

ANDHRA PRADESH MINISTERIAL SERVICE RULES

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Public services - Andhra Pradesh Ministerial Service Rules - Issued.

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.261

Dated : 14-07-1998

Read the following:

1. G.O.Ms.No.1271, Genl. Admn. (Rules) Dept., dt. 17.10.1966.
2. D.O.Lr.No. 429/OMC/SPF.SER/90-12, dated 13.06.1991.
3. From the Secretary, Andhra Pradesh Public Service Commission, Lr.No.2503/RR/2/97, dated 01.07.1998.

ORDER :

The One Man Commission after having detailed discussion with Officers of this Department and after taking into consideration the views expressed by Heads of Departments, have recommended Service Rules Governing the posts in the Andhra Pradesh Ministerial Services. Government after careful examination and in consultation with Law Department have finalised the Andhra Pradesh Ministerial Service Rules.

2. The Following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers hereunto enabling and in supersession of the Special Rules issued in G.O.Ms.No1271, General Administration (Services.B) Department, dated the 17th October, 1966 as amended from time to time, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Ministerial Services :

ANDHRA PRADESH MINISTERIAL SERVICE RULES

1. SHORT TITLE :

These rules may be called the Andhra Pradesh Ministerial Service Rules.

2. CONSTITUTION :

The service shall consist of the following classes and categories of posts in the Andhra Pradesh Ministerial Service :-

CLASS - A:**Category (1)****Superintendents:**

Superintendents in the Offices of the Heads of Departments, Directorates and other Subordinate Offices :

including the posts in the basic scale of pay as that of Superintendents though differently designated but excluding the posts covered by other Special Service Rules:-

- (a) (i) Superintendents in Working Women's Hostels and Rescue Homes in the Women Development and Child Welfare Department.
- (ii) Manager, Publication Bureau, Printing, Stationery and Stores Purchase Department and Andhra Pradesh Government Text Book Press, Hyderabad and its Subordinate Offices i.e., District Government Text Book Sales Offices in each District of the State.
- (iii) Office Managers / Managers in the Cultural Affairs Department and Village Development Officers Training Centres.
- (iv) Office Assistants in the Archaeology and Museums Department.
- (v) Managers in Panchayat Raj Bodies.
- (vi) Managers (Forensic Science Laboratory), Police Department.
- (vii) Superintendents in Panchayat Raj Bodies (i.e., Zilla Praja Parishads and Mandal Praja Parishads).
- (viii) Huzur Second Clerks in Revenue Department.
- (ix) Personal Assistants in the Offices of the Director of State Institute of Educational Technology and Director, Drug Control Administration Department.
- (x) Head Clerks in the State Institute of Rural Development, Hyderabad and in the Panchayat Raj Engineering Department.
- (xi) Managers in Forest Department, Medical Education and Health and Family Welfare Department, Vigilance Cell in the Civil Supplies Department, Advocate General's Office, Government Pleaders' Office and Public Prosecutors Office.

- (xii) Superintendents working in Orphanages and Child Beggar Homes in Social Welfare Department.
- (xiii) Hostel Managers in the Technical Education Department.
- (xiv) Upgraded Inspectors in Endowments Department.
- (xv) Assistants in State Institute of Educational Technology.
- (xvi) Section Officers in Advocate General's Establishment.
- (xvii) Assistants (Nucleus Cell) in Industries Department.
- (xviii) Caretaker in State Archives Department.
- (b) Accountants, including posts in the basic scale of pay of Superintendents designated as :-
- (i) Cost Accountant
- (ii) Commercial Accountant
- (c) Store Keeper including posts in the basic pay scale of Superintendents designated as Store Keeper, Grade-I.
- (d) Cashier in the basic pay **scale** of Superintendents.
- (e) Auditors including posts in the basic pay scale of Superintendents designated as:-
- i) Auditor / Senior Auditor.
- ii) Commercial Auditor.
- iii) Internal Auditor.

Category (2) :

Senior Assistants :

- (a) (i) Senior Assistants in the Offices of the Head of Departments, Directorates and Subordinate and other Offices, including posts in the basic scale of pay of Senior Assistants differently designated, such as:
- (ii) U.D. Inspectors of Endowments Department.
- (iii) U.D. Commercial Taxes Inspectors.
- Senior Assistants and Loans Inspectors in Panchayat Raj Bodies.

- (iv) U.D. Revenue Inspector of the Revenue Department.
- (v) Senior Revenue Inspectors, Senior Checking Inspectors and Food Inspectors in Civil Supplies Department.
- (vi) Head Assistants in Revenue Department.
- (vii) Head Clerk, Village Development Officer's Training Centres, Panchayat Raj and Rural Development Department and in Public Libraries Department.
- (viii) Second Grade Clerks in Archaeology and Museums Department.
- (ix) Social Welfare organisers in the Offices of the Deputy Directors of Social Welfare in Telangana Area.

