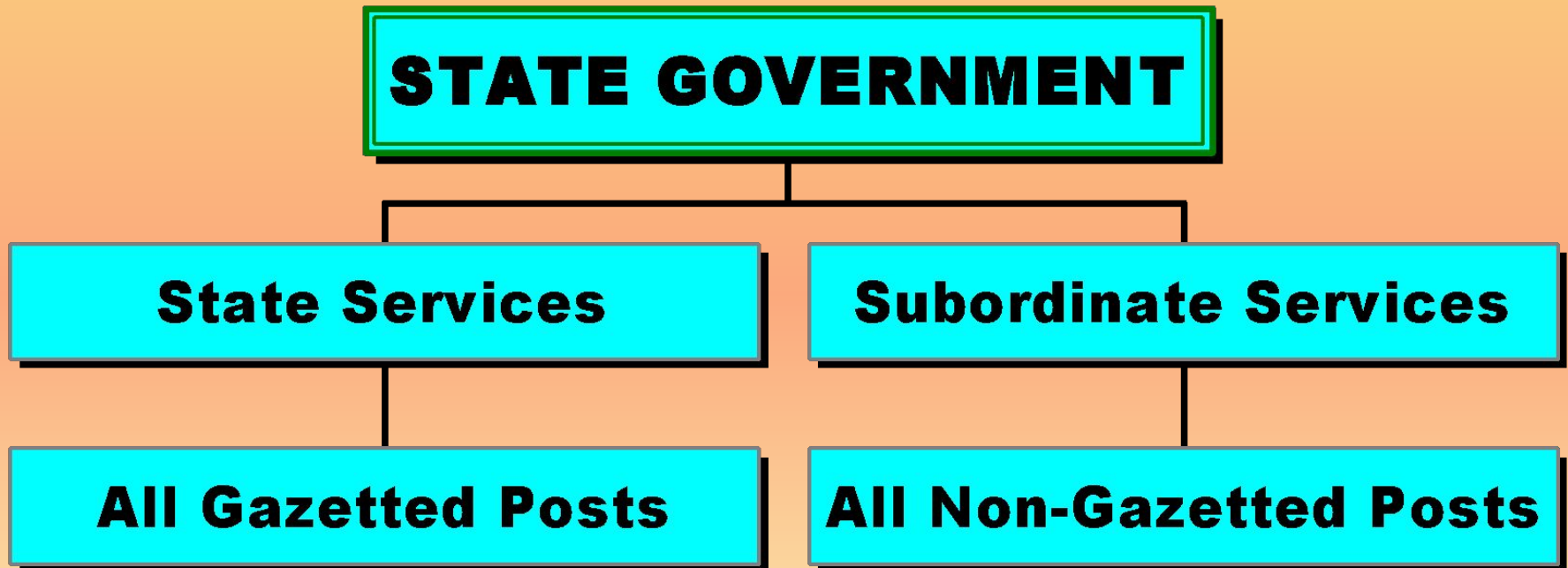


**A.P. STATE AND
SUBORDINATE
SERVICE RULES, 1996**

These rules are issued in
G.O.Ms.NO.436, G.A.D (Ser-D) Dept.
dt.15.10.1996

Rule 1:



- Apply to holders of posts under State and Subordinate Service whether temporary or permanent
- Do not apply to the holders of the posts appointed by contract or on agreement
- Rule 2 : Certain Important Definitions:
- Rule 3: The special rules prevail over these rules

**A.P. MINISTERIAL
SERVICE RULES,
1998**

A.P.Ministerial Service Rules, 1998 issued under proviso under Article 309 of the Constitution in GOMs.No. 261 GA(Ser.B) Department dt 14-7-1998

2. *Classes and categories of posts (Rule 2)*

CLASS-A : Clerical categories

CLASS-B : Technical categories

THE A.P.LAST GRADE SERVICE RULES, 1992

(GOMs No. 565 GA (Ser. B) 24.10,1992

- **CONSTITUTION :**

Category (1)

(a) Jamedar

(b) Jamedar Sweeper/Jamedar Scavenger

(c) Head Mali / Head Malan

**(d) Daroga/ Head Chowkidar/ Head
Watchman.**

Category (2)

(a) Office Subordinates, Attender Warder/Peon
– **Warder in the prisons Department,**
Assistant Record Keeper in Medical
Education/Health & Family Welfare Dept.
Daffedars etc.,

(b) Office Subordinates in the office of Non ISF
Records at Hyderabad.

