similarly, the posts of Lower Division Clerks and Lower Division Revenue Inspectors are equivalent posts and they are inter-transferable.

5 (1) The pattern and norms of this service shall be as follows:-

I. **Categories I to III:-** Each Multi-Zone will be a local unit.

- a) **Zones I to IV** constitutes Multi-Zone-I
- b) **Zones V to VI** constitutes Multi-Zone-II

2. **Category – IV:-** Each zone will be a local unit.

3. **Category-V & VI :-** Each **District** will be a local unit.

ZONES AND OTHER JURISDICTION

Zone – I :- All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam Districts

Zone – II :- All Municipalities in East Godavari, West Godavari and Krishna Districts.

Zone – III :- All Municipalities in Guntur, Prakasam and Nellore Districts.

Zone – IV :- All Municipalities in Kurnool, Cuddapah, Anantapur and Chittoor Districts

Zone – V :- All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts

Zone – VI :- All Municipalities in Mahaboobnagar, Nalgonda, Rangareddy, Medak, Nizamabad and Hyderabad Districts.

6. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES I TO III

The Director of Municipal Administration shall be the appointing authority in respect of **Categories I to III** of this service

7. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES IV TO VI

The Regional Director-cum-Appellate Commissioner of Municipal Administration of the concerned region shall be the appointing authority for categories IV to VI.

8 (1) METHOD OF APPOINTMENT OF CATEGORIES I TO III

- Category I By promotion from Category II working in the Municipalities of Multi Zone I or Multi Zone II as the case may be with not less than 2 years of service in that category.
- Category II By promotion from Category III working in the Municipalities of Multi Zone I or Multi Zone II as the case may be with not less than 2 years of service in that category **and the incumbents who are working as Accountants of Special and Selection Grade Municipalities in Multi Zone-I or Multi Zone-II as the case may be with not less than two years of service in that category.**
- Category III By promotion from the incumbents who are working as Accountants of First and Second Grade Municipalities of Multi Zone-I or Multi Zone –II as the case may be with not less than two years of service in that category **and after exhausting promotion of these incumbents, by promotion from Category –IV working in the Municipalities or Multi Zone-I or Multi Zone-II as the case may be with not less than two years of service in that category.**

Provided that whenever a Gram Panchayat, Grade-I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Executive Officer or Executive Officer Grade-I or Grade-II of the Gram Panchayat so constituted as a Municipality or included in the neighboring Municipality as the case may be shall on his exercising the option in writing to be absorbed into Andhra Pradesh
contd.....3.

Municipal Ministerial Subordinate Service be absorbed in Category-III or Category-V respectively of the Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the Executive Officers so absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service shall be considered for fixing of the inter-se-seniority in relevant categories of Andhra Pradesh Municipal Ministerial Subordinate Service.

Omitted

(2) Appointment by promotion to categories I to III of this service shall be made by a Committee consisting of the following members:-

1. Director of Municipal Administration
2. Director of Local Fund Audit; and

The President of Chamber of Municipal Chairmen or in his absence the Secretary of the Chamber or in the absence of both, a Municipal Chairman authorized by the Chamber, for the purpose.

(3) Director of Municipal Administration shall preside over the meetings of the Committee, which shall meet twice in a year ordinarily in the months of May and November every year at such time and place as the Director of Municipal Administration as Presiding Officer may fix;

Provided that the panels may be prepared by the two Members namely the Director of Municipal Administration and the Director of Local Fund Audit, if the Office of President / Secretary / Municipal Chairman authorized for the purpose are vacant, coopting the Additional Director of Municipal Administration / Joint Director (Services) Office of the Director of Municipal Administration.

9 (1) METHOD OF APPOINTMENT TO CATEGORIES IV to VI:

Category IV: By promotion from the eligible Lower Division Clerks and Typists working in the Municipalities of the Zone with not less than 2 years of service;

Provided that whenever a Gram Panchayat Grade-I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Senior Assistants including Upper Division Revenue Inspectors and Upper Division Stenos of the said Gram Panchayat shall be absorbed in **Category IV** of the Andhra Pradesh Municipal Ministerial Subordinate Service on their exercising option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service and their past service in Panchayat shall be considered for fixing the inter-se-seniority in **Category IV** of Andhra Pradesh Municipal Ministerial Subordinate Service.

Category V: The **appointment** shall be made by a Committee consisting of the following members.

- i) Regional Director-cum-Appellate Commissioner of the Municipal Administration of the region concerned.
 - ii) **Chairperson of the Municipal Council concerned:** and
 - iii) Commissioner of the Municipality concerned.
- (2) Regional Director-cum-Appellate Commissioner of Municipal Administration shall preside over the meetings of the Committee.
- (3) The recruitment to **Category V** shall be made in the following rotation:-
- | | |
|---------------------------|---|
| 1 st vacancy : | By direct recruitment |
| 2 nd vacancy : | By appointment by transfer from Bill Collectors. |
| 3 rd vacancy : | By direct recruitment |
| 4 th vacancy : | By appointment by transfer from Record Assistants |
| 5 th vacancy : | By direct recruitment |
| 6 th vacancy : | By appointment by transfer from category of Attenders or Members of equivalent category |
| 7 th vacancy : | By direct recruitment |
| 8 th vacancy : | By appointment by transfer from the category of Drivers. |

Provided that the vacancies intended for direct recruitment shall be filled through Andhra Pradesh Public Service Commission.

Provided the candidates for the second, fourth, sixth and eighth vacancies intended for appointment by transfer from Bill Collector, Record Assistant, Driver or last Grade Service shall complete 5 years of regular service in the lower category and shall possess requisite qualifications to hold the post in Category V.

Contd....4.

Provided further that if no qualified persons in the Municipality are available for the second, fourth, sixth and eighth vacancies for appointment the vacancies shall be filled by Direct Recruitment.

Provided also that preference shall be given to Women and they shall be selected for appointment in respect of Direct Recruitment to an extent of at least 30% in each category of Open Competition, Backward Classes, Scheduled Castes and Scheduled Tribes quota.

4) omitted

Whenever a Gram Panchayat is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality the Lower Division Clerks including Lower Division Revenue Inspectors, Typists and Lower Division Steno-Typists of the said Gram Panchayat shall on their exercising their option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service be absorbed in Category V of Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the persons so absorbed shall be considered for fixing of the inter-se-seniority in Category V of Andhra Pradesh Municipal Ministerial Subordinate Service.

5) "The recruitment of category VI" shall be made in the following rotation "

- 1st Vacancy : By direct recruitment
- 2nd vacancy : By direct recruitment
- 3rd Vacancy : By appointment by transfer from the category of Attender
- 4th Vacancy : By direct recruitment
- 5th Vacancy : By appointment by transfer from the category of Public Health workers
- 6th Vacancy : By direct recruitment
- 7th Vacancy : Direct Recruitment
- 8th Vacancy : By appointment by transfer from the category of Non-Public Health Workers
- 9th vacancy : Direct Recruitment
- 10th vacancy : Direct Recruitment

Note -1 : The appointment of candidates for category -VI by transfer shall be made by a Committee Constituted for appointment to Category V.

Note-2 : In the event of employees with prescribed qualification are not available for appointment by transfer to fill up 3rd vacancy , 5th vacancy and 8th vacancy of Category -VI , the resultant vacancies shall be filled up by direct recruitment

Note : 3 : The vacancies intended for Direct recruitment should be filled through Andhra Pradesh Public Service Commission

- 6) The candidates for the vacancies intended for direct recruitment shall be selected as per the principles laid down in the Andhra Pradesh Employment (Organization of Local Cadres and Regulations of Direct Recruitment) order, 1975.

10. QUALIFICATIONS :

No person shall be eligible for appointment to the category of posts in column (2) of the Annexure-II to these rules unless he possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

11. TEMPORARY APPOINTMENT:

(1) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on a higher category in the service by promotion from a lower category and there would be undue delay in making appointment by promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with the rules on purely temporary basis until a person is promoted in accordance with the rules.

(2) No person who does not possess the qualifications, if any, prescribed for the said service shall ordinarily be promoted under sub-rule (1).

(3) A person temporarily promoted under sub-rule (1) whether or not he possesses the qualifications prescribed for the service to which he is promoted, be replaced as soon as possible by the Member of the service who is entitled to the promotion under the rules.

(4) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled by reason of only of such temporary promotion to any preferential claim to future promotion to such higher category.

(5) If such person is subsequently promoted to the higher category in accordance with the rules he shall commence his probation if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine.

12. SENIORITY:

(1) The seniority of a Member of the service in each category and grade shall be determined by the date of his first appointment to that category in accordance with these Rules:

Provided, that if any portion of the service of a Member does not count towards his probation, his Seniority shall be determined by the date of the commencement of his service which counts towards probation.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in the case of two or more members of the service, their inter-seniority shall be determined by the appointing authority with reference to their age and the member older in age should succeed the younger.

(3) A member of the service shall, unless he is reduced in seniority as a punishment, retain seniority in the category as determined by sub-rules (1) and (2) through his service, notwithstanding any delay in the completion of his probation or in his appointment as a full member of the service.

(4) Where a member of any service is reduced to a lower category or grade, he shall be placed at the top of the latter, unless the authority ordering the punishment, directs that he shall take in such lower category or grade, next below any specified member thereof.

13. PROBATION:

(1) Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years and every person appointed to any category by promotion or by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

(2) A probationer in a service or a class or category of a service, shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules, if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service of the class or category thereof, as the case may be.

(3) A probationer in any category or a service or class of service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service or class or service as the case may be.

Nothing contained in this sub-rule shall be construed as authorizing the promotion of a probationer in a category to a higher category in contravention of Rule 12.

(4) A Probationer in any category of a service who is promoted temporarily under the provisions of rule 11 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category, the period of duty performed by him in the later category during which he would have held a post in the former category but for such temporary promotion.

14. EXTENSION OF PROBATION:

(1) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the Special tests if any prescribed in these rules, the appointing authority shall by order, discharge him from the service unless the period of probation is extended under sub-rule (2).

(ii) If within the period of probation prescribed in these rules or within extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examination in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the test for examinations for which he has appeared.

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

(iv) Any delay in the issue of an order discharging a probationer under clause (i) or (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

(2) In the case of any Probationers falling under sub-rules (4) and (5) of rule 11 or sub-rule 2 and 3 of rule 28, the appointing authority may extend his probation to acquire the special qualifications or pass the prescribed tests or to complete the period of punishments imposed if any under rule 28, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest.

(3) In the case of any Probationer falling under sub rules (2) and (3) of rule 28 when he has after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation completed one year of duty in such service, class or category.

(4) In cases, where the probation of a Probationer is extended his increment shall be postponed until he completes his probation satisfactorily and by the period for which his probation is extended, such postponement of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he completes his probation satisfactorily.

(5) In the case of a probationer whose period of probation is one year on duty the increment shall be postponed until he completes his probation. It shall not, however, be postponed, if it falls due after he completes his probation satisfactorily.

15. APPEAL AGAINST DISCHARGE:

(1) A Probationer discharged from service shall be entitled to appeal to the Director of Municipal Administration in respect of **categories IV to VI** and to Government in respect of **categories I to III** against the order of discharge passed by the appointing authorities concerned within sixty days of the date of which one receive the orders of discharge.

(2) The Government in respect of **categories I to III** and the Director of Municipal Administration in respect of **categories IV to VI** may on their own motion or otherwise revise any order of the lower appointing authorities concerned.

(3) When an order of discharge is issued by an authority subordinate to the appointing authority, he shall exercise the powers as mentioned in sub rules (1) and (2).

16. COMMENCEMENT OF PROBATION OF THOSE WHO ARE FIRST APPOINTED TEMPORARILY.

(1) A person having been appointed temporarily under rule 11 to a post borne on the cadre of the service is subsequently appointed to the service, he shall commence his probation from the date of such subsequent appointment or from such earlier date as appointing authority may determine.

(2) A probationer in any category of the service shall be eligible to count for probation, the period of service if any, performed in a higher category of the service if during such period he would have held a post in the former category but for his appointment to the later category.

17. MEMBERS ABSENT FROM DUTY:

The absence of a Member of the service from duty in such service whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such service is suspended or not, shall not if he is otherwise, fit, render him ineligible in his turn:

- (i) For re-appointment to a substantive or officiating vacancy in the class or category in which he may be probationer or an approved probationer; or
- (ii) For promotion from a lower to higher category in such service; or
- (iii) For appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate, as the case may be in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily a period of probationer on his turn.

18. APPOINTMENT OF FULL MEMBERS:

(i) Subject to the provisions of rules 9 and 10 an approved probationer shall be appointed by the appointing authority, to be a full member of the service in the class or category for which he was selected at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date of previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category;

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

(2) For the purpose of this proviso, if there are more persons than one who have completed the prescribed period of probation, the senior most among them shall be deemed to be the senior most, approved probationer eligible for appointment as full member, not withstanding the fact that his probation has not been declared, provided the delay in declaration of probation is due to administrative reasons, but subject to the condition of his probation being declared subsequently to have been satisfactorily completed.

(3) If there is a senior, who joined duty later due to administrative reasons, such as availing of joining time, and the like and hence commenced probation from a date later than his junior, the senior shall be deemed to be the approved probationer eligible for appointment as full member notwithstanding the fact that he has not completed the prescribed period of probation on the date of the vacancy, but subject to his satisfactorily completing the prescribed period of probation.

(4) For the purpose of this sub-rule, an approved probationer on leave shall be deemed to be on duty as member of the service in the class or category concerned if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(5) Where appointment to any service, class or category is according to rules both by direct recruitment and by transfer vacancies against which persons have been recruited direct shall be regarded as distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (1) shall be made separately in each of these groups.

19. POSTINGS AND TRANSFERS:

(1) The employees working in **categories 1 to III** are liable for transfer within the Multi-Zone concerned. The authority competent to order the postings and transfers in respect of categories I to III within the Multi-Zone-I and Multi-Zone-II as the case may be, shall be the Director of Municipal Administration, Andhra Pradesh, Hyderabad

(2) **The employees working in Category IV are liable for transfer within the Zones concerned. The employees working in categories category-V and VI are liable for transfer within the districts concerned. The authority competent to order the postings and transfers of categories -IV to VI shall be the concerned Regional Director of Municipal Administration “.**

Provided that the Director of Municipal Administration shall have the power to cancel, to modify or to revise such transfers and to issue such instructions to the concerned Regional Director-cum-Appellate Commissioner/ Joint Director of Municipal Administration as he deems fit.

20. AGE : -

The rule governing the minimum age for direct recruitment in the Government service, shall mutatis- mutandis apply to all the services in these rules.

21. TRAINING:

Every person appointed to **category V**, shall undergo training before commencement of his probation as specified below:

- Two weeks in Accounts Section
- Two weeks in Taxation
- Two weeks in town Planning Section
- Two weeks in Engineering Section
- Two weeks in Public Health Section
- One week in council meeting Section
- One week in inward Section
- One week in out ward Section
- One week in Record Room.