Note : This designation (Social Welfare Organiser) shall cease to exist as and when the present incumbents vacate the posts for any reason.

- (x) Registrar (Research Department Ayurveda) in Indian Medicine and Homeopathy Department.
- (xi) Assistant Manager in the Government Central Press in the basic pay scale of Senior Assistants.
- (xii) Steward, Manager-cum-Supervisor and Hospital Supervisor-cum-Steward in Indian Medicine and Homeopathy Department.
- (xiii) U.D. Steward and Laision Supervisor in the Medical Education and Health and Family Welfare Departments.
- (b) Accountant including posts in the basic pay scale as that of Senior Assistant other differently designated as such as:
 - (i) Senior Accountant.
 - (ii) U.D. Accountant
 - (iii) Assistant Accountant
 - (iv) Head Accountant
 - (v) Accounts Clerk in Women Development and Child Welfare Department.

- (c) Senior Store Keeper including posts in the basic pay scale of Senior Assistants designated as :-
- (i) U.D. Store Keeper
 - (ii) Store Keeper
 - (iii) Senior Assistant-cum-Store Keeper
 - (iv) Assistant Store Keeper
 - (v) Assistant Stock Verifier
- (d) (i) Cashier; and in the basic scale of pay of Senior Assistant.
(ii) U.D. Cashier
- (e) (i) Auditor; and in the basic scale of pay of Senior Assistant.
(ii) Senior Auditor
- (f) Senior Assistant (Gujarati and Marwadi) in Commercial Taxes Department.

Category (3) :

Junior Assistant :

Junior Assistant in the Offices of the Heads of Departments, Directorates and the other Subordinate Offices; including the posts in the basic scale of pay as that of Junior Assistants and those differently designated such as:-

- (a) (i) Depot Clerk in Agriculture Department.
- (ii) Godown Supervisor in Agriculture Department.
- (iii) Receptionists in Jawahar Bal Bhavan and in Medical Education and Health and Family Welfare Departments.
- (iv) Record Clerk in Medical Education and Health and Family Welfare Departments.
- (v) Lower Division Commercial Tax Inspector.
- (vi) Junior Checking Inspector in Civil Supplies Department.
- (vii) Junior Enquiry Inspector in Civil Supplies Department.
- (viii) L.D.-cum-Store Keeper of Social Welfare Department.
- (ix) L.D. Computer in Institute of Preventive Medicine.

- (x) Issue Clerk in Stationery Wing Printing, Stationery and Stores Purchase Department.
- (b) Junior Accountant including posts in the basic pay scale of Junior Assistants and differently designated such as:-
- (i) L.D. Accountant
- (ii) Accountant
- (c) Store Keeper and posts in the basic pay scale of Junior Assistants and differently designated such as:-
- (i) Store Keeper
- (ii) Store Clerk
- (iii) Junior Assistant-cum-Store Keeper
- (iv) L.D. Store Keeper / Junior Store Keeper
- (v) Junior Assistant-cum-Bill Collector in Panchayat Raj and Rural Development Department.
- (vi) Junior Assistant (Camp Clerk)
- (vii) Hospital Store Keeper in Indian Medicine and Homeopathy Department.
- (viii) Store Keeper, Grade - III in Public Health and Municipal Engineering Department.
- (d) L.D. Cashier
- (e) Junior Auditor
- (f) Clerk-cum-Accountant in the basic Scale of pay of Linen Keeper in Medical Junior Assistant.
- (g) Education / Health and Family Welfare Dept.
- (h) Supervisor in Nizamia General Hospital and of Indian Medicine and Homeopathy Department.

Category (4) :

Assistant-cum-Typist

Assistant-cum-Typist including Clerk - cum - Typist or Junior Assistant cum-Typist, Store Keeper-cum-Typist in Women Development and Child Welfare Department. Furniture Clerk in Raj Bhavan, Typist-cum-Clerk in excise and other Departments.

Category (5):**Telephone Operator:**

Telephone Operator including Receptionist-cum-Telephone Operator of Forest Department and Receptionist in State Archives Department.

Class - B:

Special Category Stenographer.

Category (1) :**Special Category****Steno:****Category (2)**

Senior Stenographer including the posts in the basic scale of pay of Senior Steno: Senior Stenographer and differently designated such as :-

- (i) Senior Steno
- (ii) U.D. Steno
- (iii) Steno, Grade-III

Category (3)**U.D. Typist**

- (i) U.D. Typist (Urdu)
- (ii) U.D. Typist (Hindi)
- (iii) U.D. Typist (Telugu)
- (iv) U.D. Typist (English)

Category (4)**Junior Steno / Typist**

- (a) Typist / Junior steno including posts in the basic scale of pay as that of though differently designated such as:
 - (i) Steno-Typist
 - (ii) L.D. Steno
 - (iii) Steno-Typist-cum-Telex Operator
- (b)
 - (i) L.D. Typist (Telugu)
 - (ii) L.D. Typist (Hindi)
 - (iii) L.D. Typist (Urdu)
 - (iv) L.D. Typist (English)
 - (v) Junior Steno (Telugu)
- (c) Library Clerk-cum-Typist in Andhra Pradesh Information Centre, New Delhi.