- **Category (3) : Watchman, Attender cum**
Watchman Chowkidars etc.,.
- **Category (4) : Auto-Rickshaw Driver in the**
Scale of pay of attender.
- **Category (5) : Cycle Orderly**

- **Category (6) : Ambulance Cleaner, Attender cum Cleaner etc.,**
- **Category (7) : Helper, Chainman in the settlement, survey and land records and Agriculture Department and Town Planning Department etc.,.**
- **Category (8) : Sweeper including sweeper – cum-scavenger and head sweeper etc.,.**

- **Category (9) : Cooks, Butlers etc.,**
- **Category (10) : Head Farrash, Farrash etc.,**
- **Category (11) : Gardner, Malan, Mali etc.,**
- **Category (12) : Other posts by whatever designation in the scale of pay of Office Subordinates and with equivalent qualifications.**

- **3(a) Applicability of General Rules:**

A.P. State and Subordinate Service Rules apply to the service except to the extent different provisions are made in these rules.

(b) These rules do not apply to the posts borne on the contingent establishment.

Rule 4: Method of Appointment:

- **Direct recruitment**
- **Recruitment/Appointment by transfer**
- **Promotion, or**
- **Contract/Agreement/Re-employment**

CLASS A CLERICAL CATEGORIES

Cat	D.R.	Promotion	Conversion	Appointment by transfer of RA/OS	By transfer from Sub Offices	Rules
1. Supdt	No	SA	Spl. Cat Steno (10/20)	No	1/8	R-3, Note 1 and 9
2. SA	No	JA, ACT, Jr.St/Ty	Sr. Steno (5/10)	No	1/4	R-3 Note 10 Note 2
3. JA	2,3,4,8,9 10	No	5/10 HOD	6/10 HOD	1 & 7/10	Rule 3 Note 5
4. ACT			5 & 7 SO	1 & 6 SO in 1:2:7		
5. TO	80%	No	20%	No	No	Rule 3 Note 11

CLASS – B TECHNICAL CATEGORIES

Cat	D.R.	Promotion	Conversion	Appointment by transfer	By transfer from SO	Rules
1. Spl Cat. Steno	No	Sr. Steno/UD Typist	No	No	No	R-3, Note 12
2. Sr Steno	2,3,4,5, 8,9,10	Jr.St, /ACT. Ty 1 & 7/10	No	UD Ty 6/10	No	R-3 Note 13
4. Jr St./ Typist	2,3,5,6.8,9,10	No	4/10 HOD	7/10 HOD	1 /10	Rule 3 Note 14
			4 SO	1 & 7 SO		Note 5

- **14. Conversion : (Rule 14)**

- **Asst. cum Typist, J.A, Typist or Telephone operator
Junior Steno.**
- **J.A, Typist, Junior Steno Telephone Asst. cum Typist.
Operator.**
- **Asst. cum Typist, Typist ,Jr. Steno Junior Assistant
Telephone operator**
- **Asst. cum Typist, J.A or Telephone Typist/Junior Steno
operator.**

One must be an approved probationer for conversion

16. Promotion and absorption of Stenographers and Typists (Rule 16) :

a) No member of a service shall be eligible for appointment from the post mentioned in Column (1) of the table below to the post mentioned in Column (2) unless he has put in satisfactory service for min. period in the category specified in Column(3) there of and acquired the other qualifications referred to in Column(3)

1	2	3
1. Spl. Category stenos who have opted for absorption in clerical cadre.	Superintendent	1.Two years service as special category steno. 2. Must have passed Departmental or Spl.tests prescribed for the post of Superintendent in the Department or Office
2. Sr.Steno who has opted for absorption in clerical cadre.	S.A	i. Two years service as Sr .steno. ii. Must have passed the prescribed tests.