21- A - " Every person appointed to Category VI shall undergo training for a period of three months as prescribed by Commissioner & Director of Municipal Administration before commencement of the probation

22. CONDITIONS OF SERVICE:

In matters not covered by these rules, the member of the service shall be governed by all other rules applicable to Government Servants.

23. PAY AND ALLOWANCES:

A member of this service, shall begin to draw the pay and allowance attached to his tenure of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to hold the post

24. LEAVE :-

(1) The authority to sanction all kinds of leave except study leave and special disability leave to the members of all categories of Andhra Pradesh Municipal Ministerial Subordinate Service is the Municipal Commissioner of the respective Municipalities
(Amended in G O Ms No. 297 M A & U D (L3) Department , dt. 31.5.94)

25. LEAVE SALARY :-

"Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account "010- Salaries "

26. PAYMENT OF PAY AND ALLOWNCES, TRANSIT PAY, TRAVELLING ALLOWANCES AND DEARNESS ALLOWNCES:

- (1) A member of this service shall draw pay and allowances admissible as revised by Government from time to time.
- (2) " Expenditure on Pay and Allowances of the members of the service shall be made under detailed Head of Account "010- Salaries " through Government Treasuries as per orders issued in G O Ms NO. 179 dt. 25.2.2009 of M A & UD (G1) Department and subsequent orders issued by the Government from time to time as the case may be".

27. LOANS AND ADVANCES:

The authority which may sanction various loans and advances to a member of this service shall be the Commissioner of the Municipalities in which he is working.

28. DISCIPLINE AND CONTROL:

(1) The Andhra Pradesh Civil Service (Classification, control and Appeal) Rules, 1963 applicable to Government employees shall be made applicable to the members of the service except to the extent indicated hereunder:

(2) The Commissioner of the Municipal Council may suspend a member of this service of all the categories pending enquiry into grave charges or impose the following penalties.

- i) Censure
- ii) Withholding of increment, and
- iii) Recovery from pay of the whole or any Part of any pecuniary loss caused to the Municipal Council by negligence or breach of orders while working in the Municipality.

Provided that the appointing authorities concerned shall be the authority who can also suspend a member of this service pending enquiry into grave charges or impose the above penalties.

(3) The authority which may impose the following penalties on a member of the service shall be the appointing authorities concerned or any higher authority.

- i) Withholding of promotion where such penalty is imposed on a ground of specific default or mis-conduct.
- ii) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- iii) Compulsory retirement from service.
- iv) Removal from service.
- v) Dismissal from service.
- vi) Suspension.

(4) When, in any case, a higher authority has imposed or declined to impose a penalty under this rule a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

(5) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not preclude a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(6) The order of higher authority imposing or declining to impose in any case, a penalty under this rule shall supersede any order passed by a lower authority.

(7) An appeal against any order passed by the appointing authorities in respect of **categories IV to VI** concerned shall lie to the Director of Municipal Administration and the Government against the orders of the Director of Municipal Administration, in respect of **categories I to III**

29. CONDUCT

Andhra Pradesh Civil Service (Conduct Rules) 1964 applicable to Government Servants as amended from time to time shall be made applicable to the Members of the Service

30. PENSION AND GRATUITY:

(1) The existing municipal employees appointed before 1.9.2004 and who are promoted to this service shall be paid pension as per A P Revised Pension Rules 1980, under the Head of Account "MJH 2071-01-MH 110 – SH (09)-040-041 Pensions"

(2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G O Ms No. 653 Finance (Pension.I) Department , dt. 22.9.2004

31. REPEAL:

The Andhra Pradesh Municipal Subordinate Service Rules issued in G.O. Ms. No. 479 M.A., dated: 7.2.1958 and the statutory rules prescribing qualifications for officers and servants of Municipal Council issued under the Andhra Pradesh (Andhra Area) District Municipalities Act, 1920 and the statutory rules relating to the appointment and punishment of officers and servants of Municipal Councils issued under the Andhra Pradesh (Andhra area) District Municipalities Act, 1920 and Hyderabad District Municipalities Act, 1956 as amended, in so far as they relate to the posts covered under the present Andhra Pradesh Municipal Ministerial Subordinate Service are hereby repealed.

32. REVIEW OF EARLIER PROMOTIONS:

(1) Notwithstanding anything contained in these rules, the appointing authorities shall as soon as possible after these rules come into force fit in the officers or employees in the categories concerned into such categories of service or grade thereof as they consider them fit after examining their previous record and all other relevant circumstances and in terms of general instructions or guidelines, if any, issued by the Government for such fixation.

(2) An appeal shall lie to the Director of Municipal Administration against the orders issued by the appointing authority in respect of **categories IV to VI** and to the Government against the orders issued by the Director of Municipal Administration in respect of **categories I to III**:

Provided Government may call for the records of any such order or orders passed by the Director of Municipal Administration and other appointing authorities and pass such orders as they deem fit, on appeals.

(3) Any order or orders passed in accordance with these rules by the authorities concerned or any higher authority, shall be binding on the Municipal Councils and such orders shall have to be implemented by the Municipal Councils.

(4) An appeal shall lie to the competent authority within sixty days from the date of receipt of orders under sub-rule (1) by the employee concerned.

33. SAVING:

All the Transfers, promotions and suspensions made by the Commissioner & Director of Municipal Administration in pursuance of the orders issued in G.O. Ms. No. 142 M.A., dt. 12.3.84 and all acts, proceedings or things done or taken by the State Government or by any officer of the state Government or by any other Authority under the said orders shall be deemed to be and to have always been done or taken in accordance with these rules.

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

ADHAR SINHA.
SECRETARY TO GOVERNMENT.

To

The Commissioner, Printing Stationery and Stores Purchase,
Hyderabad, (with a request to publish in the next A.P.Extraordinary Gazette and supply 600 copies to the Government and 300 copies to the Commissioner & Director of Municipal Administration, A.P.Hyderabad.).

The Commissioner & Director of Municipal Administration, Hyderabad.

Copy to:-

All the Municipal Commissioners of Municipalities in the state through C&DMA.

All the Regional Director Cum Appellate Commissioners of Municipal through C&DMA.

The Law (A) Department,

All Departments in the Secretariat,

The OSD TO Minister (MA&UD).

The PS to Principal Secretary to Government (UD),MA&UD. Department.

The PS to Secretary to Government (MA) MA &UD Department,

SF/SC,

//FORWARDED BY ORDER//

SECTION OFFICER.

Annexure Contd

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT - A.P.
ANDHRA PRADESH MUNICIPAL ACCOUNTS SUBORDINATE SERVICE RULES -
2011- ORDERS - ISSUED.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (G1) DEPARTMENT

G.O.Ms.No.588

Dated:31-12-2011.

Read the following:

1. From the CDMA Lr.No.3430/05-K1, dt: 21.4.2008 and.31.10.2008.
- 2.G.O.Ms.No.587, MA&UD(G1)Dept, dt.31-12-2011

ORDER:

The following notification will be published in an extraordinary issue of the A.P. Gazette, date:**03-01-2012.**

NOTIFICATION

In exercise of the powers conferred by Section 326 read with Subsection (2) of section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act No.6 of 1965), the Governor of Andhra Pradesh hereby makes the following rules for the Andhra Pradesh Municipal Accounts Subordinate Service constituted in G.O.Ms.No.587, MA&UD(G1)Department, date:31.12.2011.

RULES

1. Short title, Extent and commencement:

- a. These rules may be called the Andhra Pradesh Municipal Accounts Subordinate Service Rules, 2011.
- b. They shall apply to all Municipalities in the State of Andhra Pradesh.
- c. They shall come into force with immediate effect.

2. Definitions

Unless the context otherwise requires, the words and expressions used in these rules shall carry the same meaning as defined in the Andhra Pradesh Municipalities Act, 1965, the Andhra Pradesh Municipal Ministerial Subordinate Service Rules, 1992 and the Andhra Pradesh State and Subordinate Service Rules, 1996.

3. Constitution

The Andhra Pradesh Municipal Accounts Subordinate Service shall consist of the following categories of posts, namely:-

a.	Category I	Accounts Officer
b.	Category II	Junior Accounts Officer
c.	Category III	Senior Accountant
d.	Category IV	Junior Accountant

Explanation I:- Accounts Officers have to work as Head of Accounts Section in Municipalities having income more than ten crore rupees.

Explanation II:- Junior Accounts Officers have to work as Head of Accounts Section in Municipalities having income up to ten crore rupees or to assist Accounts Officer in Municipalities having income of rupees more than twenty crores.

4. Appointment:- The method of appointment and appointing authority for the categories of posts mentioned in column(1) of the table below shall be as specified in the corresponding entries in column (2) and column(3) thereof:-

TABLE

Category	Method of Appointment	Appointing Authority
I. Accounts Officer	<p>1. By direct recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category II working in Multi Zone I or II, with not less than 2 years of service in that Category to the extent of 50% of the total posts in the category</p> <p>3. By deputation from Treasuries and Accounts Department in the event of employees with prescribed qualification are not available for promotion to Category I.</p>	Commissioner and Director of Municipal Administration
II. Junior Accounts Officer	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category III working in Multi Zone I or II, with not less than 2 years of service in that Category to the extent of 50% of the total posts in the category.</p> <p>3. By deputation from Treasuries and Accounts Department in the event of employees with prescribed qualifications are not available for promotion to Category II.</p>	Commissioner and Director of Municipal Administration
III. Senior Accountant	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By promotion from Category IV working in Municipalities of the Zone with not less than 2 years of service in that category to the extent of 50% of the total posts in the category.</p> <p>3. In the event of employees with prescribed qualifications are not available for promotion to Category III, the resultant vacancies shall be filled by direct recruitment.</p>	Regional Director cum Appellate Commissioner of Municipal Administration
IV. Junior Accountant	<p>1. By Direct Recruitment to the extent of 50% of the total posts in the category.</p> <p>2. By appointment by transfer from the Categories of Bill Collectors and Record Assistants working in the Municipalities in the District to the extent of 50% of the total posts in the category.</p> <p>3. In the event of employees with prescribed qualifications are not available for promotion to Category IV, the resultant vacancies shall be filled by direct recruitment.</p>	Regional Director cum Appellate Commissioner of Municipal Administration

Note1: (a) Appointment by promotion to categories I and II shall be made from a panel prepared by a committee consisting of the following members:-

- (i) Commissioner and Director of Municipal Administration
- (ii) Director of Treasuries and Accounts
- (iii) Director of State Audit
- (iv) Additional secretary to Government/Joint Secretary to Government/ Deputy Secretary to Government concerned in Municipal Administration & Urban Development Department.

(b) The date and time of the meeting will be fixed by the Commissioner and Director of Municipal Administration and the meeting shall be presided over by him. The quorum for the meeting is two members, the presence of appointing authority being compulsory.

Note 2: (a) Appointment by promotion to categories (III) and (IV) shall be made from a panel prepared by a committee consisting of the following members:-

- (i) Regional Director cum Appellate Commissioner of Municipal Administration of the region concerned.
- (ii) Chairperson of the Municipal Council concerned
- (iii) Commissioner of the Municipality concerned

(b) The date and time for the meeting of the committee will be fixed by the Regional Director cum Appellate Commissioner of Municipal Administration concerned and the meeting shall be presided over by him. The quorum for the meeting is two members, the presence of appointing authority being compulsory.

5. Reservation of appointment:

Rule 22 of the Andhra Pradesh State and Subordinate Service Rules and the rules relating to reservations for different categories i.e SC,ST,BC,Women,Physically handicapped etc. in the service shall apply to the appointments made by direct recruitment and promotions.

6. Qualifications

For appointment to all categories of posts either by direct recruitment or by promotion, or by transfer one should possess a Bachelor Degree in Commerce.

7. Age

The rules governing the minimum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this service.

8. Temporary Appointment

(1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

9. Probation

Every person appointed to a category in the service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion.

10. Seniority

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and subordinate Service Rules 1996.

11. Postings and Transfers

(1) The members working in categories I and II are liable for transfer within the multi-zone concerned. The authority competent to order postings or transfers within the multi zone concerned is the Commissioner and Director of Municipal Administration.

(2) The members working in categories III and IV are liable for transfer **within the zone and districts concerned respectively**. The authority competent to order postings or transfers within the zone **and districts** is the Regional Director cum Appellate Commissioner of Municipal Administration concerned:

Provided that the Commissioner and Director of Municipal Administration shall have the power to cancel, modify or revise such transfers and issue such instructions to the Regional Director cum Appellate Commissioner of Municipal Administration as he deems fit.

12. Training

(1) Every person appointed by direct recruitment to the posts of Accounts Officer, Junior Accounts Officer and Senior Accountant and every person appointed to the post of Junior Accountant, either by promotion or by direct recruitment shall undergo induction training in the following areas for a period of four months

- Municipal organization
- Office procedure
- Revenue management
- Expenditure management
- Financial accountability
- Accounts/financial statements preparation
- Budget preparation
- Audit of accounts
- Service Rules/ Departmental Codes
- IT applications in accounting

(2) There shall be orientation training to the members of service at such periodic intervals as determined by the Commissioner and Director of Municipal Administration.

13. Tests

(1) Every person appointed by direct recruitment in any category shall pass the following tests within the period of probation.

- (i) Accounts Test for Local Body Employees
- (ii) Accounts Test for Subordinate Officers – Part I and Part-II

(2) If any person fails to pass the above tests within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that a member of SC/ST shall not be discharged from service for failure to pass the above tests and the period of probation of such member shall stand extended from time to time till he passes the tests

(3) No person shall be eligible for promotion to category I, II and III unless he passes the test prescribed in subrule (1).

14. Local Units, Multi Zones, Zones and Jurisdiction

The pattern and norms of this Service shall be as follows:-s

Category I and II	Each Multi Zone will be a local unit
Category III	Each Zone will be a local unit
Category IV	Each District will be a local unit

Multi zone I	Zones I to IV of presidential order.
Multi zone II	Zones V and VI of presidential order.

Zone I	All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam Districts.
Zone II	All Municipalities in East Godavari, West Godavari and Krishna Districts
Zone III	All Municipalities in Guntur, Prakasam and Nellore Districts
Zone IV	All Municipalities in Chittoor, Ananthapur, Kadapa and Kurnool Districts
Zone V	All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts
Zone VI	All Municipalities in Nizamabad, Medak, Nalgonda, Mahbubnagar and Rangareddy Districts

15. Conditions of Service

In matters not covered by these rules, the members of the service shall be governed by all the rules applicable to government servants.

16. Pay and allowances

(1) A member of the service shall draw pay and all allowances admissible as per the orders of Government from time to time.

(2) Expenditure on Pay and allowances of the members of the service shall be made under detailed Head of Account " 010- Salaries" through Government Treasuries as per orders issued in G.O.Ms.No.179 dated 25-2-2009 of M.A & U.D (G1) Department and subsequent orders issued by the Government from time to time as the case may be.

17. Leave

(1) The Commissioner and Director of Municipal Administration is competent to sanction leave other than casual leave to members of category I and II.

(2) The Commissioner of the municipality concerned is competent to sanction leave other than casual leave to the members of category III and IV.

(3) The Commissioner of the municipality concerned is competent to sanction casual leave, compensatory leave and optional holiday to all the members of the service.

