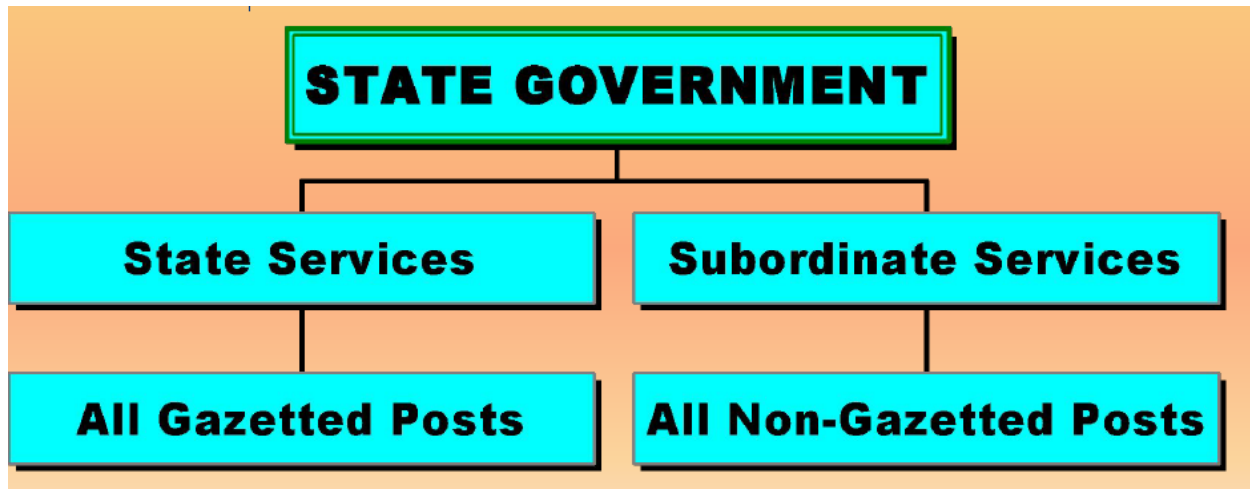


A.P. STATE AND SUBORDINATE SERVICE RULES, 1996

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

Rule 1: Scope of Rules:



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 G.O.Ms.No. 261 GA(Ser.B) Department dt 14-7-1998

Classes and categories of posts (Rule 2)

CLASS-A : Clerical categories

CLASS-B : Technical categories

THE A.P. LAST GRADE SERVICE RULES, 1992

(G.O.Ms No. 565 GA (Ser. B) 24.10,1992

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

Rule 5:

- a) Selection Posts : All Gazetted posts.
b) Non-selection posts : All non-gazetted posts
All posts under APMS Rules are non selection

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. (G.O.Ms.No.144, GA (Ser.B) Dept.dt.12.05.2003)

Rule 9 of APMS Rules &

Rule 10 of APLGS

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.

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 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 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 weeks on expiry of probation period.

• If no such order is passed within 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.

37 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 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.

Rule-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.

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.

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 letter 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.

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.

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.

Rule 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 .

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. 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.

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.

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.

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.