4. Method of Appointment

Category	Method of Appointment
1. (a) Jamedar	By promotion from Cat 2 (a) or 2 (b) as the case may be
(b) Jamedar Sweeper/ Jamedar Scavenger	By promotion from Cat – 8. (Sweeper including sweeper – cum- scavenger and head sweeper etc.)
(c) Head Mali/ Head Malan	By promotion from Cat. – 11. (Gardner, Malan, Mali etc.)
(d) Daroga/Head Chowkidar/ Head Watchman	By promotion from Cat. - 3 Watchman, Attender cum Watchman Chowkidars etc.,

- **2 (a) Office Subordinates and Other Posts Listed in Cat(2) (a) :(i) By D.R or**

(ii) If any person in Cat2(b) or Categories 3 to 12 possesses the qualifications prescribed for D.R for appointment to the posts in cat2(a) and are willing for transfer, by transfer of such personnel

b) O.S.in the O/o the (i) By D.R or

on-ISF records, Hyd. (ii) If any person in Cat2(b) or

Categories 3 to 12 possesses the qualifications prescribed for D.R for appointment to the posts in cat2(a) and are willing for transfer, by transfer of such personnel

3 to 12

By D.R

Rule 5:

a) **Selection Posts : All Gazetted posts.**

b) **Non-selection posts : All non-gazetted posts**

All posts under APMS Rules are non selection

Rule 6: Method of Preparation of Panels in respect of selection posts

- The appointing authority prepares in consultation with DPC/SC.
- Panel year : 1st September to 31st August of succeeding year.
- Currency of panel : 1st September to 31st December of succeeding year or date of approval of panel for next year.
- Vacancies arising from 1st September to 31st August
- The zone of consideration : 1:3.
- The Panel can be reviewed after a period of 6 months after its approval to consider unqualified candidates who become qualified subsequently.

Estimate of vacancies :

- **Existing vacancies**
- **Vacancies to arise owing to retirement.**
- **Consequential Vacancies due to promotion or appointment by transfer**
- **10% of the total estimate of vacancies towards reserve for**
 - (i) Deputation**
 - (ii) Training**
 - (iii) long Leave or**

Rule 6 (i): Non-Selection Posts:

Basis: Record Sheet and the qualifications prescribed in the special rules.

Rule 7: Appointing authority:

State Services : Regional officers where
1st Gazetted Regional officers exist
otherwise H.O.D.

2nd Gazetted : H.O.D

3rd Gazetted & : Government
above

4. Appointing Authority : The appointing authority in respect of the posts included in this service shall be as follows :

(Rule 4)

Sl. No	Posts	Appointing Authority
(i)	(a) Offices of the Heads of Depts. And Directorates All posts	The Head of the Dept. or any Gazetted Officer immediately below the rank of the Head of the Dept. nominated for the purpose by the Head of the Dept.
	(b) Regional offices All posts	Regional officers

Sl. No	Posts	Appointing Authority
	<p>© Posts carrying pay scales of those above the pay scale of Junior Asst. (excluding Junior Assistant)</p> <p>(d) All other posts of and below the rank of the Junior Assistant.</p>	<p>Where there is a Regional Officer such officer, and where there is no such Officer, the Head of the Dept. or an Officer of the Directorate nominated by the Head of the Department.</p> <p>The District Head of the Dept. Or the Head of the Institution or such other Officer nominated by the Head of the Depts. As the case may be, having jurisdiction over the area of the unit of appointment specified in Rule 13.</p>

R-6 : Appointing Authority : The Authority shall be the head of the Office or Institution or the G.O of a Department exercising jurisdiction over the Dist.

***Rule–8: An approved probationer
Eligible for promotion or Appointment
by transfer : Minimum service 3 years
under Rule 8 of APMS Rules & Rule 9 of
APLGS Rules***

Rule 10 (a):

Temporary appointment by direct recruitment/
appointment by transfer or by promotion
in public interest

**Ad hoc promotions in exigencies of
administration**

Rule 11:

The time limit for joining

- a) Direct Recruitment – 30 days
- b) Otherwise than by Direct Recruitment – 15 days.