18. Leave Salary

Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account 010-salaries.

19. Loans and Advances

The Commissioner of the Municipality is competent to sanction loans and advances to the members of service as per rules applicable to State Government employees.

20. Discipline and Control

(1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder;

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(2) The Commissioner of the Municipality may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law against the member of the service for a period of six months:

Provided that the Appointing Authority concerned shall also have the power to place a member of service under suspension pending inquiry into grave charges.

(3) The authority, which may impose the following penalties on a member of this service, shall be the appointing authority concerned.

- (i) Suspension.
- (ii) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- (iii) Withholding of increments/promotion.
- (iv) Compulsory retirement from service.
- (v) Removal from service
- (vi) Dismissal from service.

(4) An appeal against any order passed by the appointing authority in respect of categories III and IV shall lie to the Commissioner and Director of Municipal Administration and in respect of categories I and II to the Government.

(5) An appeal has to be filed within three months. The period of three months is reckoned from the date of receipt by the member of this service of the order imposing the penalty.

21. Conduct

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall apply to the members of this service.

22. Pension

(1) The existing municipal employees appointed before 1-9-2004 and who are promoted to this service shall be paid pension as per A.P. Revised Pension Rules 1980, under the Head of Account "MJH2071-01-MH 110 - SH(09). 040-041. pensions"

(2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O.Ms No.653 Finance (Pension.I) Department dated 22-9-2004. (3) In respect of officers drawn on deputation, the concerned department shall pay the pension, as applicable in their parent department.

23. Repeal and Savings

(1) The Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in GO Ms No,292, MA, dated 20-5-1992 to the extent of Accountants in special and selection grade municipalities in category III shall stand deleted and category IV namely Accountants in First and Second grade municipalities shall stand abolished. While category IV of the said service stands abolished, category V and VI shall be renumbered as IV and V respectively.

(2) The Junior Assistants or of equivalent cadre under Andhra Pradesh Municipal Ministerial Subordinate Service shall be given an opportunity to opt as Junior Accountant in this service, provided they possess the qualification to hold the post. The option can be exercised within six months from the date of commencement of these rules. The option however is limited to 50% of the posts.

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Municipal Administration and Urban Development Department -
Public Services - Subordinate Services - The Andhra Pradesh
Urban Poverty Alleviation, (Municipal Administration)
Subordinate Service Rules - Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.Ms.No.547 M.A.,

Dated: 13-10-1998.

Read the following:-

1. G.O.Note No.185/SM/87-1, Genl. Admn.Dept.,
dated 02-06-1987.
2. From the Special Commissioner and Director,
Municipal Administration Department, letter No.
32023/95-N1, dated 03-08-1990.
3. From the Secretary, A.P.Public Service Commission,
Letter No.8/RR/3/98, dated 21-08-1998.

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ORDER :

The Special Commissioner and Director, Municipal Administration submitted proposals in the reference second read above to make unified cadre for Urban Poverty Alleviation in Municipal Administration Department by including all the sanctioned posts in UBS and PMIUEP, by suggesting draft rules. The Government have examined the above proposals and decided to issue the following ruled by making a unified regular cadre for Urban Poverty Alleviation in Municipal Administration Department.

Accordingly the following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by the provision to article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of all rules, instructions etc., on the subject, the Governor of Andhra Pradesh hereby makes the following rules to unify the various categories of posts sanctioned for Urban Poverty Alleviation Subordinate Service in the Municipal Administration Department.

RULES

1. SHORT TITLE:

These rules may be called the Andhra Pradesh Urban Poverty Alleviation, (Municipal Administration), Subordinate Service Rules.

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CONSTITUTION:

The service shall consist of the following categories of posts namely:-

- Category - I : TOWN PROJECT OFFICER
GRADE-II
(Selection and Special Grade Municipalities)
- Category - II : TOWN PROJECT OFFICER,
GRADE - III
(First, Second and Third Grade Municipalities and Nagarpanchayats)
- Category - III : COMMUNITY ORGANISERS

3. METHOD OF APPOINTMENT:

Appointment to the various categories specified in column (2) of the Table below shall be made by the method specified in the corresponding column (3) thereof:

T A B L E

Sl.No.	Post	Method of appointment
(1)	(2)	(3)
(1)	Town Project Officer Grade-II	(1) By promotion from the category of Town Project Officer, Grade-III (2) 30% of the regular vacancies shall be reserved to be filled up by direct recruitment Exchange through Employment Exchange and by inviting applications by giving wide publicity in the News Papers.
(2)	Town Project Officer Grade-III.	(1) By promotion from the category of Community Organisers. (2) 30% of the regular vacancies shall be reserved to be filled up by direct recruitment through Employment Exchange and by inviting applications by giving wide publicity in the News Papers.
(3)	Community Organisers	By direct recruitment through Employment Exchange and by inviting applications by giving wide publicity in the papers.

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Provided that:-

- (1) The Deputy Project Officers working under UBS will be absorbed as Town Project Officer Grade-III duly protecting their seniority and pay.
- (2) The Community Organisers working under UBS will be absorbed as Community Organisers duly protecting their seniority and pay.
- (3) The Assistant Project Officers working under UBSP will be absorbed as Community Organisers.

4. APPOINTING AUTHORITY:

- (1) The Commissioner and Director of Municipal Administration shall be the appointing authority for the posts of Categories I and II.
- (11) The District Collector concerned shall be the appointing authority for the posts of Category-III. (By direct recruitment). The appointment includes absorption. In respect of direct recruitment the selection shall be made by committee consisting of the following members:-
 - (1) District Collector ... Chairman
 - (2) District Project Officer
District Urban Development Agency. ... Member
 - (3) Municipal Commissioner
of the Municipality
concerned. ... Member-Convenor.

5. RESERVATION OF APPOINTMENT:

Rule 22 of the Andhra Pradesh State and Subordinate Service Rules shall apply to the appointments by direct recruitment to all Categories.

Provided that this rule shall not apply to the candidates working as on the date of issue of these rules till they are absorbed under UBSP.

6. RESERVATION IN APPOINTMENT TO WOMEN:

In the matter of appointment by direct recruitment to the posts of all the categories in this service, there shall be reservation for women to an extent of at least 33 1/3% in each category of O.C., BC-A, BC-B, BC-C, BC-D, S.C., S.T., and P.H.C.

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7. QUALIFICATIONS:

No person shall be appointed to any of the posts specified in column (2) of the Table below unless he/she possesses the qualifications laid down in the corresponding entry in column (3) thereof.

T A B L E

Sl.No.	Post	Qualification
(1)	(2)	(3)
(1)	Town Project Officer Grade-II	(1) Must be a Graduate with Sociology or Social work or Degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in social service activities for a minimum period of five years).
(2)	Town Project Officer Grade-III	(1) Must be a Graduate with Sociology or social work or Degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in social service activities for a minimum period of five years).
(3)	Community Organisers	(i) Must be a Graduate with Sociology or Social work or degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in Social service activities for a minimum period of five years).

8. PROBATION:

Every person appointed to any of the category of the posts specified in rule 2 shall, from the date on which he joins duty be on probation for a total period of ~~two~~ two years on duty within a continuous period of three years if recruited direct and for a total period of one year on duty within a continuous period of two years, if recruited by promotion.

9. SENIORITY:

(1) The seniority of a member of the service in each category shall be determined by the date of first appointment to that category in accordance with these rules.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in case of two or more members, their inter se seniority shall be determined by with reference to their age.

(3) A member of the service shall unless reduced in seniority, in the category as a punishment, he/she shall retain the seniority as determined by sub-rule(1) and (2) throughout his service, notwithstanding any delay in completion of his probation or in his appointment as a full member of the service.

(4) Where a member of any service is reduced to a lower category or grade he shall be placed at the top of the later, unless the authority ordering the punishment directs that he shall take in such lower category or grade, next below any specified member thereof.

10. MINIMUM SERVICE:

a) No person shall be eligible for appointment by promotion or recruitment by transfer to all categories I and II unless he/she is an approved probationer and has put in not less than three years of service in the category from which promotion or recruitment by transfer is made.

5420m b) No person shall be eligible for appointment by promotion or recruitment by transfer to Category-III unless he/she is an approved probationer and has put in not less than five years of service in the category from which promotion or recruitment by transfer is made.

11. PROMOTION:

(1) No member of the service shall be eligible for promotion from the category in which he was appointed to the service unless he satisfactorily completes his probation period in that category.

Provided that nothing shall effect adversely any member of service who was promoted to higher categories before issue of these rules.

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(2) Notwithstanding anything contained in these rules, recruitment by transfer to a non-selection category or grade included in subordinate service, shall be made on the basis of seniority-cum-fitness.

12. PHYSICAL REQUIREMENTS:

No person shall be appointed to the service unless he/she satisfy that he or she :-

- (1) is a citizen of India;
- (2) is not less than Eighteen years of age but has not attained the age of Thirty four years on the date of the 1st July of the year in which appointment is made;
- (3) is of sound health; active habits and free from such bodily defects or infirmity as may render him or her unfit for the service;
- (4) bears good character and antecedents as to qualify him or her for the service.

13. TESTS:

No person shall be eligible to be appointed by promotion to any of the category of the posts specified in rule 2, except Category-III unless he has passed the Regional Language Test and Account Test for Local Body Employees Paper I & Paper II. Any person appointed before issue of these rules shall pass the said test within a period of two years from date of issue of these rules failing which his annual grade increments shall be stopped till he passes the test.

14. LEAVE :

The authority which may sanction earned leave to a member of the service shall be the District Project Officer concerned.

The casual leave, compensatory leave and optional holiday to a member of the service shall be sanctioned by the Commissioner of the Municipality.

15. UNIT OF APPOINTMENT:

For the purpose of appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full memembr for the categories of posts specified in column (1), the Unit of appointment shall be as shown in corresponding column (2).

(1)	(2)
Category - I	All Municipalities in Andhra Area.
Category - II	All Municipalities in Telangana Area.
Category - III	Municipality concerned.

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16. POSTING AND TRANSFERS :

The Officers working in this service are liable for transfer. The competent authority to order the postings and transfers in respect of all Categories I to III shall be the Commissioner and Director, Municipal Administration Department, Andhra Pradesh.

Provided that the Government shall have the power to cancel, to modify or to ~~xx~~revise such transfers and issue such instructions to the Commissioner and Director of Municipal Administration.

Provided further that the Government shall have the power to post any one on deputation from other department in case suitable candidates are not available.

17. CONDITIONS OF SERVICE:

(1) In respect of the matters not covered by these rules, the members of this service shall be governed by all other rules applicable to Government servants, including rules relating to pay, Manual of special pay and allowances. The Andhra Pradesh Civil Services (Conduct) Rules, 1964, Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, the Andhra Pradesh State and Subordinate Service Rules, Leave Rules, Fundamental Rules and the Andhra Pradesh Government Life Insurance Fund Rules, Pension and Gratuity or any other rules issued by the Government from time to time;

(2) Discipline and Control: The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 shall apply to the members of the service;

(3) The District Collector is competent to suspend a Member of the service of Category-III pending enquiry into grave charges;

(4) The Commissioner and Director of Municipal Administration is competent to suspend a member of the service of categories I to III pending enquiry into grave charges and take action as per rules or to impose the Penalties as shown below.

- (i) Censure;
- (ii) Withholding of increments;
- (iii) recovery from pay of the whole or any part of any pecuniary loss caused to Government or Municipality by negligence or breach of orders while working in the Municipality;
- (iv) Withholding of promotion where such penalty is imposed on a ground of specific default or misconduct;
- (v) reduction to a lower rank in the seniority list or to a lower post or time scale or to lower stage in a time scale;

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- (vi) compulsory retirement from service;
- (vii) removal from service;
- (viii) dismissal from service; or
- (ix) suspension.

18. RELAXATION OF RULES:

These rules shall not be construed to limit or abridge the power of the Government to deal with the case of any member of the service in such a manner as may appear to them to be just and ~~not~~ equitable.

Provided that when any of these rules is applicable to the case of any member of the service, the case shall not be dealt within any manner less favourable to him than that of provided by this rules.

19. SAVINGS:

Nothing in these rules shall adversely affect any member of service who was appointed as Town Project Officer, Deputy Project Officer and Community Organiser on or before issue of these rules and all such persons so appointed shall be deemed to be appointed under these rules with effect from the date of appointment in the respective categories.

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

N.S.HARIHARAN,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner and Director, Municipal Administration, Hyderabad.
The Commissioner & Director, Stationery & Printing, Hyderabad
to publish in the A.P.Gazette and supply 500 copies to the Department.

All the District Collectors in the State.
All the Joint Collectors in the State.
All the Municipal Commissioners in the State.
All the Commissioners of Municipal Corporations in the State.
All the Dist. Project Officers and Project Officers, UBS/UBSP in the State.

The Director of Local Fund Audit, Hyderabad.
The Accountant General, Government of A.P., Hyderabad.
The Director, Treasuries and Accounts, Hyderabad.
The Secretary, A.P.Public Service Commission, Hyd (10 copies)
The Genl. Admn. (Ser.E) Dept.,

Copy to.
All officers in the Department/Sections.
sf/sc.

// Forwarded by order //

Sd/-
RESEARCH OFFICER.

The Andhra Pradesh Municipal Engineering Service Rules, 1977

*[G.O.Ms.No. 595, Housing, Municipal Administration and Urban Development
(M.A.), dated 22nd September, 1977]*

In exercise of the powers conferred by sub-section (2) of Section 80 of the Andhra Pradesh Municipalities Act, 1965 (Act 6 of 1965), the Governor of Andhra Pradesh hereby makes the following rules, the draft of the same having been approved by both the Houses of the State Legislature as required under Section 329 of A.P. Municipalities Act, 1965.

RULES

1. Short Title:— (1) These rules may be called '[The Andhra Pradesh Municipal Engineering Service Rules, 1977]'.
(2) They shall be deemed to have come into force on the 8th March, 1968.

²[(Provided that the amendment shall come into force with effect from 22-9-77 so far as it relates to Municipal Assistant Executive Engineers)].

[2. Constitution:— The Andhra Pradesh Municipal Engineering Service shall consist of the following categories of officers in the Municipalities including the Municipal Corporation of Visakhapatnam and Vijayawada namely:—

1. Municipal Assistant Executive Engineers (Civil).
2. Municipal Assistant Engineers (Civil).
3. Municipal Assistant Engineers (Automobile/Mechanical).
4. Municipal Assistant Engineers (Electrical).

Note 1:— The existing incumbents with the designation of P.W. Supervisors, Water Works Supervisors, Assistant Municipal Engineers and Drainage Supervisors etc., shall henceforth be designated as Municipal Assistant Executive Engineers (Civil) or Municipal Assistant Engineers (Civil) as the case may be.

Note 2:— The existing incumbents with the designation of Automobile Supervisors and Mechanical Supervisors shall henceforth be designated as Municipal Assistant Engineers (Automobile) and Municipal Assistant Engineers (Mechanical) respectively.

Note 3:— The existing incumbent with the designation of Electrical Superintendent/ Water Works Superintendents shall henceforth be designated as Municipal Assistant Engineers (Electrical)].

