

# Andhra Pradesh Co-Operative Subordinate Service Rules, 1989

ANDHRA PRADESH

India

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### Rule

### ANDHRA-PRADESH-CO-OPERATIVE-SUBORDINATE-SERVICE-RULES of 1989

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Andhra Pradesh Co-Operative Subordinate Service Rules, 1989Published vide G.O.Ms.No. 266, Food & Agriculture (Co-op.II), dated 18-4-1990In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the rules issued in G.O. Ms. No. 2731, Public Services, dated the 30th September, 1953, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Co-operative Subordinate Service.The rules hereby made shall be deemed to have come into force with effect on and from the 18th April, 1990.

### 1. Short title

: - These rules may be called the Andhra Pradesh Co-operative Subordinate Service Rules, 1989.

### 2. Constitution

: - The Service shall consist of the following categories of posts:Category 1 : Co-operative Sub-RegistrarCategory 2 : Senior InspectorCategory 3 : Junior InspectorCategory 4 : Draughtsman, Grade IIICategory 5 : Tracer

### 3. Method of appointment and appointing authority

: - Subject to the other provisions in these rules, the method of appointment and appointing authority for the several categories shall be as follows:-

Category(1)

Method of appointment(2)

Appointing Authority(3)

1. Co-operative Sub-Registrar	(i) by direct recruitment	Additional Registrar of Co-operatives
	(ii) by promotion from Category-2.	Co-operative Societies incharge of administration
2. Senior Inspector	by promotion from Category-3.	-do-
3. Junior Inspector	(i) by direct recruitment	-do-
	(ii) by recruitment by transfer from Junior Assistants and Typists in the Co-operative Department	
4. Draughtsman, Grade-III	(i) by promotion from Category 5.	-do-
	(ii) by transfer of Draughtsman Grade-III, Andhra Pradesh Roads and Buildings Engineering Subordinate Service.	
5. Tracer	by transfer of Tracers in the Andhra Pradesh Engineering Subordinate Service.	-do-

Note :- There shall be no future recruitment to the post of Tracers by any method other than by transfer of tracers from the Roads and Buildings Department.(a)Out of every 5 substantive vacancies of Co-operative Sub-Registrars the first two vacancies shall be filled in by direct recruitment and the next three by promotion from the category of Senior Inspectors.(b)The substantive vacancies of Junior Inspectors shall be filled in by direct recruitment and by recruitment by transfer in the ratio of 1:1.

#### 4. Reservation of appointments:

(a)Except in so far as it relates to the physically handicapped persons the rule of special representation (General Rule 22) shall apply to the appointments to the categories and the method of appointment as specified below:

1. Co-operative Sub-Registrars :2.	By Direct recruitment and by promotion from Senior
Senior Inspectors3. Junior	Inspectors.By direct recruitment from Junior
Inspectors	Inspectors.By direct recruitment and by transfer from
	clerks and typistsworking in Co-operative Department.

Provided that in the case of appointments to the posts of Co-operative Sub-Registrars, Senior Inspectors by promotions and appointment to the posts of Junior Inspectors by transfer rule of reservation (General Rule 22) shall be applicable only in so far as it relates to the Scheduled Castes and Scheduled Tribes.(b)In the matter of appointment by direct recruitment to the post of Co-operative Sub-Registrars, Junior Inspector other things being equal, preference shall be given to women.

## 5. Qualification and Age

: - (a) No person shall be eligible for appointment to the category specified in Column 1 of the Annexure by the method specified in the corresponding entry in Column 2 unless he possesses the qualifications specified in the corresponding entry in Column 3 thereof.(b)A candidate for appointment by direct recruitment must not have completed 28 years of age on 1st July of the year in which the selection is made. Annexure

Category(1)	Method of appointment(2)	Qualifications(3)
1. Co-operative Sub-Registrar	by direct recruitment	Must possess a Degree of a University in India established or incorporated by or under a Central Act or a State Act or any other recognised equivalent qualification.
	by promotion	Must have passed Accounts Test for Subordinate Officers, Part I
2. Senior Inspector	by promotion	Must have passed the Examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute, Hyderabad or Andhra Pradesh Central Co-operative Union, Hyderabad as the case may be.
3. Junior Inspectors	by direct recruitment	Must have passed Intermediate examination conducted by the Board of Intermediate Education, Andhra Pradesh, Hyderabad or any equivalent examination.
	by appointment by transfer	Must have passed the Examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute, Hyderabad.

