



GOVERNMENT DEGREE & P.G. COLLEGE, Salur

(Re-Accredited by NAAC with "B" Grade)

(College of Excellence & District Identified Degree College)

Parvathipuram(Manyam) Dist. -535591



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PRINCIPAL
GOVT. DEGREE COLLEGE
SALUR
PARVATHIPURAM MANYAM DIST.

A.P.COLLEGIATE EDUCATION SERVICE RULES

1. Short Title

- i) These Rules may be called the Andhra Pradesh Collegiate Education Service Rules
- ii) they shall not be applicable to the teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982. In respect of teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982, separate rules shall be issued in accordance with the provisions of the Andhra Pradesh Education Act, 1982.

2. CONSTITUTION

The service shall consist of the following categories of posts.

Class A:

Category 1.	Director
Category 2.	Joint Director (H.O)/Regional Joint Director

Class B:

Category 1.	Principal, Government Degree College
Category 2.	Lecturer, Government Degree College

Class C:

Category 1.	Principal, Government Oriental College
Category 2.	Lecturer, Government Oriental College

Class D:

Category 1.

Class E:

Librarian

Category 1.

Class F:

Physical Director

Category 1.	Deputy Director
Category 2.	Assistant Director
Category 3.	Chief Auditor
Category 4.	Administrative Officer

Note: The Joint Director (H.O) promoted from the category of Principal will be inter-changeable with that of Regional Joint Director but a Joint Director (H.O) promoted from the category of Deputy Director will not be so inter-changeable.

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 classes and categories of posts shall be as follows:

<u>Class & Category</u> (1)	<u>Method of Appointment</u> (2)	<u>Appointing Authority</u> (3)
<u>CLASS - A</u>		
1. Director	By promotion from Category 2 of Class A	Government
2. Joint Director (Head Office)	i) By promotion from Category 1 of Class B OR ii) By promotion from Category 1 of Class F	Government
Regional Joint Director	i) By promotion from Category 1 of Class B	Government
<u>Class - B</u>		
1. Principal, Government Degree College	i) By promotion from category 2 of Class B	Commissioner / Director of Collegiate Education.
2. Lecturer, Government College	i) Direct Recruitment ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class - C</u>		
1. Principal, Government Oriental College	By promotion from Category 2 of Class C	Commissioner / Director of Collegiate Education.
2. Lecturer, Govt. Oriental College	i) By Direct Recruitment ii) By recruitment by transfer from Junior Lecturers in Sanskrit working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class-D</u>		
1. Librarian	i) By Direct Recruitment ii) Recruitment by transfer from Graduate Librarian working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.

Class E		
1. Physical Director	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii) Recruitment by transfer from Physical Director working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education.
Class - F		
1. Deputy Director	By promotion / transfer of Assistant Directors and Chief Auditors (Gazetted) working in the O/o in the Office of the Commissioner / Director of Collegiate Education and Administrative Officers in the mufassils.	Commissioner / Director of Collegiate Education.
2. Assistant Director	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education and Superintendents and Auditors in the offices of the Regional Joint Directors of Collegiate Education.	Commissioner / Director of Collegiate Education.
3. Chief Auditor	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.	Commissioner / Director of Collegiate Education.
4. Administrative Officer	By recruitment by transfer from Superintendents / Auditors working in the Office of the Commissioner / Director of Collegiate Education and Superintendent working in the Offices of the Regional Director of Collegiate Education I Government Degree Colleges.	Commissioner I Director of Collegiate Education.

Note:

1. Promotion to the Post of Joint Directors in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad, in the ratio of 1 : 1.