3. Recruitment:— "Recruitment to the several categories in this service shall be made as follows:—

(a) Municipal Assistant Executive Engineers:—

By recruitment by transfer of Municipal Assistant Engineers possessing a degree in Engineering and with a minimum of 3 years service provided that if qualified and suitable candidates for appointment by transfer are not available appointment will be made by direct recruitment.

1. Subs. by G.O. Ms.No. 247, M.A. & U.D., dt. 8-5-1991.

2. Added by ibid.

Note:— A Municipal Assistant Engineer who is appointed by transfer as Municipal Assistant Executive Engineers shall be entitled to count $\frac{1}{3}$ rd of the service rendered as Municipal Assistant Engineer before appointment as Municipal Assistant Executive Engineer subject to a maximum of 4 years for the purpose of computing the service as Municipal Ex-Assistant Executive Engineer which will render him eligible for consideration to direct recruitment as Deputy Executive Engineer in Andhra Pradesh Public Health and Municipal Engineering Service:

Provided that for any special reasons, Municipal Assistant Engineers with less than 3 years of service can be considered for appointment as Municipal Assistant Executive Engineers without the benefit of any weightage for the past service.

(b) Municipal Assistant Engineers:

- (i) By Direct recruitment.
- (ii) By recruitment by transfer from among Draughtsman, Electricians, Public Works Maistries or such other categories of technical staff working in any Municipality or Corporation and who are LCE/LEE/LME/or LAE holders of recognised institutions or an equivalent diploma or certificate of any other recognised institution and who are approved probationers in the category from which they are recruited.

Note 1:— The ratio for direct recruitment and recruitment by transfer for the category of Assistant Engineers shall be 1 : 1 if qualified and suitable candidates for appointment are available.

3-A. Unit of Appointment:— For the purposes of recruitment, appointment by transfer, discharge, seniority, transfer and posting, the service shall consist of the following six independent units—

Unit and Area

Unit I	:— Srikakulam, Vizianagaram and Visakhapatnam Districts.
Unit II	:— East Godavari, West Godavari and Krishna Districts.
Unit III	:— Guntur, Prakasam and Nellore Districts.
Unit IV	:— Chittoor, Cuddapah, Anantapur and Kurnool Districts.
Unit V	:— Adilabad, Karimnagar, Warangal and Khammam Districts.
Unit VI	:— Nizamabad, Nalgonda, Mahaboobnagar, Medak and Ranga Reddy Districts.

(Rule 3-A is inserted by G.O.Ms.No. 474, M.A, dt. 7-11-85).

4. Appointing Authority:— The appointing authority is the Chief Engineer (Public Health).

5. Reservation of Appointment:— Rule 22 of the Andhra Pradesh General Rules for State and Subordinate Services shall apply to the appointments to be made for direct recruitment.

6. Age, Qualifications:— No person shall be eligible for appointment as Municipal Assistant Executive Engineers and Municipal Assistant Engineers in the service if he has completed the age specified in the Table hereunder in the corresponding entry in column (2) thereof:

TABLE

Method of Recruitment	Age
Direct Recruitment	<p>(i) Must not have completed 28 years of age on the first day of July of the year in which the recruitment is made in the case of persons possessing the Diploma Qualification ¹[(***)];</p> <p>(ii) Must not have completed 30 years of age on the first day of July of the year in which the recruitment is made in the case of persons possessing the Degree in Civil Engineering or Mechanical Engineering or Electrical Engineering:</p>

Provided that in the case of persons belonging to Scheduled Castes or Scheduled Tribes necessary age relaxation shall be allowed as per rules in force at the time of recruitment.

²[7. **Other Qualifications:**— No person shall be eligible for appointment to the service by direct recruitment or recruitment by transfer as the case may be unless he possesses the qualifications specified in column 2 of the Table below against each category.

TABLE

Part	Qualifications
(1)	(2)
1. Municipal Assistant Executive Engineers	A Degree in Engineering (Civil) or its equivalent qualification recognised by the Central U.G.C.
2. Municipal Assistant Engineers (Civil)	L.C.E. or its equivalent qualification.
3. Municipal Assistant Engineers (Automobile Mechanical)	A Degree in B.E. (Mech.) or equivalent qualification recognised by Central University Grants Commission or L.M.E. or L.A.E. or its equivalent qualifications.
4. Municipal Assistant Engineers (Electrical)	A Degree in B.E. (Electrical) or equivalent qualification recognised by the Central University Grants Commission or L.E.E. or its equivalent qualification.

Provided that preference in recruitment shall be given to the persons possessing Degree in Engineering of the respective discipline or its equivalent qualification to the categories of posts mentioned at 3 and 4 above;

Provided also that in any year of recruitment 10% of the vacancies in the posts of Municipal Assistant Engineers (Civil) shall be filled in by the persons possessing LME qualification.]

1. Omitted by G.O.Ms.No. 247, M.A. & U.D., dt. 3-5-1991

2. Subs. by ibid.

8. Probation:— (1) Every person appointed to this service by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

(2) Every person appointed to this service by transfer shall from the date of joining duty, be on probation for a total period of one year on duty within a continuous period of two years.

9. Tests:— Every person appointed to the service, shall within a period of four years from the date of appointment, pass the Account Test for Public Works Department Officers and Subordinates. Failure to pass the test within the period shall entail stoppage of increments in the time-scale till such time as the person passes the test; but such stoppage shall not have the effect of postponing the future increments after passing the said test.

Provided that the existing incumbents brought into the service shall pass the said test within a period of two years from the date of issue of these rules. Failure to pass the tests within the said period shall entail stoppage of increments in the time-scale till the person passes the test, but such stoppage shall not have the effect of postponing the future increments after passing the said test.

10. Postings and transfers:— The authority competent to order postings and transfers in respect of (Municipal Assistant Executive Engineers and Municipal Assistant Engineers) from one Municipality Corporation to another in the State is the Chief Engineer, Public Health.

11. General:— (1) The provisions of Fundamental Rules, Andhra Pradesh Leave Rules, 1933, Manual of Special Pay and Allowances, Andhra Pradesh Pension Code, the Andhra Pradesh Liberalised Pension Rules, 1961, the Andhra Pradesh Family Pension Rules etc., which are applicable to the Government servants of similar category in the State shall apply to the extent they were already made applicable or may be applicable to the personnel appointed to the Service.

(2) The existing Municipal Supervisors, Assistant Municipal Engineers, Water Works Superintendents and Electrical Superintendents who were declared already as full members, approved probationers or probationers as on 8th March, 1968, shall be deemed to have been appointed under these rules and continued as such.

12. Discipline:— (a) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963, applicable to the Government servants shall be applicable to the members of this service except to the extent indicated hereunder;

(b) the authority which may suspend a member of this service pending enquiry into grave charges or impose the following penalties shall be the Executive Authority of the Municipality:—

(i) Censure;

(ii) Withholding of increments;

(iii) Recovery from the pay the whole or any part of the pecuniary loss caused to the Municipality by negligence or breach of orders while working in the Municipality;

Provided that the Municipal Engineer (wherever existing in a Municipality) shall be consulted before keeping a member under suspension;

Provided further that the Municipal Engineer 1st Grade wherever available in Municipality shall also be competent to keep a member of the service in the Municipality under suspension:

Provided also that the Chief Engineer, Public Health, who is the appointing authority, shall also be the authority who may suspend pending enquiry into grave charges or impose the above said penalties on a member of this service.

- (i) When in any case, the Chief Engineer, Public Health has imposed or declined to impose a penalty under this rule or has suspended or declined to suspend a member of this service, the Executive Authority and or the Municipal Engineer, 1st Grade shall have no jurisdiction to proceed under this rule in respect of the same case.
- (ii) The fact that the Executive authority has imposed or decided to impose a penalty in any case or has suspended or declined to suspend a member of this service shall not debar the Chief Engineer, Public Health, from exercising his power under this rule in respect of the same case.
- (iii) The order of the Chief Engineer, Public Health, imposing or declining to impose in any case a penalty under this rule or suspending or declining to suspend a member of this service shall supersede the order passed by the Executive authority.
- (c) The authority which may impose the following penalties on a member of this service shall be the appointing authority, namely the Chief Engineer, Public Health:—
 - (i) Withholding of promotions where such penalty is imposed on the grounds of some specific lapse of misconduct;
 - (ii) Reduction to a Lower rank in the seniority or to lower post or time-scale or to lower stage in a time-scale;
 - (iii) Compulsory retirement from service;
 - (iv) Removal from Service;
 - (v) Dismissal from Service;
- (d) An appeal shall lie against the order of Executive Authority, the Municipal Engineer and the order of the Chief Engineer, Public Health, imposing penalties as mentioned above to the Chief Engineer, Public Health, and the Government respectively.

13. Conduct Rules:— The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to Government servants shall be applicable to the members of this service.

14. Leave and Leave Salary:— The authority competent to sanction leave, other than casual leave, shall be the Chief Engineer, Public Health. The Casual Leave shall however be sanctioned by the Commissioner of the Municipality concerned.

15. Repeal:— The Special Rules made under the Andhra Pradesh (Andhra Area) District Municipalities Act, 1920, applicable to the Municipal Supervisors, Assistant Municipal Engineers, Water Works Superintendents and Electrical Superintendents shall be deemed to have repealed with effect from the 8th March, 1968.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules – Town Planning Establishment – Municipal Councils – “The Andhra Pradesh Municipal Town Planning Subordinate Service – Rules” – Issued.

-X-
HOUSING, MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT

G.O. Ms. NO. 568 M.A.,

Date the 23rd May, 1981.
Read the Following:

- 1). G.O. (Ms) No. 431 M.A., dated 31-3-1975.
- 2). G.O. (Ms.) No. 475 M.A., dated 30-10-1975.

ORDER:

The appended Notification will be published in the Andhra Pradesh Gazette.

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

K.MADHAVA RAO,
SECRETARY TO GOVERNMENT.

Forwarded to:

The Director of Printing Stationery and
Stores Purchase. Hyderabad, with request to
Send 100 copies of the rules.
The Director of Town Planning, A.P. Hyderabad.
All Commissioners and Special Officers,
The Director of Municipal Administration,
A.P. Hyderabad.
The Special Officer,
Visakhapatnam Municipal Corporation,
Visakhapatnam
The Special Officer
Hyderabad Municipal Corporation, Hyderabad.
Copy to Stock Files.

//BY ORDER//

(Sd/-)
SECTION OFFICER.

APPENDIX
NOTIFICATION.

In exercise of the powers conferred by sub-section (2) of section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act 6 of 1965) the Governor of Andhra Pradesh hereby makes the following rules prescribing educational and other qualifications for the officers and Servants of the Town Planning Establishment under the Municipal Councils, the same having been approved by both the Houses of Legislature as required under section 329 of the said Act.

Rules:-

- | | |
|------------------|---|
| 1. Short title: | These rules shall be called The Andhra Pradesh Municipal Town Planning subordinate service Rules. |
| 2. Commencement: | They shall be deemed to have come into force on and from 30 th October, 1975 in respect of categories 1, 2 and 3 and from the 3 rd July, '75 in respect of Categories 4, 5 and 6. |
| 3. Constitution: | The Andhra Pradesh Municipal Town and Planning subordinate service shall consist of the following categories of Officers,
Namely: |
| Category | 1: Town Planning officer (Selection Grade) |
| Category | 2: Town Planning officer (Spl Grade) |
| Category | 3: Town Planning officer |
| Category | 4: Town Planning Supervisor |
| Category | 5: Town Planning Overseer |
| Category | 6: a). Town Planning & Building Inspector and
b). Town Planning D`man and surveyor |

4. Appointment

a). The appointment to the categories in this said service shall be made as follows:

Category	Method of appointment
1. Town Planning Officer (Selection Grade)	By promotion from the category 2 with not less than three years in the category or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 2.
2. Town Planning Officer (Special Grade)	By promotion from the category 3 with not less than three years of service in that category, or by direct recruitment if no qualified and suitable person is available for appointment by promotion from category 3.
3. Town Planning Officer	By promotion from the category 4 with not less than three years of service in that category, or by direct recruitment if no qualified and suitable person is available for appointment by promotion from category 4 with not less than three years of service in that category.
4. Town Planning Supervisor	By promotion from the category 5 with not less than three years of service in that category or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 5.
5. Town Planning & Overseer	By promotion from the category 6 with not less than two years of service in that category, or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from category 6.
6. Town Planning & Building Inspector and Town Planning D`man & Surveyor.	By recruitment by transfer of qualified and suitable persons from the post of Town Planning Tracer in Municipalities who have worked for not less than 2 years in such post or by direct recruitment if no qualified and suitable person is available for appointment by transfer from that category.

Note:- Promotion to the categories, 1,2,3,4,5 and 6 shall be made on grounds of merit and ability Seniority being considered only where merit and ability are approximately equal.

5. Appointing authority: The appointing authority in respect of all the categories shall be the Director of Town Planning.

6. Reservation of appointments: Except in so far as it relates to physically handicapped persons rules 22 of the Andhra Pradesh State and Subordinate Service Rules shall apply to appointments by direct recruitment to the categories of posts under this service.

7. Age: No person shall be eligible for appointment by direct recruitment, if he has completed 30 years of age, on the first day of July of the year in which the selection for appointment is made.

8. Qualifications: No person shall be eligible for appointment to the category of posts mentioned in column 1) of the Annexure to these rules, unless he possesses the qualifications prescribed in the corresponding entries in column (2) thereof.

9. Probations: Every person appointed to each category in the said service shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion or transfer.

10. Postings and Transfers: The authority competent to order the postings and transfers in respect of all the categories in this service shall be the Director of Town Planning.

11. Tests: A person appointed to categories 1,2,3, and 4 either by promotion or by direct recruitment, if he has not already passed, shall pass the Account Test prescribed for Employees of Local Bodies, within the period of probation. Provided that a person who is already appointed to the categories 1,2,3 and 4 either by promotion or by direct recruitment prior to coming into force of these rules and who is probationer or approved probationer shall pass the aforesaid test within a period of two years from the date of issue of these rules. If any such person fails to pass the said tests within the

said period his further increments shall be postponed until such time that he passes the said test.

12. Training: Every person in the said service shall be liable to undergo training for such period and on such terms as may be pre-scribed by the Government from time to time.

13. Conditions of Service: In matters not covered by these rules, the members of this service shall be governed by all other rules applicable to Government Servants.

14. Pay: A member of this service shall draw pay in the scales of pay sanctioned by Government from time to time.

15. Leave: The authority which may sanction regular leave except casual leave, compensatory leave, optional holiday to a member of this service shall be the Director of Town Planning. The authority which may sanction casual leave, compensatory leave and optional holiday to a member of this service in the said categories shall be the executive authority of the municipality in which he is working.

16. Loans and Advances: The authority which may sanction various loans and advances to a member of this service shall be the executive authority of the municipality in which he is working.

17. Payment of Pay: Leave salary and Allowances, Transit Pay, Traveling Allowances and Daily Allowance. The Pay, Leave Salary and Allowances, Transit pay, Traveling Allowances and Daily Allowance of the members in the categories 1 to 6 of this service shall be paid from the municipal funds.