Rule 12: Qualifications for Direct Recruitment:

- Sound Health, Good habits etc.,
- Good character and antecedents
- Academic qualifications
- Citizen of India
- Training

Age limit: Min. 18 years

**Max. 34 years as on 1st July for
General candidates.**

**Raised to 40 years from 23-9-2014 to 30-9-2016
vide GOMs No. 285GA(Ser.A) dt. 23-9-2014.**

**Relaxation: 5 years for S.C's, S.T's and
B.C's. For B.C's age should not
exceed 40 years**

APMs Rule 7. & Rule 8 of APLGS

Age: Maximum – 34 years

D.R – Uniformly raised by 5 years.

6. Qualifications: (Rule:6):

X Class upto 28-10-1987

from 29-10-1987 Intermediate in Subordinate offices

In HODs Intermediate upto 31-10-1980

thereafter degree

**Technical qualification : (i) Higher Telugu Typewriting
(ii) or Telugu Lower Typewriting (iii) preference to
English Lower Typewriting in case having (i) or (ii)**

**Proviso under rule 6(2) : Employees who were already in
service subordinate office prior to 15-12-1984 and appointed
offices other than HODs prior to 29-10-1987 shall be eligible
for appointment as J.A etc., if they passed S.S.C or any
equivalent examination.**

**Provided degree qualification secured directly without basic
qualification can be considered for conversion, appt. by
transfer/promotion in HODs**

Annexure I

See Rule 5(a)

Category	Method of Appointment	Qualifications
1	2	3
2(a) Attenders and other posts listed in cat.2(a)	By any method specified	i. Must have passed VII class examinations. ii. Must be able to ride a bicycle.
b. Attenders in the O/o the Non is records, Hyd.	-do-	i. Must have passed VII class exam with Urdu as a subject. ii. Must be able to ride a bicycle.
3. Watchman and other posts (Cat.3)	-do-	i. Must have passed V class or its equivalent exam.

		<p>ii. Must be an exservice man or must have been trained in civil defense or as a home guard.</p> <p>iii. Must be able to ride a bicycle.</p>
Other posts by whatever designations known in the scale of pay of attenders	By any method specified.	Depending on the functions and responsibilities of the post.
		<p>a.i. Must have passed VII class exam. &</p> <p>ii. Must be able to ride a bicycle .</p> <p>b(i) must be able to read and write telugu or Urdu or English or Hindi</p> <p>ii) Must have experience of one year in the relevant vocation as may be required for the post.</p>

Annexure II

REFERRED TO IN R 5(b)

District	Language
Anantapur	Telugu
Chittoor	Telugu and Tamil
Cuddapah	Telugu and Urdu
East Godavari	Telugu
West Godavari	Telugu
Guntur	Telugu and Urdu
Kurnool	Telugu and Urdu
Krishna	Telugu
Nellore	Telugu
Prakasam	Telugu
Srikakulam	Telugu
Visakhapatnam	Telugu
Vizianagaram	Telugu

Hyderabad	Telugu and Urdu
Medak	Telugu and Urdu
Nizamabad	Telugu and Urdu
Warangal	Telugu and Urdu
Mahaboobnagar	Telugu and Urdu
Karimnagar	Telugu and Urdu
Khammam	Telugu and Urdu
Adilabad	Telugu and Urdu or
Nalgonda	Marathi
Ranga Reddy Dist.	Telugu and Urdu
	Telugu and Urdu

10. Training : (a) Training : 3 months for Direct Recruits.

(b) Bond should be executed for serving the Dept for 3 years after completion of the Training.

(Rule 10)

Amendment : Every person promoted as Senior Asst. from the category of typist and the Junior Stenographer shall undergo training for a period of three months (G.O.Ms.No. 144, GA (Ser.B) Dept.dt.12.05.2003)

- Rule 11 of APLGS Rules : Two years Home Guard training

Rule 13: Pass in Language Test in Telugu within the period of probation.

Rule 14 Exemption from Passing of Language Test in Telugu

- (i) in case of pass in X class in Telugu medium or Telugu as one of the subject**
- (ii) on attaining the age of 45 years.**

Rule 15 (a): Newly prescribed tests should be passed within the period of probation, one year or two examinations, whichever is later.