2. The post of Deputy Director in the O/o the CCE/DCE shall be filled up by promotion/transfer of Asst. Directors and Chief Auditor (Gazetted) working in the O/o the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the 1st, 4th and 7th vacancies shall be filled up from a combined cadre of Assistant Directors and Chief Auditor (G), while the remaining vacancies shall be filled up with Administrative Officers.
3. The post of Administrative Officer shall be filled up by recruitment by transfer of Superintendents and Auditors in the office of the Commissioner / Director of Collegiate Education and Superintendents working in the Offices of the Regional Joint Directors of Collegiate Education / Government Degree College and in a unit of 3 vacancies, the 2nd shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1st and 3rd vacancies shall be filled in by the Superintendents working in the offices of Regional Joint Directors of Collegiate Education / Government Degree Colleges.
4. The persons working as Assistant Lecturers, Tutors and Demonstrators and junior Lecturers who were allowed the Pay Scale of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt.03.07.1978 read with G.O.Ms.No. 423, Education, / G.O.Ms.No. 37, dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
5. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled by recruitment by transfer from among Junior Lecturers possessing the requisite qualification.
6. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
7. The persons working as Assistant Lecturers in Sanskrit and Junior Lecturers in Sanskrit who were allowed the Pay Scales of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education, dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt. 03.07.1978 read with G.O.Ms.No. 23, Edn., dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
8. The posts of Lecturers in Category 2 of class C, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled up by direct recruitment and 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.
9. In making appointments to the posts of Librarians, out of 4 vacancies, 2nd vacancy shall be filled by direct recruitment and the 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from the Graduate Librarian working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

10. In making appointments to the posts of Physical Directors, out of 4 vacancies, 2' vacancy shall be filled up by direct recruitment and the 1st, 2nd and 4th vacancies by recruitment by transfer from among the Physical Director working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

4. Conditions of Appointment

- (i) Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.
- (ii) In respect of teaching and non-teaching staff of private aided colleges taken over by the Government prior to 27.01.1982, the following procedure will be followed for absorption and seniority in Government.
 - la) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be given for the past aided service rendered under the private management.
 - b) In respect of Principals, the aided service rendered by them as Lecturers will be given 50% weightage for absorption and seniority in the cadre of Principals only if he/she has completed 15 years of aided service as Lecturer on the date of absorption into Government Service. In case he/she has not completed 15 years of service, his/her absorption and seniority as Principal in Government service will be counted from the date he completes 15 years of total service in both aided and Government.

5. Reservation of Appointments

- (a) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.
- (b) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

6. Age:

No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 33 years of age on the 1st day of July of the year in which notification for the selection is made (as per G.O.Ms.No. 336, GA (Ser.A) Dept., dt.30.7.2002. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Andhra Pradesh State and Subordinate Service Rules.

7. Minimum Service for promotion:

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he has put in 3 years of service in the category from which promotion or appointment by transfer is made.

8. Qualifications.

No person shall be eligible for appointment to the category of post in the class specified in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column 3 thereof.

9. Probation.

- (a) Every person appointed by direct recruitment to any post in the service shall from the date on which he commences probation, be on probation for a period of 2 years on duty within a continuous period of 3 years.
- (b) Every person appointed by transfer or by promotion shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of 2 years.
- (c) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of A.P. State Et Subordinate Service Rules, 1996.

10. Tests:

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

TABLE

Member of service (1)	Tests (2)	Purpose (3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College.
ii) Lecturer in Government Degree College appointed by Recruitment or Recruitment by transfer from category of Junior Lecturer in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
iii) Lecturer in Government Oriental Colleges	Accounts Test for Executive Officers	For promotion as Principal of Government Oriental Degree College
iv) Lecturer in Government Oriental Colleges appointed by Direct Recruitment or recruitment by transfer from the category of Junior Lecturers in Sanskrit in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation

v) Assistant Director! Chief Auditor / Administrative Officer.	Accounts Subordinate Part I and II	Test for Officers	For promotion as Deputy Director
vi) Superintendent Auditor	Accounts Subordinate Part I and II	Test for Officers	For appointment by transfer as Assistant Director / Chief Auditor / Administrative Officer.