18. Discipline: The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963 applicable to Government servants shall be applicable to the members of this service except to the extent indicated hereunder.

b). The executive authority in consultation with the Director of Town Planning may suspend a member of this service in categories 1 to 6 pending enquiry into grave charges or impose the following penalties:

- i). Censure.
- ii). Withholding of increments.
- iii). Recovery from pay of the whole or any part of the pecuniary loss caused to the Municipal Council, by negligence or breach of orders, while working in the municipality.

Provided that the Director of Town Planning who is the appointing authority in respect of the categories of posts 1 to 6 of this service shall also be the authority who may suspend a member of the service pending enquiry into grave charges or impose the above said penalties.

c) The Authority which may impose the following penalties on a member of this service shall be the Director of Town Planning.

- i). With-holding of promotion, where such penalty is imposed on the ground of some specific fault or misconduct.
- ii). Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- iii). Compulsory retirement from service.
- iv). Removal from service.
- v). Dismissal from service.
- vi) Suspension where person has already been suspended.

d) An appeal against any order passed by the Executive authority of the Municipal Council on the member of the service shall be to the Director of Town Planning and to the Government against the orders passed by the Director of Town Planning.

19. Conduct: The Andhra Pradesh Civil Services (conduct) Rules 1964 applicable to Government servants, shall be applicable to the member of this services

20. Pension and Gratuity: The Andhra Pradesh Municipalities, (Pension-cum-Gratuity fund) Rules, 1969 issued in G.O.Ms.No. 799 M.A. Dt.17.10.69 as amended from time to time shall be applicable to the members of this service.

21 Appointment of Government Officers and sub-ordinates to this service in certain cases: Notwithstanding anything contained in these rules, it shall be

open to the Director of Town Planning to appointment with the approval of the Government any officer to the said service on deputation or on foreign service on the that terms and conditions, as may be prescribed. The Municipality in which an officer is so appointed shall pay to the Government the leave salary and pension contribution at the rates prescribed by the Government.

22. Sanction of posts and continuance of temporary posts from time to time: The executive authority of a municipality by itself or on a direction of from the Director of Town Planning shall initiate and submit proposals for the sanction of posts in categories 1 to 6 of this service either on permanent or temporary basis and also for continuance of the temporary posts from time to time in the prescribed manner through the DT& Planning to the Government in respect of categories, 1,2, and 3 and to the Director of Municipal Administration in respect of categories 4, 5 and 6.

23. Repeal: The rules prescribing the educational and other qualifications of officers and servants of Town Planning Establishment under Municipal councils issued in G.O.Ms.No. 1592 M.A Dt. 26-11-60 as amended in so far as they relate to the posts of (i) Town Planning officer (selection grade) (ii) Town Planning Officer (iii) Town Planning Supervisor.(iv). Town Planning Overseer (v). Town Planning & Building Inspector and Town Planning Draughtsman and Surveyors as mentioned t herein are hereby repeated.

24. Savings: (1) Notwithstanding anything contained in these rules the Director of Town Planning shall as soon as possible after these rules come into force, fit in the officers in the categories 1 to 3 into such category of the service or grade thereof, as he considers them fit after examining their previous record and all other relevant circumstances and in terms of the general instructions or guidelines, if any issued by the Government for such fixation.

- 2) An appeal shall lie to the Government against any such orders issued by t he Director of Town Planning under sub-rule(1)
- 3) The Government may call for the records of any such order or orders passed by the Director of Town Planning and pass such orders, as they deem fit.

ANNEXURE
(Referred to rule - 8)

Category of Post	Qualifications
1.Town Planning Officer (Selection Grade)	<p>(A) Recruitment by Promotion:</p> <p>(1) Post Graduate Degree or Diploma in Town & Country Planning from a recognized University or Institution or Fellowship or Associate ship of the Institute of Town Planner India or equivalent Membership of a professional institute such as Town Planning Institute (London American Institute of Planner etc., and one year experience in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.</p> <p style="text-align: center;">Or</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or must posses and equivalent Degree or Diploma in Architecture of a recognized University or Institute with a minimum experience of four years in Town Planning work in Municipalities or Town Planning Department, or a Town Improvement Trust.</p> <p style="text-align: center;">Or</p> <p>iii). Must be Graduate in Engineering of a University in the State or must possess an equivalent qualification thereto and also have experience for not less than four years in Town Planning Work in Municipalities or Town Planning Department or Town Improvement Trust.</p> <p style="text-align: center;">Or</p> <p>(iv) Must be licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute and must have a minimum experience of Ten years in Town Planning in a responsible Capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p> <p>Note:- (i) Persons with qualifications mentioned in terms (ii) to (iv) above may be Appointed only when persons with Qualifications in (1) above are not available.</p> <p>(B) Direct Recruitment:</p> <p>Post Graduate Degree or Diploma in Town and Country Planning from a recognized University or Institution or fellowship or Associate Ship of the institute of Town Planners, India, or Equivalent membership of a professional Institute such as Town Planning institute (London)</p>

	American Institute of Planners, etc., and one year Experience in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.
2. Town Planning Officer: (Special Grade)	<p>(i). Post Graduate Degree or Diploma in Town Planning from a recognized University or Institution or fellowship or Associate Ship of the institute of Town Planners, (India) or Equivalent membership of a professional Institute such as Town Planning institute (London) American Institute of Planners, etc., with a minimum experience of one year in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.</p> <p>(or)</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or must possess an equivalent Degree or Diploma in Architecture of a recognized University or Institute with a minimum experience of three years in Town Planning work in Municipalities or Town Planning Department or Town improvement Trust.</p> <p>(or)</p> <p>(iii) Must be a Graduate in Engineering of a University in the State or Must possess an equivalent qualification thereto and also have experience for not less that three years in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust.</p> <p>(or)</p> <p>(iv) Must be a Licentiate in Civil Engineering or Sanitary Engineering form any recognized Institute and must have a minimum experience of eight years in Town Planning in responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p>
3.Town Planning Officer.	<p>(i) Post Graduate Degree or Diploma in Town Planning from a recognized University or Institution or Fellowship or Associate Ship of the Institution of Town Planners (India) or equivalent membership of a Professional Institute such as the Town Planning Institute (London) American Institute of Planners.</p> <p>(or)</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or Must Possess an equivalent Degree or diploma in Architecture of a recognized University or Institute.</p> <p>(or)</p> <p>(iii). Must be Graduate in Engineering of a University in the State or Must possess an equivalent qualification there to</p> <p>(or)</p> <p>(iv.) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized institute and must have a minimum experience of three years in Town Planning in a responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p>
4. Town Planning Supervisor	<p>1. Minimum General Education qualification prescribed in the schedule to the General rules, and</p> <p>2). (i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>(ii) Pass in Andhra Pradesh Government, Examination for Certificate in Architectural (New Rules) or any equivalent Examination with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>(iii) Pass in Andhra Pradesh Government, Certificate of Architectural Draughtsman ship and Assistantship (Licentiate in Architectural Assistantship) with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>(iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State recognized by the State Government or any equivalent qualification with experience, in Town Planning for a minimum period of Two years in a Municipality.</p>

5. Town Planning Overseer:	<ol style="list-style-type: none"> 1) Minimum General Educational qualification prescribed in the Schedule to the General rules, and 2) (i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification. (or) (ii).Pass in Andhra Pradesh Government, Examination for Certificate in Architectural (New Rules) or any equivalent Examination. (or) (iii) Pass in Andhra Pradesh Government, Certificate examination in Architectural Draughtsman ship and Assistantship (Licentiate in Architectural Assistantship). (or) (iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State recognized by the State Government or any equivalent qualification with experience, in Town Planning for a minimum period of One years in a Municipality. (or) (v) Draughtsman ship Civil Course under the revised syllabus introduced from July 1952 conducted by the ITI or pass in D'manship Civil course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of two years (or) (vi) Pass in All India Trade Test for Surveyors course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of two years. (or) (vii) Pass in the Government Technical Examinations. <ol style="list-style-type: none"> I) Building Drawing and Estimating (Lower) II) Surveying and Leveling (Higher) III) Building Material and Construction (Higher) IV) Practical Plane and Solid Geometry V) Mensuration (Lower) With experience in Town Planning for a minimum period of two years in Municipality
6. Town Planning Building Inspector & Town Planning Draughtsman and Surveyor.	<ol style="list-style-type: none"> 1. Minimum General Educational qualification prescribed in the Schedule to the General Rules & 2. i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification. ii) Diploma of Overseer of any Engineering college or any polytechnic in the State recognized by the State Govt. or any equivalent qualification. iii) Pass in A.P. Govt. Examination for Certificate Architecture (New rules) or any Equivalent examination.(or) iv) Pass in Andhra Pradesh Government, Certificate examination in Architectural Draughtsmanship and Assistantship (Licentiate in Architectural Assistantship). (or) (v) Pass in Draftsman ship Civil course under the revised syllabus introduced from July'52 conducted by the ITI or pass in Draftsmanship Civil course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of one year.

	<p>(or)</p> <p>vi) Pass in All India Trade Test for Surveyors course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>vii) Pass in the Government Technical Examinations.</p> <p>I) Building Drawing and Estimating (Higher)</p> <p>II) Surveying and Leveling (Higher)</p> <p>III) Building Materials and Construction (Higher)</p> <p>IV) Practical Plane and Solid Geometry (Lower)</p> <p>V) Mensuration (Lower) with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>viii) Pass in Deputy Surveyors Test with experiences of not less than one year either as a Surveyor as a Draftsman in Municipality.</p>
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Sd/-K.MADHAVARAO
SECRETARY TO GOVERNMENT

To
All Concerned

//True Copy//

ADMINISTRATIVE OFFICER

**HEALTH, HOUSING AND
MUNICIPAL ADMINISTRATION DEPARTMENT
Rules Relating to Appointment and Service conditions
of Certain categories of Employees of the Municipal Corporation of Hyderabad**

[GO.Ms. No. 1094, Municipal Administration 30th December 1966]

In exercise of the powers conferred by sub-section (1) of Section 585 read with section 139 of the Hyderabad Municipal Corporation Act, 1955 (Act II of 1956) the Governor of Andhra Pradesh hereby makes the following rules relating to appointment and service conditions of certain categories of employees of the Municipal Corporation of Hyderabad the same having been previously published as required under sub-section (3) of section 585 of the said Act.

R U L E S

1. Short title and commencement

- (1) These rules may be called the Hyderabad Municipal Corporation Subordinate Service Rules, 1966.
- (2) They shall come into force at once.

2. Constitution

- (1) The Municipal Corporation Subordinate Service shall consist of the ministerial and executive establishment comprising the following categories of staff, namely:-

(a) Ministerial Establishment

- (1) Superintendent
- (2) Upper Division Clerk
- (3) Lower Division Clerk
- (4) Steno Typist
- (5) Typist
- (6) Accountants
- (7) Auditors
- (8) Store Keepers
- (9) Attenders, Record-Keepers

(b) Executive Establishment

- (1) Superintendent of Markets
- (2) Chief Inspector of Markets
- (3) Chief Inspector of Markets
- (4) Assistant Octroi Superintendents
- (5) Assistant Publicity Officer
- (6) Inspectors
- (7) Bill Collectors, Tax Collectors, License Sub-Inspector, Rent Collectors, Warrant Inspector

- (2) The Government may by notification published in the Andhra Pradesh Gazette, exclude such categories from the service or include such posts therein as may be specified in the notification

3. Qualifications

(1)

- (a) No person shall be eligible for appointment to the service unless he:-

- (i) is a citizen of India
- (ii) is not less than eighteen years of age but has not attained the age of twenty – five years on the date of 1st July of the year in which selections is made:

Provide that a person service in the Government or Municipality shall eligible for appointment till he attains the age of 40 years.

(iii) satisfies the Commissioner that he is of sound health, active habits and free from such bodily defects or infirmity as may render him unfit for the service.

(iv) satisfies the Commissioner that his character and antecedents are such as to qualify him for the service

(b) Other qualifications being equal, possession of Local Self Government Diploma recognised by the Government will be deemed as a preferential qualification, for appointment to the posts of Superintendents and Upper Division Clerks, mentioned in items (1) and (2) under the Ministerial Establishment in rule 2.

(2) No person shall appointed by the director recruitment or transfer or promotion to any of the posts specified in column (2) of the Table below unless he possesses the qualifications laid down in the corresponding entry in columns (3) and (4) thereof

Sl. No.	Description of Post	Qualifications	
		General	Special
1	Superintendent other than those working in the Offices of the Examiner of Accounts, Municipal Secretary, Legal, Section & Workshop and Stores	B.A., B.Com., or B.Sc, degree of recognised University in the State or any other equivalent qualification	
2	Superintendent in the offices of Examiner of Accounts, Municipal Secretary and Workshop and Stores	-Do-	The Accounts Test for employees of Local Bodies or Accounts Test for Subordinate Officers, Part-I
3	Superintendent, Legal Section	-Do-	B.L or L.L.B Degree of recognised University in the State or any other equivalent qualification
4	Accountants	-Do-	(i) The Accounts Test for employees of Local Bodies of Accounts Test for Subordinate Officers Part-I (ii) Shall furnish a security of the value of Rs. 750 each
5	Upper Division Clerks	-Do-	
6	Lower Division Clerks	S.S.L.O/H.S.C/ Matriculation examination of a recognised University with an eligibility Certificate Provide that in the case of direct recruitment a candidate must hold the degree of B.A,	

		B.Com., B.Sc of a recognised University of this State of any other equivalent qualification	
7	Auditors	S.S.L.O/H.S.C/ Matriculation examination of a recognised University with an eligibility Certificate	The Accounts Test for employees of Local Bodies or Accounts Test for Subordinate Officers
8	Steno-typist	-Do-	(i) A pass in the Government Technical Examination in Typewriting by the Higher Grade and (ii) A pass in the Government Technical Examination in Shorthand by the Higher Grade
9	Typist	S.S.L.O/H.S.C/ Matriculation examination of a recognised University with an eligibility Certificate	A pass in the Government Technical Examination in Shorthand by the Higher Grade Note: If candidates who have passed the Government Technical Examination by the Higher Grade are not available, those who have passed the Government Technical Examination in Typewriting by the Lower Grade may be appointed. (G.O.Ms.No. 883 M.A. Dated : 23.10.1968)
10	Store Keeper	-Do-	(i) Government Technical Examination in Book-keeping (lower or previous experience in store works and looking of Engineering stores (ii) Shall furnish a security of the value of Rs. 750/-
11	Attenders, Record-keepers	A pass in VIII class	

Executive Establishment			
12	Superintendents of Markets, Chief Inspector of Markets, Chief Inspector of Vehicles Tax, Assistant Octroi Superintendent and Assistant Publicity Officer	B.A., B.Com., or B.Sc., degree of a recognised University or any other equivalent qualification	A Security of the value of Rs. 1,000 is required to be furnished as Security for Chief Inspector of Vehicle Tax
13	Inspector	-Do-	Shall furnish a security of the value of Rs. 750/- each
14	Bill Collectors Tax Collectors License, Sub-Inspectors, Rent Collectors and Warrant Inspectors	S.S.L.O/H.S.C/ Matriculation examination of a recognised University with an eligibility Certificate	Shall furnish a security of the value of Rs. 500/- each

4.