Tests (Rule 11 APMS Rules)

No person shall be eligible for promotion or appointment by unless he has passed the tests or acquired such qualifications, as are prescribed in transfer to the posts mentioned in Annexure II

newly prescribed be passed within a period of 2 years failing which annual increments shall be stopped without cumulative effect.

- **Rule 16: PROBATION**

Commences: from date of appointment .

Minimum Service : 60 days in case of promotion.

Period of Probation (i) for direct recruits 2 years duty within 3 years of service

(ii) for promotees/appointment by transfer one year duty within 2 years of service

Rule 9 of APMS Rules & Rule 10 of APLGS

- **A person transferred from one post to another within a cat. or to a post included in another cat. in the service shall not be required again in that latter cat.**
- **Rule 12 : Service in a category in different departments or offices to count for probation and seniority.**

Tests to be passed during probation.

If does not pass tests. probation has to be extended for one year by the appointing authority and subsequently by Government till passing the tests.

If does not pass within the period of extended period, the date of commencement of probation be changed to a date two years anterior to the date of passing the tests and the seniority be reckoned from such date.

Failure to pass the tests the appointing authority discharges

Under Rule 17:

Probation can be suspended for want of a vacancy.

Probation can be terminated for unsatisfactory work or for failure to pass the prescribed tests.

Probation can be extended in case of failure of passing tests.

- **Rule 18:** A decision as to extend/suspend or discharge from service should be taken within 8 week on expiry of probation period.
- If no such order is passed with in one year of expiry of probation period, such employee be deemed to have satisfactorily completed the period of probation and a formal order should be issued.
- In case of charges pending, the above position does not apply

Rule 19: Rights of a probationer and approved probationer for re-appointment:

- a) First preference in filling up of a vacancy to approved probationer or probationer .
- b) i) Discharge of a Probationer or Approved Probationer:

A probationer or an approved probationer shall be discharged for want of vacancy in the order of juniority.

Rule 21: Confirmation:

Employee declared to have satisfactorily completed his probation, shall be confirmed as a number of that service.

Rule 22 Special Representation (Reservation):

- Out of 100 vacancies
- 15 for S.C's,
- 6 for S.T's
- 29 for B.C's (A-7%; B-10; C-1%;D-7% and E: 4%)
- 3 for P.H (6 VH, 31 HH 56 OH) .
- 2 (12 and 37) for Ex-Serviceman.
- In respect of S.A's, J.A's, Junior Steno's, Typists etc., in H.O.D's and A.S.O's etc., in Secretariat, 2 points at 48 and 98 for meritorious sports men.

Rule 22-A: Women reservation:

**33 1/3 % w.e.f. 28-5-1996 in respect
of all categories**

Rule 5 of APMS Rules

Rule 7 of APLGS

- **ii) In the matter of D.R for appointment to the posts of sweeper for which women are better suited, they may be preferred.**
- b. For the posts of Chowkidars, Office Subordinates required to ride bicycle or drive motor cycle, process servers, Dalayats and Sub-Jail Warders, only men shall be appointed.**
- c. In the case of appointments to the posts in the Secretariat and Offices of H.O.D's out of 54 vacancies meant for O.C one vacancy shall be reserved for D.R of meritorious sportsmen.**
- d. The appointments to the service in the endowments Department shall be made only from among persons professing the Hindu Religion.**

For solitary post the rule of special representation shall not apply.(j)

Rule of reservation applicable for appointment if the number of posts is more than one and selection is to be made against only one vacancy.

The vacancies in respect of SC, ST, B.C's (Group-A to Group-D) Women . Handicapped shall be carried forward

Rule 23: Appeal, Revision and Review of orders of appointment to Higher Posts:

Order can be revised within six months by the appellate authority on its own motion or on appeal filed by the aggrieved employee. Revision can be made within three months on the appellate authority order.

Rule 24: Revision of lists of approved candidates (panels) or list of eligible candidates for appointment by promotion or by transfer by placing before the DPC/SC within six months from the date of original order

Rule 25: [Review:](#)

The State Government may review its order or any order of revision passed by them under Rule 24 if it was passed under any mistake, whether of fact or of law or in ignorance of any material fact or for any other sufficient reason.