Explanations:

- 1) In the cases of persons appointed by direct recruitment they shall pass the test prescribed within the period of probation and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.
- 2) A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)

11. Unit of appointment:

For the purposes of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the units of appointment for the posts indicated in column (1) of the table below shall be a zone as specified in Column (2) thereof:

<u>Posts</u> (1)	<u>Unit of appointment</u> (2)
I) 1) Regional Joint Director	

- 2) Principals in Government Degree Colleges
- 3) Principals in Government Oriental Colleges
- 4) Administrative Officers in the Offices of Regional Joint Directors of Collegiate Education and Government Degree Colleges.

II)

- 1) Lecturer in Government Degree College
- 2) Lecturer in Government Oriental College.
- 3) Librarian in Government Degree College
- 4) Physical Director in Government Degree College

State wide post

Zone-I:

Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts

Zone-II:

Comprising East-Godavari, West-Godavari and Krishna Districts

Zone-III:

Comprising Guntur, Prakasam and Nellore Districts

Zone-IV:

Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts

Zone-V:

Comprising Adilabad, Karimnagar, Warangal and Khammam Districts

Zone-VI:

Comprising Nizamabad, Medak, Mahabubnagar, Nalgonda and Ranga Reddy and Hyderabad districts, excluding City of Hyderabad

City cadre:

Comprising the City of Hyderabad

12. **Training.**

Every persons promoted from Category-2 of Class-B to Category 1 of Class B and from category 2 of Class C to Category 1 of Class C shall undergo administrative training that may be prescribed by the Government.

ANNEXURE
(See Rule 8)

Class and Category of post	Method of	Educational Qualification
(1)	(2)	(3)
Class A Category 2 Joint Director/	Regional Joint Director By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
Class B Category 1 Principal, Government Degree College	By promotion	<p>i) Must possessa Master's Degree with a minimum of 55% ofmarks or its equivalent degree or grade of B in the 7 points scale with letter grades 0,A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of of teaching as a Lecturer in Government Degree College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class B Category 2 Lecturer, Government Degree College	i) By Direct Recruitment	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades Q A B C D E & F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

	ii) Recruitment by transfer from Junior Lecturers in the relevant subject working in Government Junior College	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E & F at the Master's Degree level, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
Class C Category 1 Principal, Government Oriental College	By promotion	<p>i) Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades 0, A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification.</p> <p>iii) An experience of 15years of teaching as a Lecturer in Government Oriental College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class C Category 2 Lecturer, Government Oriental College	i) Direct Recruitment	<p>i) Good academic record with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E & F at the Master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) They should have passed National Eligibility Test (NET) for Lecturers conducted by UGC,</p>

		CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
	<p>ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.</p>	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F at the Mater's Degree Level, in the relevant subject, obtained from the Universities recognized in India.</p>
ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.		
	i) Direct Recruitment	<p>i) Good academic record with a Master's Degree in Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F or equivalent Degree, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
Class-D Category Librarian	i) Recruitment by transfer	<p>i) Good academic record in Master or Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades, 0, A, B. C, D, E Et F or an equivalent degree from an Indian University.</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

Category 3 Chief Auditor	By recruitment by transfer	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education</p> <p>Must have 3 years of experience as Auditor in the Collegiate Education Department</p>
Category 4 Administrative Officer	By recruitment by transfer	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education.</p>

NOTE:

- 1) The minimum qualification for the post of Lecturer in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.
- 2) A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
- 3) A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D degree holders who have passed their Master Degree Prior to 19.09.1991.
- 4) NET/SLET shall remain the compulsory requirement for appointment as Lecturer. However, the candidates who have M.Phil degree in the concerned subject are exempted from passing NET/SLET for U.G. level teaching and those who have Ph.D Degree in the concerned subject are exempted from passing NET/SLET for both P.G. and U.G. level teaching.