(2) The appointing authority may, in special cases, appoint to the posts for which B.A., B.Com., B.Sc., degree of a recognised University has been prescribed as the minimum qualification by promotion, from nongraduates of not less than ten years of approved service if he considers them competent and otherwise fit.

5. **Selection Authority.**

- (1) A Committee called the "Selection Committee" consisting of the Commissioner, the Additional Commissioner, or the Deputy Commissioner, the Chairman Standing Committee and the Mayor as the Chairman, shall be constituted for selection of suitable candidates for appointment to the various posts. The Committee shall prepare a panel of suitable candidates separately, one for selection posts and other for non-selection posts in accordance with these rules and the Commissioner shall cause such panel or panels placed before the appropriate appointing authority for approval.
- (2) In the case of selection posts, the Committee shall make selection on the basis of results of competitive examination comprising a written test consisting of three papers of hundred marks each viz., I Paper – Essay in English Language and General Knowledge, II Paper-Office Procedure, the Hyderabad Municipal Corporation Act and the rules and bye-laws made thereunder, Hyderabad Civil Service Rules and the Fundamental Rules, the Andhra Pradesh Financial Code and the Andhra Pradesh Budget Manual and III Paper – Translation (a) From English to Telugu or Hindi or Urdu Languages and (b) Languages to English to be conducted by the Commissioner and an oral test carrying fifty marks to be conducted by the Selection Committee and in the case of non-selection posts the Committee shall make selection on the basis of seniority –cum- merit

Provide that every candidate who appears for the written test shall get not less than thirty –five percent marks in each paper and forty percent marks in aggregate in all the three papers, failing which he shall not be entitled to appear for the oral test.

Provide further that the number of candidates selected for oral test by the Commissioner shall not exceed five times the number of posts to be filled.

Provide also that the candidates so selected for the oral test shall strictly be in order of the aggregate marks secured by them in the competitive examination.

- (3) The Commissioner shall issue appointment orders in respect of persons whose names find place in the panel or panels approved by the appropriate appointing authority in accordance with the seniority or order of preference assigned to each candidates in the approval panel or panels as and when vacancies arise.

6. Reservation of Appointment

The rule of reservation of appointments (General Rule 22) shall apply to appointments by direct recruitment to any of the posts included in the service.

7. Probation

- (1) Every person appointed to a post, after the commencement of these rules, shall be on probation for a total period of two years on duty within a continuous period of three years.

Provide that a person appointed from a lower grade to a higher grade shall be on probation for a total period of one year on duty within a continuous period of two years and shall not be eligible for full membership of promotion to a higher category in the service until he has completed satisfactorily the prescribed period of probation

- (2) If a person having been temporarily appointed to a post under rule 5 is appointed to the post in accordance with these rules he shall commence his probation from the date of first appointment to the post or from such other date as the Commissioner may determine.

8. Suspension, termination or extension of probation

- (1) Where a period of probation is prescribed for appointment as a full member of the service, the appointing authority may at any time before the expiry of such period.
 - (a) Suspend the probation of a probationer and discharge him from the service for want of vacancy, or
 - (b) at its discretion, by order, either extend the period of probation of the probationer in case the probation has not been extended under rule 10 or terminate his probation and discharge him from service after giving him one months notice or pay in lieu of such notice:

Provided that if the termination of probation and the discharge of the probationer from service is to be made as a measure of punishment on the ground of misconduct, negligence, or any specified fault on the part of the probationer, the procedure prescribed in sub-rule (2) (a) of rule 19 of the Andhra Pradesh Civil Services (Classification, Control & Appeal) Rules 1963 shall be followed and it shall not be necessary to give him one month's notice of pay in lieu of such notice.

Explanation

In case where the discharge of a probationer is made reverting him to his lower officiating or substantive posts, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and lower officiating or substantive post to which he is reverted.

(2)

- (a) If during the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed in these rules, or to acquire such other qualifications as may be prescribed by the Government or by the appointing authority with the approval of the Government, to be equivalent to the said special qualification or special tests the appointing authority, shall by order discharge him from the service unless the period of probation is extended under rule 10.
- (b) If, within the period of probation prescribed with the extended period of probation, as the case may be, a probationer has appeared for any test or examinations to acquire the prescribed qualification and the result of the tests or examination for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests of examinations for which he has appeared or the first of them in which he fails to pass, as the case may be. In case the probationer fails to pass any of the tests of examinations for which he has so appeared, the appointing authority shall, by order discharge him from the service.
- (c) Any delay in the issue of an order discharging a probationer under clause (a) or clause (b) shall not entitle him to be deemed to have satisfactorily completed his probation

9. Probationer's suitability for full membership

(1)

- (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the post which he has selected.
 - (b) The decision, whether a probationer is suitable for such membership or his probation be extended, shall be taken as soon as possible after the expiry of the prescribed period of probation. The appointing authority shall communicate lapses on the part of the probationer well in advance of the expiry of the prescribed period of probation so that he may rectify such lapses.
- (2) If the appointing authority decides that probationer is suitable for such membership, it shall as soon as possible after the expiry of the probation period issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation
- (3) If the appointing authority decides that the probationer has failed to give satisfaction or that the probationer has not made sufficient use of his opportunities, it shall, unless the period of probation is extended under rule 10 by order discharge him from the service after giving him one month's notice or pay in lieu of such notice.

Provide that if the discharge of the probationer is as a measure of punishment on the ground of misconduct, negligence or any specify fault on the part of the probationer the procedure prescribed in sub-rule(2) (a) of rule 19 of the Andhra Pradesh Civil

Service (Classification, Control and Appeal) Rules, 1963 shall be followed and it shall not be necessary to give him one month's notice or pay in lieu of such notice.

Explanation I

The decision of the appointing authority that the probationer has failed to give satisfaction or that the probationer has not made sufficient use of his opportunities may be based on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation

Explanation II

In case where the discharge of the probationer is made by reverting to his lower officiating or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and that of the lower officiating or substantive post to which he is reverted.

10. Extention of probation

- (1) In the case of any probationer falling under sub-rule (2) of rule 8 or sub-rule (3) of rule 9 the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, or the case may be enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest (i) in the case of a probationer falling under sub-rule 2 of rule 8 when he has, after the date of expiry of the period of probation, completed one year whether on duty or otherwise in such service, class or category, and (ii) in the case of a probationer falling under clause (b) of sub-rule (1) of rule 8 or sub-rule (3) of rule 9 when he has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation completed one year of duty in such service, class or category.
- (2) In case where the period of probation is extended, a condition shall, unless there are special reasons to the contrary, be attached the order of extension of probation that the probationer's increment shall be stopped until he complete his probation satisfactorily.
- (3)
 - (a) If the probation has already drawn an increment his next increments shall be postponed until he completed his probation satisfactorily and by the period for which his probation is extended.

Such stoppage or postponement of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests of examinations or after he completes his probation satisfactorily.
 - (c) In the case of a probationer whose period of probation is one year on duty and whose increments is biennial, the increment shall be postponed until he completes his probation. It shall not however be postponed if it falls due after he completes his probation satisfactorily.

Explanation

For the purpose of this rule, no probation shall be continued for more than double the period of probation prescribed in these rules.

11. Tests

- (1) Persons required under these rules to pass the Account Test for the Employee of Local Bodies or Accounts test for Subordinate Officers, Part I, shall, if not already passed any one of the said tests pass the same within a period of two years from the date of issue of these rules, if they have not attained the age of forty five years, failing which the increment to which they are entitled in the time scale of pay attached to the posts they are holding shall be withheld till they pass the said test.
- (2) In the case of candidates appointed to the service after commencement of these rules and who are required to pass the Accounts Test for employees of Local Bodies or Accounts Test for Subordinate Officers Part I, shall, if not already passed one of the said tests, pass the said test within a period of two years from the date of appointment failing which the increment to which they are entitled in the time scale of any attached to the posts they are holding shall be withheld for a further period of one year. If he fails to qualify himself before the expiry of the further period of one year during which the increment is stopped, he shall be reverted to the post previously held by him.

12. Security

- (1) Every candidate on appointment to the post referred to in Rule 3 shall furnish a personal security of the value specified against the post either in cash or in form of –

- (a) Post office savings Bank deposits
- (b) Government Promissory Notes;
- (c) Twelve Years National Defence Certificates;
- (d) 10 Years defence deposit certificates
- (e) 15 Years Annuity Certificates
- (f) National Savings Certificates; or
- (g) Fidelity Bonds of Insurance Companies approved by the Government.

- (2) Where candidate is unable to render the entire cash security of any of the above securities specified in Sub-rule (1) to the satisfaction of the Commissioner, such security may be recovered from him in instalments by deduction at ten percent of the salary or such sum as would make up the security in four years whichever is greater;

Provided that until the full amount of the security required in cash has been recovered, personal securities from solvent persons or security in immovable property free from all encumbrances shall be obtained for a sum not less than double the amount of such security.

Provided further that this concession of payment of security in instalments shall not apply to Bill Collectors.

13. Seniority

The seniority of any member in any category shall be determined in accordance with the provisions of rule 33 of the Andhra Pradesh State and Subordinate Service Rules.

14. Selection and non selection posts

The posts of Superintendents, Accountants, Superintendent of Markets, Chief Inspector of Markets, Chief Inspector of Vehicle Tax, Assistant Octroi Superintendents, Assistant Publicity Officers, Upper Division Clerks and other ministerial and non-technical executive posts carrying similar or identical or higher scale of pay shall be classified as selection posts. All the other ministerial and non-ministerial executive posts shall be treated as non-selection posts.

15. Promotions and appointments by direct recruitment

(1) No person shall ordinarily be eligible for promotion to the next higher category or grade unless he has put in a minimum period of five years service in the lower category or grade.

(2) Promotion to selection post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Provided that in the case of selection posts of the Executive Branch due regard shall also be had while making promotions to the special aptitude of the candidate for the particular branch of work connected with the post.

(3) Appointment by direct recruitment to selection post shall be made on the basis of results of a competitive examination comprising a written test consisting of three papers of hundred marks each viz., Paper Eassy in English Language essay in any of the Telugu, Urdu or Hindi Languages II Paper – General knowledge and précis writing and III Paper – Translation (a) from English to Telugu or Hindu to Urdu languages (b) from Telugu or Hindi or Urdu languages to English to be conducted by the Commissioner and an oral test carrying fifty marks to be conducted by the selection committee.

Provided that every candidate who appears for the written test shall get not less than thirty five per cent marks in each paper and forty percent marks in aggregate in all the three papers failing which he shall not be entitled to appear for the oral test.

Provided further the number of candidates selected for oral test by the Commissioner shall not exceed five times the number of posts to be filled.

Provided also that the candidate so selected for the oral test shall strictly be in order of the aggregate marks secured by them in the competitive examinations.

16. Special provision for appointment of existing members

Notwithstanding anything contained in these rules, persons who are holding the posts specified in these rules immediately before the commencement of these rules shall be deemed to be full members, approved probationer or probationer as the case may be, and belonging to such grade as the appointment authority may, by a general or special order, direct to conformity with the provisions of section 137 of the Hyderabad Municipal Corporations Act, 1955.

17. Transfers

The Commissioner shall be competent to transfer any person holding any post mentioned in these rules from one department to another or from one section to another or from one branch to another of the Corporation, if such transfer is warranted on administrative grounds.

18. Relaxation of Rules

These rules shall be constructed to limit or abridge the power of the Government to deal with the case of any member of the service in such manner as may appear to them to be just and equitable.

Provided that when any of these rules is applicable to the case of any member of the service, the case shall not be dealt within any manner less favourable to him than that provided by these rules.

19.(1) Except to the extent expressly provided in these rules, the Fundamental Rules and the rules contained in the Manual of Special Pay and Allowances and the Andhra Pradesh State and Subordinate Service Rules issued by the Government from time to time shall apply to the members of this service.

(2) Persons who are holding the posts specified in these rules on the date of commencement of these rules, and are governed by the Hyderabad Civil Service rules by virtue of the provision in section 140 of HMC Act, 1955 (Hyderabad Act II of 1956) shall be given an opportunity to exercise their option within reasonable period to be notified by the Commissioner to opt in favour of either the Hyderabad Civil Service Rules or the rules referred to in Sub-rule (1) the option once exercised shall be final. In the case of members of services who opt for the Hyderabad Civil Services Rules, the fundamental rules and rules contained in the Manual of Special pay and allowances shall apply only to the extent not specifically provided in the Hyderabad Civil Service Rules.

20. The appropriate Municipal authority i.e., Corporation or the Standing Committee or the Commissioner as the case may be shall order compulsory retirement of a member of the service on receipt of a communication from the Governor, or from any person authorised by him in this behalf, that the retention of such member is prejudicial to the security of the State.

D. KAMAYYA
DEPUTY SECRETARY TO GOVERNMENT

of

Government of Andhra Pradesh
Abstract

Rules - Adhoc Rules - Appointing Authorities in Municipal Corporation of Hyderabad under Section 150 of the Hyderabad Municipal Corporation Act, 1955 (Act II of 1980) - Publication - Ordered.

Housing, Municipal Administration & Urban Development Department

G.O.Ms.No. 1368 M.A.

Dated: 28.12.1981.

Read the following:-

1. From the Special Officer, Municipal Corporation of Hyderabad
Lr.No. 136/O&M/81, dated: 6.1.1981.
2. From the Special Officer, Municipal Corporation of Hyderabad Letter No.
470/O&M/81/503, dtd: 1.12.

ORDER:

The appended notification will be published in the Andhra Pradesh Gazette
(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. Madhava Rao,
Secretary to Government.

Forwarded to:

The Director of Printing, Stationary and Stores Purchase, Hyderabad, for
publication in the Andhra Pradesh Gazette. He is requested to furnish 1000 copies
to Government for placing them in both the houses of Legislature.
The Special Officer Municipal Corporation of Hyderabad, Hyderabad.
The Examiner of Accounts, Municipal Corporation of Hyderabad, Hyderabad..
Copy to OP Circulation (C.No. 2777/C2/S1).
Copy to Stock File.

//By order//

Sd/- Section Officer

APPENDIX

NOTIFICATION

In exercise of the powers conferred by Sub/section (1) of Section 523 read
with Section 139 of the Hyderabad Municipal Corporation Act, 1955 (Act II of
1956) the Government of Andhra Pradesh hereby makes the following adhoc rules.

ADHOC RULES

1. The appointing authorities for the posts mentioned in column (2) of the table
below shall be those specified against each in column (3) thereof:-

TABLE

Sl.No. 1.	Post 2.	Appointing Authority. 3.
1)	All posts upto and inclusive of the post Of Lower Division Clerks or any other Equivalent post carrying the same or similar Scale of pay.	The Commissioner, Municipal Corporation of Hyderabad.
2)	All posts upto and inclusive of upper Division Clerks or any other equivalent Post carrying the same. similar scale of pay.	The Standing Committee
3)	All posts upto and inclusive of the post of Superintendent of any other equivalent Post carrying the same or similar scale of pay.	The Corporation.
4)	In respect of all other posts.	The Government

2. If any doubt arises as to which Municipal Authorities in exercise the aforesaid functions or powers the matter shall be referred to the Government whose decision shall be final.