[Note: - Where a member of the service who has been appointed by transfer to the post of Junior Inspector and has not passed the newly prescribed examination in Co-operation, Auditing, Banking and Book keeping conducted by Central Co-operative Institute but is otherwise qualified and suitable for promotion to the category of Junior Inspector may be promoted temporarily subject to the condition that he shall pass the said test within a period of two years from the 1st September, 1991 falling which he shall be reverted to the post from which he was promoted and he shall not be entitled for promotion again under this note. A member who is so reverted shall not by reason only of his promotion under this note, be regarded to as entitled to any future promotion to the post to which he had been promoted under this note.] [Added by G.O.Ms. No. 592, A & C (Co-Operative II), dated 23-11-1993, Published in Andhra Pradesh Gazette Pt I, No. 50, dated 16-12-1993. ] Provided that for the purpose of these rules, a person who has passed the examinations specified in Column 1 of the Table below shall be deemed to have passed the examination conducted by the Central Co-operative Institute in the subject specified in the corresponding entry in Column (2) thereof. Deemed to have passed the Central Co-operative Institute Examination in-

1. Government Technical Examination in Co-operation (II Class) Auditing (II Class) Book-keeping (Lower Grade), Banking (Lower Grade).	Co-operation, Auditing Book-keeping, Banking.
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| 2. Secondary School Leaving Certificate Examination with not less than 40% marks in Book-keeping.  | Book-keeping     |
| B.Com. Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or B.Com. (Hon.)                           |                  |
| 3. Degree of a University in India established or incorporated by or under a Central Act, Provincial Act Or a State Act.   |                  |
| B.Com. (Hons) Degree of a University in India established  | Co-operation,    |
| 4. or incorporated by or under a Central Act, Provincial Act or a State Act with Co-operation as one of the subjects.  | Auditing         |
|  | Book-keeping,    |
|  | Banking.         |
| A pass in the Accountancy and General Book-keeping   |                  |
| 5. Commercial Knowledge of the Intermediate examination of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act. | Book-keeping     |
| 6. A pass in G.D.A. or B.A., or A.C.A. Diploma Final Examination.  | Book-keeping and |
|  | Auditing         |
| 7. A pass in the examination for the Certified Associateship of the Indian Institute of Bankers.   |                  |
| pass in the elements of commerce and accountancy in the Intermediate   |                  |
| 8. Examination of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act.  | Book-keeping     |

## 6. Minimum Service

: - No person shall be eligible for appointment by transfer or by promotion unless he has put in not less than three years of service in the category from which transfer or promotion is made.

## 7. Unit of appointment

: - For the purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and posting and appointment as full members to the posts specified in Column 2 of the Table below the unit of appointment shall be as specified in Column 3 thereof.

Category(1)	Post(2)	Unit of appointment(3)
1. Co-operative Sub-Registrar	Zone-I	Srikakulam, Vizianagaram and Visakhapatnam Districts.
2. Senior Inspectors	Zone-II	East Godavari, West Godavari and Krishna Districts
3. Junior Inspectors	Zone-III	Guntur, Prakasam and Nellore Districts
	Zone-IV	Chittoor, Cuddapah, Anantapur and Kurnool Districts.
	Zone-V	Adilabad, Karimnagar, Warangal and Khammam Districts
	Zone-VI	Hyderabad, Nizamabad, Mahabubnagar, Medak, Nalgonda and Ranga Reddy Districts.

Provided that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in the Office of the Registrar of Co-operative Societies or in the Office of the other Heads of Departments or in other State level Government Offices shall be filled in by transfer of personnel belonging to the category of Co-operative Sub-Registrar, Senior Inspectors and Junior Inspectors from the zonal units in the State in the ratio of the basic cadre strength of the posts in the six zonal cadres for a period not exceeding 3 years at a time :Provided further that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors of Co-operative Societies in the State level apex societies, banks and institutions shall be filled in by the deputation of persons holding the said posts in the six zonal units in the ratio of the basic cadre strength of the zonal units for a period not exceeding three years at a time:Provided also that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the Co-operative or other institution which have jurisdiction over areas covering the whole or part of the zones shall be filled in by deputation or persons holding the said posts from the respective zonal units in the area where each of such Co-operative Societies or other institutions are situated ;Provided also that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the offices, which have been notified as special offices' establishment under the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 and which have jurisdiction over more than a zone, shall be filled in by transfer of personnel belonging to the respective categories from the zonal units, in the areas over which such officer or establishment has jurisdiction.