- 5) B in the 7 point scale which is given hereunder with letter grades 0,A,B,C,D,E Et F shall be regarded as equivalent of 55% wherever the grading system is followed:

<u>SEVEN POINT SCALE</u>		
GRADE	GRADE POINT	% EQUIVALENT
0 = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
0 = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00to 0.49	00-24

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

ASUTOSH MISRHA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, A.P., Hyderabad,
The Director of Printing Press, Chanchalguda, Hyderabad
for publication of the notification in the A.P. Gazette and
send 500 copies to the Govt.

The Commissioner of Intermediate Education, A.P., Hyderabad
The Commissioner of School Education, A.P., Hyderabad
The Secretary, A.P. Public Service Commission, Hyderabad,
The Accountant General, A.P., Hyderabad
The Director of Treasuries & Accounts, A.P., Hyderabad
The Pay & Accounts Officer, Hyderabad
The General Administration (Ser) Department
The Law Deptt.,
P.S to Special Secretary to Chief Minister
P.S. to Minister (Higher Education)
P.S. to Principal Secretary (Higher Education)
SF/SC

//FORWARDED BY ORDER//

Sd/- X X X
SECTION OFFICER

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PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA.

Present : Dr.Pola Bhaskar, I.A.S.,

Rc.No.10/OP.I/2019-1

Dated: 02.08.2021.

Sub:- Collegiate Education - Engaging Contract Faculty by renewal in Government Degree Colleges for the academic year 2021-22 - Orders - Issued.

Read:- 1) G.O.Ms.No.142, Higher Education (HE) Department, dt. 09.10.2000.
2) G.O.Rt.No.94, Higher Education (CE) Department, dated 15.07.2019.
3) G.O.Rt.No.187, Higher Education (CE) Department, dated 18.11.2019.
4) G.O.Rt.No.148, Higher Education (CE.A1) Dept., dated 28.09.2020
5) G.O.Rt.No.100, Higher Education (CE.A1) Department, dt.23.07.2021.

--oOo--

In the reference 1st read above, Government have issued orders for making contract arrangement in the vacant posts of Lecturers in Government Degree Colleges during the academic year 2000-2001. Since then, the vacant posts of Lecturer in Government Degree Colleges are being filled with Contract faculty after obtaining Government orders from time to time.

In the reference 5th read above, the Government have accorded permission to the for renewal of services of 705 Contract Lecturers who worked in the preceding year i.e., 2020-21 in Government Degree Colleges for a further period of 12 months by giving (10) days break for the academic year i.e., 2021-22 from June, 2021.

In pursuance of the orders issued by the Government in the reference 5th read above, the Commissioner of Collegiate Education, A.P., Vijayawada hereby accords permission to the Regional Joint Directors of Collegiate Education/Principals of Identified Government Degree Colleges/Principals of all Government Degree Colleges in the State to renew the services of the 705 Contract Lecturers in Government Degree Colleges who were working as on 31.03.2021 for the academic year 2021-22 duly entering into a fresh contract from June, 2021, subject to condition that the contract agreement period should not be exceeded 12 months with (10) days break from 11.05.2022 to 20.05.2022 (or) till the posts are filled on regular basis whichever is earlier or until further orders from the Special Commissioner of Collegiate Education, A.P., Vijayawada by duly following the guidelines given in Annexure-I.

Further, the Regional Joint Directors of Collegiate Education/Principals of Identified Government Degree Colleges and Principals of Government Degree Colleges are requested to engage the services of 684 Contract Lecturers by way of renewal for the academic year 2021-22 in their respective zone basing on the following priorities.

All renewals must be strictly made on need based criteria taking into consideration of workload/student strength. The Principals of Identified Government Degree Colleges concerned are held responsible in scrupulously follow the procedure and guidelines in renewal of contract lecturers.

Allotment of posts

Zone-I	Zone-II	Zone-III	Zone-IV	Total
149	168	93	295	705

The following is the proposed action plan for engaging the services of Contract Lecturers by renewal in Government Degree Colleges for the academic year 2021-22.