//True Copy//

Sd/- Section Officer.

//True Copy//

Municipal Corporation of Hyderabad,
(General Administration Section)

Endt.No. 13/GB/G2/

Dtd:11.1.1982

Copy communicated to all the Heads of the Section M.C.H. and Secunderabad Division for guidance and Information.

Sd/-
FOR SPECIAL OFFICER

To
All the Heads of the Section M.C.H. and Secunderabad.
Stock file
Copy submitted to the Special Officer, MCH Peshi for Information
Copy to the Organization & Methods Section, M.C.H.

//TRUE COPY//

Sd/-
SUPERINTENDENT
GENERAL BRANCH MCH

--True Copy--

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT – GREATER
VISAKHAPATNAM MUNICIPAL CORPORATION MINISTERIAL SUBORDINATE
SERVICE RULES, 2014 – ORDERS – ISSUED.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.Ms.No. 40

Dated:03.02.2014.

Read :-

From the CDMA, Hyderabad, Letter No. 2803/2011/K1, Dated: 11.03.2013.

ORDER:

The following notification shall be published in the Extraordinary Issue of the Andhra Pradesh Gazette, dated:06.02.2014.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 11 and sub-section (1) of section 7 of the Visakhapatnam Municipal Corporation Act, 1979 read with section 139 of Greater Hyderabad Municipal Corporation Act, 1955, the Governor of Andhra Pradesh hereby makes the following rules:-

RULES

1. Short title

These rules may be called the Greater Visakhapatnam Municipal Corporation Ministerial Subordinate Service Rules, 2014.

2. Extent

These rules are applicable to Greater Visakhapatnam Municipal Corporation.

3. Commencement

These rules shall come into force on and from the date of publication of the Rules in Andhra Pradesh Gazette.

4. Definitions

As they occur, unless the context otherwise requires, the words and expressions used in these rules but not defined, shall carry the same meaning as defined under Greater Hyderabad Municipal Corporation Act, 1955, The Visakhapatnam Municipal Corporation Act, 1979 and Andhra Pradesh State and Subordinate Service Rules, 1996.

5. Constitution and Appointment

The Greater Visakhapatnam Municipal Corporation Ministerial Subordinate Service shall consist of the following categories of posts indicated in column (1).

Contd.....2

The method of appointment and appointing authority for the categories of posts mentioned in columns (1 & 2) of the table below shall be as specified in the corresponding entries in column (3) and column (4) thereof:-

Sl. N o.	Category		Method of Appointment	Appointing Authority
	(1)	(2)	(3)	(4)
1.	Category I	Administrative Officer, Revenue Officer, Accounts Officer and Superintendent	By promotion from Category II with not less than three years service in that category	Corporation
2.	Category II (a)	Senior Assistant including Tax Inspector, (Upper Division) and Revenue Inspector	By promotion from Junior Assistant / Lower Division Revenue Inspector in Category III (a) with not less than three years service in that category	Standing Committee
	Category. II (b)	Senior (Upper Division) Stenographer	1) By direct recruitment to the extent of 50% of the vacancies in the category. 2) By promotion to the extent of 50% of the vacancies in the category from Lower Division Stenographer / Typist in Category III (b) with not less than five years service in that category	
3.	Category III(a)	Junior Assistant	1) By Direct recruitment to the extent of 50% of the vacancies in the category. 2) By appointment by transfer to the extent of 50% of vacancies in the category from the following categories with five years service in that category in the following rotation. 1 st vacancy - Bill Collector 2 nd vacancy - Record Assistant 3 rd Vacancy - Office Subordinate or PH Worker or Non-PH Worker or employee of equivalent category duly following the combined seniority of these categories	Standing Committee

	Category. III (b)	Junior (Lower Division) Stenographer and Typist	3) In the event of employees with prescribed qualifications are not available for appointment by transfer to Category III (a), the resultant vacancies shall be filled by direct recruitment. By direct recruitment	Commissioner
4.	Category IV	Bill Collector / Tax Collector and Record Assistant	1) By Direct recruitment to the extent of 50% of the vacancies in the category. 2) By appointment by transfer to the extent of 50% of vacancies in the category from the following categories with five years service in that category in the following rotation. 1 st vacancy - Office Subordinate 2 nd vacancy - Public Health Worker 3 rd Vacancy - Non-Public Health Worker 3) In the event of employees with prescribed qualifications are not available for appointment by transfer to Category IV, the resultant vacancies shall be filled by direct recruitment.	Commissioner

Note: The posts of Senior Assistants and Tax Inspectors / Senior Revenue Inspectors are equivalent posts and they are inter-transferable.

Note 1

The inter-se seniority among officers mentioned in category I shall be fixed with reference to their date of promotion as Superintendent for the reason that the pay scales of Administrative Officer, Revenue Officer, Accounts Officer and Superintendent have become equal in Revised Scales of pay 2010 whereas the pay scales of Administrative Officer, Revenue Officer, Accounts Officer were higher than that of Superintendent prior to Revised Scales of pay 2010.

Note 2

(a) Appointment by promotion to categories I and II, and appointment by transfer to categories III and IV shall be made from a panel prepared by a Committee consisting of the following members:

- (i) Mayor
- (ii) Commissioner
- (iii) Additional Commissioner / Deputy Commissioner dealing with Administration

Contd....4

- (b) The date and time of the meeting will be fixed by the Commissioner in consultation with the Mayor. The Mayor shall preside over the meeting and the quorum for the meeting is two members, the presence of the presiding authority being compulsory.

Note 3

Whenever a municipality is included in the Corporation, the persons holding the posts of Accountant, Revenue Officer or Manager will be absorbed in category I of this Service provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 4

Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Village Development Officer (VDO) / Panchayat Secretary / Executive Officer / Special Category Executive Officer will be absorbed in a category in this Service which is having equivalent pay scale to that of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer. In the event of posts in this service with pay scale equivalent to that of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer are not available, the VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer will be absorbed in a post in this service which is having next higher pay scale to that of the pay scale of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 5

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Senior Assistant/UD Revenue Inspector/ UD Stenographer will be absorbed in category II of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Senior Assistant will be absorbed in category II of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 6

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Junior Assistant/LD Revenue Inspector/ LD Stenographer /Typist will be absorbed in category III of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Junior Assistant will be absorbed in category III of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service

Note 7

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Bill Collector / Record Assistant will be absorbed in category IV of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the regular posts of Bill Collector / Record Assistant will be absorbed in category IV of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 8

Wherever the rule prescribes appointment by Direct Recruitment, it shall be made through Andhra Pradesh Public Service Commission.

6. Qualifications

No person shall be eligible for appointment to the category of posts in column (2) of the table unless one possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

Sl. No.	Category of posts	Qualifications prescribed
(1)	(2)	(3)
1.	Administrative Officer, Revenue Officer, Accounts Officer and Superintendent	Must be a graduate of a recognized University or an equivalent qualification.
2.	a) Senior Assistant including Tax Inspector and Upper Division Revenue Inspector	Must be a graduate of a recognized university or its equivalent qualification
	b) Senior (Upper Division) Stenographer	1) Must be a graduate of a recognized university or its equivalent qualification 2) A pass in English Shorthand higher grade examination 3) A pass in English Typewriting higher grade examination 4) A pass in Telugu Typewriting higher grade examination 5) Knowledge of computer basics with MS office
3.	a) Junior Assistant	A pass in Intermediate or its equivalent examination

Contd.....6

	b) Junior (Lower Division) Stenographer	1) A pass in Intermediate or its equivalent examination 2) A pass in English Shorthand lower grade examination 3) A pass in English Typewriting higher grade examination 4) A pass in Telugu Typewriting lower grade examination 5) Knowledge of computer basics with MS office
	c) Typist	1) A pass in Intermediate or its equivalent examination 2) A pass in English Typewriting higher grade examination 3) A pass in Telugu Typewriting lower grade examination 4) Knowledge of computer basics with MS office
4.	Bill Collector / Tax Collector, and Record Assistant	1) By direct recruitment - A pass in Intermediate or its equivalent examination 2) By appointment by transfer - A pass in SSC or its equivalent examination

7. Tests

- (1) Every person appointed by direct recruitment in any category shall pass the Account Test for Local Body Employees within the period of probation.
- (2) If any person fails to pass the above test within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that a member of SC/ST shall not be discharged from service for failure to pass the above test and the period of probation of such member shall stand extended from time to time till he passes the tests.

- (3) No person shall be eligible for promotion to category I and II unless he passes the test prescribed in sub rule (1).
- (4) Every person appointed by transfer to category III and IV shall pass the Accounts test for Local Body Employees within the period of one year from the date of transfer.

8. Reservation of appointment:

Reservation in appointments shall be as per provisions contained in Rule 22 and 22 A of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time.

Contd.....7

9. Age

The rules governing the minimum and maximum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this Service.

10. Temporary Appointment

- (1) Where it is necessary in public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on temporary basis, until a person is appointed in accordance with the rules.
- (2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)
- (3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

11. Security

Every person on appointment to the post of Bill Collector or Tax Collector or Tax Inspector shall furnish a personal security of the value of one lakh of rupees in cash or in the form of National Saving Certificates or Deposits from Nationalized Banks.

12. Seniority

The seniority of the members of the Service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules 1996.

13. Probation

Every person appointed to a category in the Service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion.

14. Training

- (1) Every person appointed in category III and IV, either on transfer or by direct recruitment shall undergo induction training for a period of 3 months in the following areas.
 - (a) Municipal organization
 - (b) Office procedure
 - (c) Administration department
 - (d) Secretary department
 - (e) Revenue department
 - (f) Accounts department
 - (g) Public Health & Sanitation department
 - (h) Engineering department
 - (i) Town Planning department
 - (j) Urban Poverty Alleviation department
 - (k) Computer Basics
- (2) There shall be orientation training to the members of the Service at such periodic intervals as determined by the Government.

15. Conditions of Service

In matters not covered by these rules, the members of the service shall be governed by the rules applicable to government servants

16. Postings and Transfers

The authority competent to order postings and transfers in respect of all categories in this Service within the Corporation is the Commissioner.

17. Pay and allowances

A member of the Service shall draw pay and all allowances admissible from municipal funds as per the orders of Government issued from time to time.

18. Leave

The Commissioner is competent to sanction all kinds of leave to the members of the Service.

19. Leave Salary

Leave salary of the members of the Service shall be paid from municipal funds.

20. Loans and Advances

The Commissioner is competent to sanction loans and advances to the members of the Service from the municipal fund as per the rules applicable to government employees.

21. Discipline and Control

- (1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to government servants shall be applicable to the members of this Service except to the extent indicated below.
- (2) The Commissioner may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law or impose the following penalties:
 - (a) Censure
 - (b) Withholding of increment, and
 - (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders while working in the Corporation

Provided that –

- (a) The period of suspension shall not exceed six months.
- (b) The appointing authority concerned shall also have power to suspend a member of this Service pending enquiry into grave charges or impose the above penalties.

- (3) The authority which may impose the following penalties on a member of this Service shall be the appointing authority concerned:
- (a) Suspension
 - (b) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale
 - (c) Withholding of increment / promotion.
 - (d) Compulsory retirement from service
 - (e) Removal from service
 - (f) Dismissal from service
- (4) An appeal against any order imposing a penalty by the Commissioner or Standing Committee shall lie to the Corporation and it shall be made within three months.
- (5) An appeal against any order imposing a penalty by the Corporation shall lie to the Government and it shall be made within three months.
- (6) The period of three months referred above is reckoned from the date of receipt by the member of the Service of the order imposing the penalty

22. Conduct

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to Government servants as amended from time to time shall be applicable to the members of this Service.

23. Pension

- (1) The existing municipal employees appointed before 1-9-2004 and who are promoted to this Service shall be paid pension from municipal funds as per the orders issued by the Government from time to time.
- (2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this Service and persons recruited direct to this Service shall be governed by contributory pension scheme introduced in G.O. Ms No.653 Finance (Pension - I) Department dated 22-9-2004.
- (3) In respect of officers drawn on deputation, the concerned Department shall pay the pension, as applicable in their parent Department and pensionary contribution as applicable shall be paid by the Corporation to the concerned Department.

24. Repeal and Savings

- (1) All other service rules applicable to various categories referred in these rules are repealed
- (2) Except otherwise specifically stated, all rules applicable to government servants are applicable to the members of this Service.

- (3) Nothing in these rules shall adversely affect the interests of any person who was appointed prior to the commencement of these rules according to the provisions of the rules then in force.
- (4) If there is any discrepancy in interpreting the rules, the matter shall be referred to Government and orders passed thereon are final.

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

Dr. SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Printing and Stationary and Stores Purchase,
Chanchalaguda A.P., Hyderabad.

(with a request to publish in the AP Gazette and send 100 copies to each to
Government and Greater Visakhapatnam Municipal Corporation,
Visakhapatnam.)

The Commissioner, Greater Visakhapatnam Municipal Corporation, Visakhapatnam.

The Commissioner & Director of Municipal Administration, Hyderabad.

Copy to :

The P.S. to M(MA).

The Law Department.

SF/SC.

// FORWARDED : : BY ORDER //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ANDHRA PRADESH MUNICIPAL HEALTH (MUNICIPALITIES) SUBORDINATE
SERVICE RULES, 2012 – ORDERS – ISSUED.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (G1) DEPARTMENT

G.O Ms.No. 84

Dated: 14.02.2012.

Read the following:

1. From the Commissioner and Director of Municipal
Administration Lr.Roc.No.858/1999-M1, Dt.: 04.06.2011.
2. G.O.Ms.No.83 MA & UD (G1) Department, Dt.: 14.02.2012.

ORDER:

The following notification will be published in an Extraordinary Issue of
the A.P. Gazette, Dt. 17.02.2012.

NOTIFICATION

In exercise of the powers conferred by Section 326 read with Sub-section
(2) of Section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra
Pradesh Act No.6 of 1965), the Governor of Andhra Pradesh hereby makes the
following rules for the Andhra Pradesh Municipal Health (Municipalities)
Subordinate Service constituted in G.O.Ms.No.83 MA & UD Department (G1)
Department, Dt.: 14.02.2012

1. Short title, extent and commencement:

- (i) These rules may be called the Andhra Pradesh Municipal Health
(Municipalities) Subordinate Service Rules, 2012.
- (ii) They shall apply to all the Sanitary Supervisors, Sanitary Inspectors
and Health Assistants working in Municipalities in the State of
Andhra Pradesh.
- (iii) They shall come into force with effect from the date of their
publication in the Andhra Pradesh Gazette.

2. Definitions:

Unless the context otherwise requires, the words and expressions used in
these rules, but not defined, shall carry the same meaning as defined in the
Andhra Pradesh Municipalities Act, 1965, the Andhra Pradesh State and
Subordinate Service Rules, 1996, the Andhra Pradesh Ministerial Service Rules,
1996 and other relevant Rules.