Rule 26: [Appeal against seniority or other conditions of service:](#)

Appeal against seniority or assignment of notional seniority on par with junior be entertained by the appellate authority within a period of 90 days from the date on which junior was promoted.

Revision and review of orders of promotion or appointment by transfer: Rule 17 of APMS:

- **By appellate authority within six months from date of such order**
- **After six months if the Government is appellate authority.**
- **After giving opportunity to affected parties**
- **Govt on its own motion or otherwise, review any order or take up revision under any mistake of fact or law or of any rule.**

Rule-28: Relinquishment of rights by members:

Relinquishment of any privilege by the employee may be accepted if it is in public interest.

Rule-30: Resignation:

Resignation forfeits past service. It takes effect from the date of relief. If on leave it takes effect from the date of expiry of leave. The employee may withdraw his resignation before it takes effect. Government sanction is required if the withdrawal is made after the resignation takes effect.

The Resignation of a Government Servant against whom departmental proceedings are pending shall not be accepted .

(Amended in G.O.Ms.No.250, GA (Services - D) Department dated 14-07-2000)

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

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

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

Where a member of a service is selected for appointment by direct recruitment to another post and is appointed to it, his lien on the service or his probationary right, if any, in the former post shall be retained for a period of three years or until he becomes an approved probationer in the latter post, whichever is earlier; and if before the expiry of three years he is not an approved probationer in the latter post, unless he reverts to the parent department, he shall be deemed to have resigned to the former post with effect from the date on which the three years period expires:

provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service in the previous post or posts, except the lien or probationary right on such post or posts;

Rule 31: The Governor has the power to relax rules in public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

- **Rule 32 : The Head of the Department is competent to relax rules relating to transfer promotion or other service conditions governed by these rules or special rules in respect of posts carrying a scale of pay less than that of Junior Assistant in his Department.**

Rule 33: Seniority:

- a) **Seniority is to be determined with reference to the date of first appointment to a service, class or category or grade.**
- b) **Regarding fixation of seniority among two persons who join service simultaneously, the order of preference fixed by the competent authority is the criterion.**

Regarding candidates allotted by the A.P.P.S.C, Seniority shall be determined with reference to the order of merit or order of preference assigned to them in the said list.

- **Whenever a notional date for promotion is assigned such date shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to next higher category. Such notional date should be counted for the purpose of declaration of probation also in the feeder category (Rule 33 c).**
- **The seniority of retrenched employee on reappointment shall be determined in accordance with the date of reappointment (Rule 33 – f)**

- **Rule 34: Preparation of integrated or common seniority list of persons belonging to different units of appointment:**
- **The list should be prepared with reference to the provisions of sub rule (a) of Rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.**

Rule 35: Fixation of Seniority in the cases of transfers on request or on administrative grounds:

- Administrative Grounds: Date of Seniority in the former unit of appointment.
- Request: Date of his joining in the latter unit of appointment.

Rule 36: Inter-se Seniority where the dates of commencement of probation are same:

- In respect of candidates selected by A.P.P.S.C the ranking assigned irrespective of the date of commencement of probation.

- In respect of persons promoted or appointed by transfer, the dates from which they were placed on their probation.
- In respect of the above if the date of commencement of probation is same, whoever is aged shall be the Senior.
- In respect of persons appointed on transfer on administrative grounds, the seniority shall be from the date on which the individual was placed on probation in the original dept.

Rule 37: Seniority of directly recruited candidates, re-allotted in consultation with A.P.P.S.C

Seniority shall be assigned below the last regular candidate in the concerned class or category in the unit to which such candidate is re-allotted.

15. Seniority (Rule 15) Proviso (i) In respect of persons whose services are lent to another department, the service rendered by him in the higher post in the deputation post, shall count for seniority in the parent department or office only from the date of regular appointment to such higher post in the parent department or office.

ii) The Seniority of a person transferred on administrative grounds from one Department to another shall be fixed in the latter department w.r.t the date of his first appointment in the former department or office.

iii) If it is at request seniority shall be fixed in the latter department or office w.r.t the date of his first appointment in the latter department or office.