1. All the Principals of Government Degree Colleges, Principals of Identified Government Degree Colleges and all the Regional Joint Directors of Collegiate Education in the State are permitted to engage the services of Contract Lecturers who worked in the last academic year by renewal in Government Degree Colleges for the academic year 2021-22.
2. The Regional Joint Directors concerned are directed to frame timelines i.e., publishing in leading news papers by publication of dates for receiving applications, date of counseling etc., for the renewal of the Contract Lecturers for the academic year 2021-22. They are further informed that before renewing all the Contract Lecturers, performance appraisal reports which were submitted by the Contract Faculty shall be scrutinized by the District Selection Committee.

The District Selection Committees may be constituted for renewal of contract arrangement with the following members:

- | | | |
|------|---------------------------------|--------------|
| i) | Joint Collector (Development) | - Chairman |
| ii) | Principal of Identified College | --- Convener |
| iii) | Principal of GDC concerned | --- Member |

Further, the contract lecturers who could not be renewed by the District Selection Committee shall be renewed by the respective RJDCEs.

The entire process shall be completed within 10 days from the date of receipt of these orders.

The guidelines (Annexure-I) and agreement (Annexure-II) are enclosed to these Proceedings for engaging Contract Lecturers by renewal in Government Degree Colleges for 2021-22.

The Regional Joint Directors of Collegiate Education are requested to furnish the number of Contract faculty renewed and report compliance.

Sd/- Dr.POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

To
The Regional Joint Directors of Collegiate Education,
Rajahmundry, Guntur and Kadapa.
The Principals of Identified Government Degree Colleges in the State.
The Principals of all the Government Degree Colleges in the State.
Copy forwarded to the Additional Joint Collector of the Districts concerned.
Copy submitted to the Spl. Chief Secretary to Government, Higher Education
Department for favor of information.
Copy to the Superintendents of Zone-I, II, III & IV.
Copy to the Officers concerned.
Spare-2.

//True copy attested//


JOINT DIRECTOR OF COLLEGIATE EDUCATION


ANNEXURE-I

Renewal of Contract Lecturers 2021-22

GUIDELINES

(A) The RJDCEs/Principals of Identified Government Degree Colleges / Principals of the Government Degree Colleges in the State shall fill in the clear vacant sanctioned posts.

(B) The Principals shall renew only those Contract Lecturers, who were working as on 31.03.2021 and applied for clear vacancy in the institution for current academic year 2021-22 without interview, by entering into a fresh agreement subject to the satisfactory performance of Contract Lecturers during the year 2020-21 as per the existing norms i.e., through the District Committee for renewals.

With regard to past performance of the Contract Lecturers :-

(i) The Principals of Government Degree Colleges should report the adverse remarks if any against the Contract Lecturer during the last academic year itself.

(ii) If the performance of the contract faculty is found not satisfactory or not up to the mark, the Principal of the College shall bring such cases to the notice of the above committee in advance with relevant material which may decide on merits.

(C) The posts, in which Part Time Lecturers are working on Court orders, shall be examined and if the court orders prescribe continuation, they shall not be disturbed. If not, the posts shall be deemed to be vacant due to discontinuation of the part time lecturers on dismissal of Court orders filed by them.

(D) The Principals are informed that no Contract Lecturer should be renewed wherever there is un-economic strength in the subject causing inadequate workload and the same Lecturer may be renewed in the nearby needy College with adequate work load under the jurisdiction of the present committee and such cases should be brought to the notice of the committee concerned.