3. Constitution:

The Andhra Pradesh Municipal Health Subordinate Service shall consist of
the following categories of posts namely :-

Category – I	-	Sanitary Supervisors
Category – II	-	Sanitary Inspectors
Category – III	-	Health Assistants

4. Appointment:

The Method of appointment and appointing authority for the categories
of posts mentioned in column (1) of the table below shall be as specified in the
corresponding entries in column (2) and column (3) thereof.

Contd. 2

TABLE

Category (1)	Method of appointment (2)	Appointing Authority (3)
1. Sanitary Supervisors	By promotion from the category of Sanitary Inspectors working in Municipalities in Multi Zone concerned	Commissioner & Director of Municipal Administration
2. Sanitary Inspectors	By Promotion from the category of Health Assistants	Commissioner & Director of Municipal Administration
3. Health Assistants	(1) By Direct Recruitment (2) By Promotion from the categories of Public Health Maistry and Public Health worker	The Regional Director-cum-Appellate Commissioner of Municipal Administration

Note: Appointment by promotion to the posts under category 3 shall be made by Public Health Maistry and Public Health Worker alternatively in that order. However, the Public Health Worker shall not be junior to any qualified Public Health Maistry in the earlier cadre. If Junior, this point shall also go to Public Health Maistry only.

Provided that when there are no qualified Public Health Maistries in the Municipality, a Public Health Worker, who has put in more than 3 years of service possessing the above qualifications, shall be promoted as Health Assistant.

Provided further that whenever a Gram Panchayat is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighboring Municipality, the Sanitary Inspector or Health Assistant or both of Gram Panchayats shall, on his/her/their exercising the option in writing to be absorbed into this service, be absorbed. His/her/their past service counts for fixing inter-se-seniority in this service.

5. Reservation of Appointments:

Reservation in appointments shall be as per provisions contained in Rule 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time.

6. Qualifications:

Sl. No.	Category	Qualifications
1.	Sanitary Supervisor	(i) Must possess a Bachelor's Degree in Biological Science from any University in India or incorporated by or under Central Act, Provincial Act, or a State Act or an Institution recognized by the UGC or an equivalent qualification. (ii) Sanitary Inspector Training Course Certificate awarded by the Chairman, Board of Examinations constituted by Government of Andhra Pradesh or from Government of India/Government of Andhra Pradesh recognized Institution. (iii) Physical fitness for camp life, as per standards as prescribed by the Commissioner & Director of Municipal Administration.

2.	Sanitary Inspector	<p>(i) Must possess a Bachelor's Degree in Biological Science from any University in India or incorporated by or under Central Act, Provincial Act, or a State Act or an Institution recognized by the UGC or an equivalent qualification.</p> <p>(ii) Sanitary Inspector Training Course Certificate awarded by the Chairman, Board of Examinations constituted by Government of Andhra Pradesh or from Government of India / Government of Andhra Pradesh recognized Institution.</p> <p>(iii) Physical fitness for camp life, as per standards as prescribed by the Commissioner & Director of Municipal Administration.</p>
3.	Health Assistant	<p>(i) Intermediate or an equivalent education qualification.</p> <p>(ii) A pass certificate in Multi Purpose Health Assistant Training Course / Sanitary Inspector Training Course Certificate awarded by the Chairman, Board of Examinations, constituted by Government of Andhra Pradesh or from Government of India / Government of Andhra Pradesh recognized Institution.</p> <p>(iii) Physical fitness for camp life, as per standards as prescribed by the Commissioner & Director of Municipal Administration.</p>

7. Age:

Rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time shall apply to the post of Health Assistant in Municipalities.

8. Minimum Service for Promotion:

No person shall be eligible for promotion unless he has

- (i) Satisfactorily completed probation in the feeder category as per Rule "8" of the Andhra Pradesh State and Subordinate Service Rules, 1996.
- (ii) Put in not less than Three years of service in the category from which promotion is made.

9. Probation:

The Probation of a member of Service shall be as per the Rule 16 (c) of Andhra Pradesh State and Subordinate Service Rules, 1996.

10. Seniority:

The seniority of the members of service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules, 1996.

11. Postings and Transfers:

- (i) Posting and transfers of Sanitary Supervisors and Sanitary Inspectors from one Municipality to another shall be made by the Commissioner and Director of Municipal Administration, A.P. Hyderabad within the Multi Zone specified in Rule 14.
- (ii) Postings and transfers of Health Assistants from one Municipality to another shall be made by the Regional Director-cum-Appellate Commissioner of Municipal Administration concerned within the Zone specified in Rule 14.

12. Training:

The members of the service who have not completed 48 years of age shall undergo such course of training and pass such examination at the end of the course as may be prescribed by the Government from time to time. Failure to pass the examination at the end of the course of training will result in the punishment prescribed as deemed fit by the Government.

13. Review:

Rules 24 and 25 of Andhra Pradesh State and Subordinate Service Rules, 1996 shall be applicable to this service.

14. Unit of Appointment:

The unit of appointment of this Service shall be as follows:

- (i) For Categories - I and II – Each Multi Zone shall be a Unit
 - (a) Zones I to IV of Presidential order constitute Multi Zone-I
 - (b) Zones V and VI of Presidential order constitute Multi Zone-II
- (ii) For Category – III – Each Zone shall be a unit.

Zones and their Jurisdiction:

ZONE – I	:	All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam Districts
ZONE – II	:	All Municipalities in East Godavari, West Godavari and Krishna Districts
ZONE – III	:	All Municipalities in Guntur, Prakasam and Nellore Districts.
ZONE – IV	:	All Municipalities in Chittoor, Cuddapah, Ananthapur and Kurnool Districts
ZONE – V	:	All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts
ZONE – VI	:	All Municipalities in Mahaboobnagar, Nalgonda, Ranga Reddy, Medak and Nizamabad Districts.

15. Member Absent from Duty:

The absence of a member of a category from duty in such category whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such category is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn :

- (i) for re-appointment to a substantive or officiating vacancy in the category in which he may be probationer or an approved probationer; and
- (ii) for promotion from a lower to higher category in the service as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily a period of probation on his turn.

16. Full Membership of the service:

Rule 21 of Andhra Pradesh State and Subordinate Service Rules, 1996 shall be applicable to this service.

17. Relinquishment of rights of members:

Rule 28 of Andhra Pradesh State and Subordinate Service Rules, 1996 shall be applicable to this service.

18. Conditions of Service:

The members of the Service shall be governed by the Rule 3-A of Andhra Pradesh State and Subordinate Service Rules, 1996.

19. Pay and allowances:

A member of this service shall begin to draw the pay and allowances attached to his post, as fixed or revised by the Government from time to time, with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to hold that post.

20. Leave and Leave Salary:

- (i) The leave other than casual leave, of the members of the service shall be regulated by the Andhra Pradesh Leave Rules or Fundamental Rules, as the case may be, or as they are governed immediately prior to their appointment to the Service.
- (ii) (a) The Commissioner of the Municipality shall grant all leaves to the members of the Service.
(b) Where there is a Municipal Health Officer, the Commissioner may delegate his powers to the Municipal Health Officer.
- (iii) The provisions regulating the payment of leave salary and contribution thereto the other employees of the Municipal Councils shall apply to the members of this service.

21. Loans and Advances:

The members of the Service are eligible to various loans and advances to which employees of a Municipal Council are eligible as per rules applicable to the government employees subject to availability of funds and budget provision.

22. Payment of Traveling Allowance and Daily Allowance:

The members of this service are eligible for payment of Traveling Allowance and Daily Allowance as per Rules in force, in respect of Government employees.

23. Pension and Gratuity:

- (i) The existing Municipal employees appointed before 01-09-2004 and who are promoted to this service shall be paid pension as per A.P. Revised Pension Rules 1980 under the Head of Account MJH 2071-01-MH(09)-040-041 pensions.
- (ii) The Municipal employees appointed on or after 01.09.2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O.Ms.No.653 Finance (Pension-I) Department, dated:22.09.2004.

- (iii) In respect of officers drawn on deputation, the concerned Department shall pay the pension as applicable in their parent Department.
- (iv) Pension and Gratuity shall be payable to the member of the service as per the Rules/Orders issued by the Government from time to time.

24. Conduct:

The Andhra Pradesh Civil Service (Conduct) Rules, 1964 as amended from time to time shall apply to the members of this service.

25. Discipline and Control:

The Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1991 as amended from time to time shall apply to the members of this service.

26. Appeals:

The Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1991 as amended from time to time shall apply to the members of this service.

27. Repeal:

The Public Health Establishment (Local Authorities) Regulations, 1940 as amended from time to time and the Rules regarding the educational qualifications, conditions of service of Sanitary Inspectors issued in G.O.No.834, PH, dated:27.03.1929 and G.O.No.1090, PH, dated:19.05.1932 and all other instructions issued by the Government and other Heads of Department in the matter to the extent of Sanitary Supervisors, Sanitary Inspectors and Health Assistants are hereby repealed.

28. Saving:

All Transfers, Promotions and Suspensions made by the then Competent Authorities or things done or taken by the State Government or by any order of the State Government or by any Authority under the said orders shall be deemed to and to have always been done or taken in accordance with these Rules.

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

Dr. VIJAY KUMAR
SECRETARY TO GOVERNMENT

To
The Commissioner of Printing, Stationery, Hyderabad
(with a request to publish the Notification in Andhra Pradesh Gazette and send 100 copies to the Government)

Copy to:

The Commissioner and Director of Municipal Administration,
Hyderabad.

The Prl. Secretary to Chief Minister

The PS to Minister (MA)

The PS to Prl. Secretary to Government (UD)

The PS to Secretary to Government (MA)

The Law (A) Department

RDMA's through C&DMA

Commissioners of all Municipalities through C&DMA

//FORWARDED:: BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh Municipal Health (Municipalities) Subordinate Service Rules, 2012 –
Amendment - Orders – Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (G1) DEPARTMENT

G.O.MS.No. 207

Dated: 22-05-2017
Read the following:

1. From the Commissioner and Director of Municipal Administration, Andhra Pradesh, Hyderabad, Lr.Roc.No.858/1999-M1, Dt.:04.06.2011.
2. G.O.Ms.No. 83, MA&UD (G1) Department, Dated: 14.02.2012.
3. G.O.Ms.No.84, MA & UD (G1) Department, Dated: 14.02.2012.
4. From the President/Secretary, the Sanitary Supervisors, Sanitary Inspectors, Health Assistants Association, Rajahmundry representations dated: 05.03.2012 and dated: Nil.
5. From the Commissioner and Director of Municipal Administration, Andhra Pradesh, Hyderabad Lr.Roc.No.5386/2012-M1, Dt.: 30.05.2012 and 16.12.2013.

ORDER:

The following Notification will be published in the next issue of Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by section 326 read with sub section (2) of section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act No. 6 of 1965), the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Municipal Health (Municipalities) Subordinate Service Rules, 2012 issued in G.O.Ms.No. 84, Municipal Administration & Urban Development (G1) Department, Dated: 14.02.2012.

AMENDMENTS

In the said rules,-

(1) in rule 4, -

(a) in the Table, for the existing entries In column (2) and (3) against Category-2 Sanitary Inspectors, the following shall be substituted, namely:-

1	2	3
2. Sanitary Inspectors	1) By Direct recruitment; and 2) By Promotion from the Category of Health Assistants;	Commissioner and Director of Municipal Administration, Andhra Pradesh.

(b) The existing 'note' shall be numbered as 'Note 1'

(c) and after the Note 1, as so renumbered the following note 2 and 3 shall be added, namely:-

Contd.2

"Note: 2 The vacancies of Sanitary Inspector shall be filled up in the ratio of 50:50 between (1) by Direct Recruitment and (2) by Promotion in the order of Cycle as follows:-

- 1st Vacancy : By Direct Recruitment
- 2nd Vacancy : By promotion from the category of Health Assistant
- 3rd Vacancy : By Direct Recruitment
- 4th Vacancy : By promotion from the category of Health Assistant
- 5th Vacancy : By Direct Recruitment
- 6th Vacancy : By promotion from the category of Health Assistant
- 7th Vacancy : By Direct Recruitment
- 8th Vacancy : By promotion from the category of Health Assistant
- 9th Vacancy : By Direct Recruitment
- 10th Vacancy : By promotion from the category of Health Assistant

"Note: 3 The Vacancies of Health Assistants shall be filled up in the ratio of 50:50 between (1) by Direct Recruitment and (2) by Promotion in the order of Cycle as follows:-

- 1st Vacancy : By Direct Recruitment
- 2nd Vacancy : By promotion from the category of Public Health Maistry
- 3rd Vacancy : By Direct Recruitment
- 4th Vacancy : By promotion from the category of Public Health Worker
- 5th Vacancy : By Direct Recruitment
- 6th Vacancy : By promotion from the category of Public Health Maistry
- 7th Vacancy : By Direct Recruitment
- 8th Vacancy : By promotion from the category of Public Health Worker
- 9th Vacancy : By Direct Recruitment
- 10th Vacancy : By promotion from the category of Public Health Maistry

(2) In rule 6 Qualifications, in the Table,-

- (i) against Sl.No. 1 Sanitary Supervisor, after the entry (i) in column (2), the following proviso shall be inserted namely;

"Provided that in case of Sanitary Inspectors who are in service as on the date of issue of Rules i.e. 14.02.2012 they shall possess Bachelor's Degree from any recognized University in India or incorporated by or under Central Act, Provincial Act or State Act or an Institution recognized by University Grants Commission or equivalent qualification"

- (ii) against Sl.No. 2 Sanitary Inspector, after the entry (i), in column (2) the following proviso shall be added namely;

"Provided that in case of Health Assistants who are in service as on the date of issue of Rules i.e. as on 14.02.2012 they shall possess Bachelor's degree from any recognized University in India or incorporated by or under Central act, Provincial Act or State Act or an Intuition recognized by the University Grants Commission or an equivalent qualification".

- (iii) against Sl.No. 3 Health Assistant, for entry (i), in column (2) the following shall be substituted, namely;

Provided that in case of Public Health Maistry and Public Health Worker who are in service as on the date of issue of Rules i.e. 14.02.2012, they shall possess Intermediate or an equivalent educational qualification.

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

**R. KARIKAL VALAVEN
PRINCIPAL SECREATRY TO GOVERNMENT**

To

The Commissioner of Printing, Stationery, Vijayawada

(with a request to publish the Notification in Andhra Pradesh Gazette and send 100 copies each to the Government and the Commissioner and Director of Municipal Administration, Andhra Pradesh, Guntur).

The Director of Municipal Administration, Andhra Pradesh, Guntur.

All Regional Director-cum- Appellate Commissioner of Municipal Administration through
Director of Municipal Administration, Andhra Pradesh, Guntur.

The Commissioners of all Municipalities through Director of Municipal Administration,
Andhra Pradesh, Guntur.

The P.S. to Minister for Municipal Administration and Urban Development Department.

The Law (I) Department.

Sc/Sf.

//FORWARDED BY ORDER//

SECTION OFFICER