- **(2) (i) The Seniority of a member of the service who is appointed by conversion from the post of special category steno to the post of Superintendent or from the post of Senior Steno or U.D to the post of S.A shall be fixed w.r.t the date of his first appointment as special category steno or Senior Steno or U.D Typist as the case may be.**

(2) (ii) The seniority of a member of service who is appointed by conversion from the post of Jr. Steno/Typist to the post of Jr. Asst. Or Asst. cum Typist after 14-7-1998 shall be fixed with reference to the date of first appointment as Jr. steno, Typist as the case may be without affecting the seniority of the Jr. Assts who were already promoted as Sr. Assts.

(3) The seniority of a Telephone Operator converted as JA/Typist/Jr. Steno/Asst. cum-Typist shall be fixed in the latter category from the date of such appointment to the latter category.

- **(4) The Seniority of a Superintendent, S.A or J.A or Typist or J.S or Asst. Cum Typist Transferred and appointed as superintendent S.A etc., in the O/o concerned H.OD or Directorate shall be determined w.r.t the date of joining as Superintendent or S.A etc., as the case may be, in the unit of office to which he is transferred.**

(6) A person converted prior to 14-7-1998 from one category to another under Rule 14 shall take seniority in the converted category from the date of commencement of probation in the latter category and shall be ranked below the last probationer in the latter category.

Clarificatory orders issued in
Cir.Memo.No.16/Ser-A/98-99 Dt.21.04.99 of G.A
(Ser-A) dept.

- For Determining the seniority of the employee the provisions contained in Gen.R.33 shall be followed.
- The Seniority of a Direct Recruit is to be determined only from the date of his/her joining duty but not from the date on which the vacancy earmarked for direct recruitment arose.
- If an employee is promoted to a post earmarked for Direct Recruit, his probation shall be reckoned from the date on which he would have occupied the vacancy meant for promotee.

- **The inter-se Seniority of Direct Recruits shall be as per the ranking assigned to them by the recruiting agency irrespective of their dates of joining provided they all joined within the time allowed for them to join as per Rule. 11**
- **The Seniority lists already finalized as per court orders need not be disturbed, if they are finalized. If not yet done, they should be finalized as per these instruction.**

- **38. Postings and transfers**

Transfer to a post within the unit of appointment or within in the jurisdiction of local cadres

Appointing authority or any authority superior to appointing authority or any subordinate authority delegated such power.

HoD from one unit to another unit where the Presidential Order does not apply including on tenure basis.

All inter local cadres transfers in public interest and on reciprocal basis be made by Government only .

13. : Unit of appointment (R-13) :

Department unit means :-

- a) Each office of a H.O.D.**
- b) Each O/o A State Level Office / State Level Institution.**
- c) Each of the special offices and Special Establishments notified under the presidential order.**
- d) In the case of posts which are within the purview of the A.P.P.E (ORG. of Local Cadres and Regulation of D.R) Order, 1975.**

- i) Each Department in each Dist. of a Group of offices in a part of the Dist. into which several offices in a Dist. in that Dept may be grouped, by an order of the H.O.D issued with the approval of the Govt for the categories of posts the minimum of the scale of pay is equivalent to or less than the minimum of the scale of pay of J.A.**
- ii) Each Department in each zone specified in the second schedule or group of zones, as may be specified by the Government under presidential order.**

12. Transfers & Postings (Rule 12 of APMS Rules & 14 of APLGS)

- 1. The appointing authorities listed out in R-4 or other subordinate authority authorized are competent to effect the transfers and postings of persons in the respective categories.**
- 2. Other Transfers : J.A's (Typists) Junior Stenos or Asst. Cum Typists may be transferred from the subordinate offices to the H.O.D's/ Directorates.**
- 3. Transfers from local cadres to regional offices permissible.**

4. Transfers of probationers and approved probationers from the unit of the O/o H.O.D originally allotted, to another unit of the O/o H.O.D or to the offices notified as state level offices or special offices to which 6 point formula does not apply, may be made by the H.O.D concerned with the concurrence of the other H.O.D subject to the condition that their seniority shall be regulated as per R-15

Securities (Rule 26)