## 8. Probation

: - Every person appointed to a post in the service by direct recruitment shall be on probation for a total period of 2 years on duty within a continuous period of 3 years and every person appointed by promotion or by recruitment by transfer to any category in the service shall be on probation for a total period of one year on duty within a continuous period of two years from the date on which he commences probation.[8A. Declaration of Probation: - The powers vested with the appointing authority to consider and decide whether the probationer has satisfactorily completed his period of probation are delegated to the following District Officers, in so far as it relates to declaration of probation as specified in the Table below:] [Substituted by G.O.Ms.No.274, Agriculture & Co-Operative (Coop.II) dated 31.10.2001. ]Table

SI. No.	Category	Officer Sub-delegated the powers of theAppointing Authority
1	2	3
(1)	Cooperative Sub-Registrars Working in the District and SeniorInspectors and Junior Inspectors working in the Office of theDistrict Cooperative Officer including the Cooperative,Sub-Registrars, Senior Inspectors and Junior Inspectors workingin the Andhra Pradesh Cooperative Tribunals and Special Courtsfor Cooperative Societies situated	District Cooperative Officer of the concerned District.

in the concerned District.

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| <p>(2) Senior Inspectors or Junior Inspectors including the Senior Inspectors and Junior Inspectors working under Foreign Service and F.R.127 terms including Senior Inspectors and Junior Inspectors working in the Office of the Divisional Cooperative Officer and District Cooperative Audit Officer.</p> | <p>District Cooperative Audit Officer or Divisional Co-operative Officer of the concerned District or the Division as the case maybe."</p> |
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## 9. Training:

(1) Every person appointed by direct recruitment as Co-operative Sub-Registrar shall during the period of probation undergo such training on such terms and conditions as may be specified by Government from time to time for a period of nine months for the Higher Diploma in Co-operation conducted by the National Co-operative Union of India and obtain the certificate issued by the said institution and undergo practical training for a period of three months as per the programme prescribed by the Registrar of Co-operative Societies. (2) A Junior Inspector who is appointed by direct recruitment shall within the period of probation, undergo and successfully complete the training for a period of six and half months for the Junior Diploma in Co-operation conducted by the Andhra Pradesh State Co-operative Union, Hyderabad and shall obtain the certificate issued by the said institution and shall also undergo five and half months practical training as per the programme prescribed by the Registrar of Co-operative Societies. (3) The period of training shall count for the purposes of probation, increments, pension and leave. (4) Every person appointed to the service by direct recruitment shall before the commencement of training, execute an agreement that he shall serve the department for a period of three years after the completion of training. (5) He will be liable to refund to the Government the pay and allowances or any other remuneration received by him in addition to the amount spent by the Government on his training: (i) if he fails to serve department for a period of 3 years after the completion of his training for any reason ; or (ii) if he discontinues the training or is discharged from training course for misconduct or any other reason ; or (iii) if he secures any other employment elsewhere than under the State Government or Central Government. (6) A person appointed by direct recruitment shall be eligible during the period of training for the initial pay of the post to which he is appointed, with the usual allowances admissible at the place of training.

## 10. Tests

: - Every person appointed as Co-operative Sub-Registrar by direct recruitment shall pass the Accounts Test for Subordinate Officers, Part-I within the period of probation.

## 11. Transfers and Postings

: - (a) The Additional Registrar of Co-operative Societies shall, after the appointment of a person to Categories, 1, 2 and 3 place the services of the person so appointed at the disposal of District Co-operative Officer of a district in the zonal unit referred to in Rule 9 and the District Co-operative Officer shall be competent to make postings and transfers of such persons within his jurisdiction. The Additional Registrar of Co-operative Societies shall be competent to transfer any person

belonging to Categories (1) to (3) from one district to another within the zonal unit referred to in Rule 9.(b)The transfers and postings referred to in the proviso to Rule 7, shall be made by the Additional Registrar of Co-operative Societies.