Note:-

- (a) The term "basic scale of pay" used in this rule refers to the scale of pay of a post in which it is sanctioned and not the scale of pay given to the holder of the post after completion of 8, 16 or 22 years of service under the automatic advancement scheme.
- (b) There shall be no future recruitment to the category 3 of Class-B viz., U.D. Typist. As and when the present incumbents vacate the posts, they shall automatically deemed to be downgraded to that of Typist under Category-4:

3. METHOD OF APPOINTMENT :

- (a) Subject to the other provisions in these rules the methods of Appointments to the several categories in this service shall be made as follows :-

Category (1)	Post (2)	Method of appointment (3)
Class-A		
Category (1)	Superintendents including the other posts categorised as such in rule 2.	(i) By promotion from Category 2 of Class-A (ii) By conversion from the Special Category Stenographer. (see also Note (1) & (9) below)
Category(2)	Senior Assistants Including the other posts included as such in rule 2.	(i) By promotion from the categories 3 and 4 of Class-A (ii) By promotion from Category-4 of Class-B. (iii) By conversion of Senior Stenos /U.D. Typists Category (2)&(3) of Class B. (see also notes (2)(3)(7)(10) & (15) below)

Category(3) Junior Assistants including the other posts categorised as such in rule-2.

- (i) By direct recruitment
- (ii) By conversion of Assistant-cum-Typist/Telephone Operators and the posts included in category 4 of Class-B who are qualified as provided in Rule 14 and 16.
- (iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service (see footnote under this table)
- (iv) By appointment by transfer of members of Andhra Pradesh Last Grade Service.

Category(4) Assistant-cum-Typist including the posts categorised as such in rule-2.

- (i) By direct recruitment.
- (ii) By conversion of Junior Assistant/Typist/Junior Steno /Telephone Operator as provided in rule 14 and 16.
- (iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service (See foot note under this table).
- (iv) By appointment by transfer of members of the Andhra Pradesh Last Grade Service.

Category(5) Telephone Operator including the posts included as such in rule 2.

- (i) By direct recruitment.
- (ii) By conversion as provided in rule 14 and 16 and 17. (see also note (II) below)

- Class - B** Special Category Stenographer.
- Category(1)**
- (i) By promotion of Senior Stenographer.
- (ii) By promotion of U.D. Typist in any language who is qualified for appointment as Special Category Stenographer. (see also note (6) and (12) below).
- Category(2)** Senior Stenographer including posts in the scale of pay of Senior Steno designated as in rule-2.
- (i) By direct recruitment.
- (ii) By promotion of Junior Steno / Typist / Assistant-Cum-Typist or other language Typists who are qualified.
- (iii) By transfer of U.D. Typist (Telugu)/(English) or (Hindi) or (Urdu) who is qualified for appointment to the post of Senior Steno. (see also note (6)(8) and (13) below).
- Category(3)** U.D. Typist including posts in the scale of pay of U.D. Typist designated as :-
- (i) U.D. Typist (Urdu)
- (ii) U.D. Typist (Hindi)
- (iii) U.D. Typist (Telugu)
- (iv) U.D. Typist (English)
- (i) By promotion of Typist in the relevant language.
- ii) By Direct recruitment if no qualified persons is available for promotion (see also notes (12) & (13) below)
- Category(4)**
- (a) Typist/ Junior Steno including post in the scale of pay of Junior Steno / Typist categorised as in rule-2.
- (i) By direct recruitment.
- (ii) By conversion of Junior Assistant / Telephone operator as provided in rule 14 and 16.
- (iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service. (see footnote under this rule)

- (b) (i) L.D. Typist (Telugu)
 (ii) L.D. Typist (Urdu)
 (iii) L.D. Typist (English)
 (iv) L.D. Typist (Hindi)

(iv) By appointment by transfer from the members of Andhra Pradesh Last Grade Service.

(i) By direct recruitment.

(ii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service. (see footnote under this rule)

(iii) By conversion of Junior Assistant/Telephone operators as provided in rule 14 and 16.

(iv) By appointment by transfer of members of Andhra Pradesh Last Grade Service. (see also note (8) (14) (16) (17) below)

*Foot Note: The reference to Record Assistants and other equivalent categories in the above methods of appointment or elsewhere in these rules covers the categories of Record Assistants, Roneo Duplicating Operators, Xerox Operators, Lift Operators **Drivers (light vehicle) and (Heavy vehicle), Senior Driver (light vehicle, Auto rickshaw Drivers, Motor cycle Messengers and Shroffs including cashier.***