- 1. Security need to be obtained wherever they are required for the due and faithful performance of duties attached to the post.**
- 2. If a G.S who has furnished security applies for leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall furnish the security.**

27. Members desiring courses of study not connected with probation : (Rule 27)

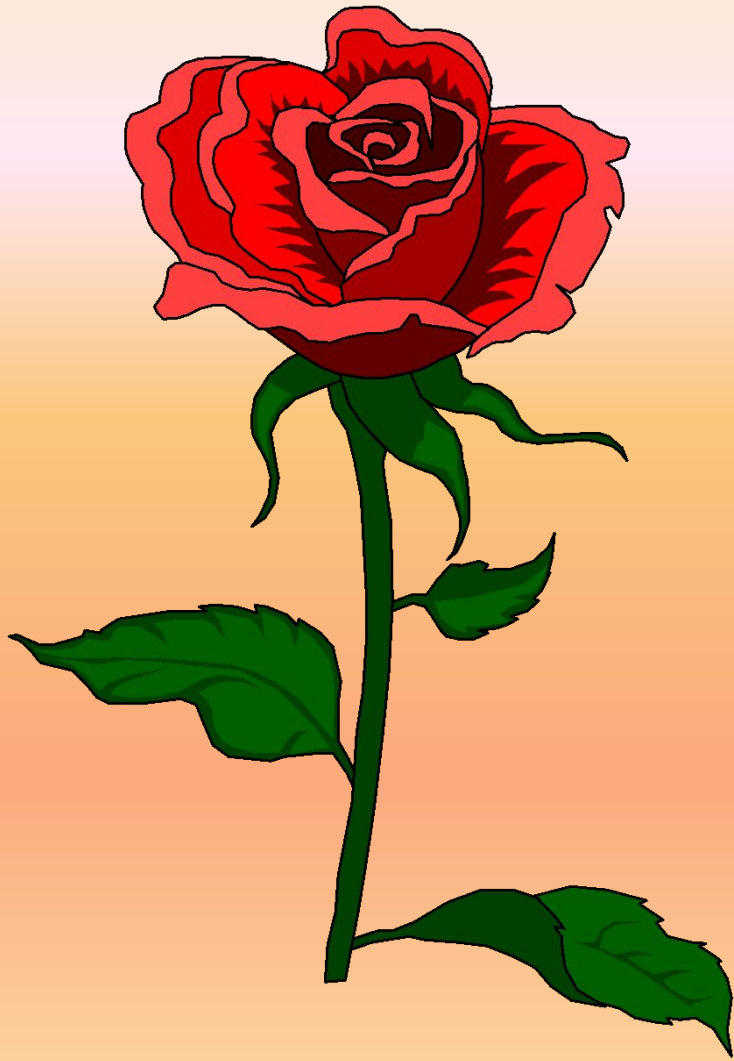
They may undergo if the study enhances their usefulness as a member of the service. He can be granted leave. He is also entitled to seniority held by him previously and increments. This shall not have the effect of excluding the period of absence during the course of study in computing the continuous period within which the prescribed period of probation has to be completed.

- **16. Service counting for leave and pension in respect of persons transferred from a local body of municipal institution :**
- **Employees transferred from Local body or Municipal institution due to transfer of such institution to the control of State Government shall not be entitled to count his previous service under local body or institution for pension unless such service was rendered in pensionable post and pension contributions were being paid on his behalf by such local body/institutions and such body/institution agrees to contribute its share of the pensionary benefits calculated as per rule of proportion and such person agrees to forego the bonus earned by him in that service.**

- **(b) such employee shall not be entitled to have his leave account credited with the account of leave, if any, earned by him prior to such appointment, unless the local body/institution under whom he was employed agreed to bear the entire leave salary for the period of the leave so earned , calculated on the average pay of such member at the time of his proceeding on leave.**

17. Special provisions: Direct recruitment means recruitment of a suitable candidates through Employment Exchange.

If probationers of approved probationers are ousted for want of vacancy or retrenched, the appointing authority shall issue a certificate indicating the full particulars regarding the service, work and conduct and reasons for discharge . Such probationers and approved probationers will be allotted for appointment in the unit in the vacancy that may be notified to the Employment Exchange.



*THANK
YOU*