- (E) In case, the services of any Contract Lecturer cannot be renewed for want of vacancies in the District, their cases may be considered within the zone. As per the Govt. Memo.No.2955/CE.I.1/2011-1, Higher Education (CE.I) Department, dated 07.07.2011, Contract Lecturers from one Zone to another Zone cannot be considered for renewals.
- (F) While renewing the services of an existing Contract Lecturer, it should be reviewed whether he/she recorded at least 40 pass percentage in the concerned paper in the University results during the last academic year and the Principal must certify to this effect. The contract faculties who have registered less than 40 pass percentage should not be renewed. If any Contract lecturer is renewed contrary to the above specification, the Principal of the College will be held responsible and would be liable for disciplinary action.
- (G) Preference should be given to accommodate the women candidates in women colleges. Male contract lecturers should not be posted as far as possible in women colleges. Where there are no women candidates, male contract lecturers may be posted in Women Colleges but they should mandatorily be above 50 years of age.
- (H) Request transfers i.e., for renewal in other colleges may be considered only in respect of spouse cases, Women Contract faculty and disabled categories keeping in view of the pandemic situation Covid-19.
- (I) The entire process should be monitored by the Committee of Additional Joint Collector, RJDCE, Principals of ID College and Principals of Government Degree Colleges concerned.
- (J) If their performance falls short of the established bench marks i.e., basing on the students feedback API scores of each quarter, their service relationship shall be extinguished.

Sd/- Dr. POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

//True copy attested//


JOINT DIRECTOR OF COLLEGIATE EDUCATION

ANNEXURE-II

Agreement for Contractual Services for the year 2021-22

An agreement made on ----- day of ----- between College Planning and Development Council (CPDC) of ----- College, represented by President (First part) and ----- (Second Part).

NOW, THEREFORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. That the party to the second part agrees to perform the teaching work in accordance with the curriculum of the University for the course from (date of permission) ----- to ----- or the last day of instruction of University concerned whichever is earlier and that the party to the second part shall carry out further instructions given to him by the College Planning and Development Council (CPDC) from time to time in the discharge of his/her duties as a teacher, mentioned in Para 1 above.
2. That the part to the second part agrees after being informed that he/she is fully aware of the fact that his/her service is being taken not to fill any vacancy either on temporary or permanent basis, that he/she will be paid a consolidated amount per month during the contract period and that his/her contract shall automatically come to an end on expiry of the said period or on report of a regular Lecturer to duty in that subject whichever is earlier. The contract shall not be treated as continuing from the past but as new contractual arrangement for limited duration.
3. That the contract is terminable by the part to first part, i.e., College Planning and Development Council at any time during the said period and the party to the second part in such case is entitled to only prorate amount till such time. In case of termination during the said period for any reasons, the party to the second part is not entitled to question the correctness of the decision of College Planning and Development Council.
4. That the part to the second part is not entitled for any other perks, allowances or any other facility except for the consolidated amount payable monthly mentioned in condition 3 above.

5. That if the part to the second part is not willing to continue as Contract Faculty, he/she should give a prior notice of one month to the party to the first part.
6. That the part to the second part shall work under the supervision of the Principal of the College.
7. That the work performance of the part to the second part will be assessed by the Head of the Department of the concerned subject/faculty as well as the Principal of the College.
 - a. That he/she is not entitled to any renewal or extension or continuation of the contract on any ground whatsoever.
 - b. That the service rendered during the contract will not be construed or reckoned as part of any regular appointment for any post in the Government and therefore no credit or weightage will be given for the service rendered in the contract period.
 - c. That if he/she registers less than 40% pass percentage in their subject(s) taught during the last year shall be terminated.
8. Teacher Evaluation by the students that the part to the first part shall take students evaluation of the party to the second part in the prescribed format circulated to all colleges in the first quarter of the contract period and if performance of the Contract faculty is not satisfactory, he/she shall be terminated.
9. That any dispute arising out of this contract shall be subject to the jurisdiction of the competent court.
10. That the relationship between the two parties is purely contractual and strictly as per the terms mentioned above.

Signature of the Party to the first
Part represented by the President CPDC

Signature-----
Name-----

Witnesses to the signature of
the party of the first part

1. ()
2. ()

Signature of the party of the
Second Part

Signature-----
Name-----

Witness to the signature of
the party of the Second Part

1. ()
2. ()

SIGNBATURE OF THE PRESIDENT
COLLEGE PLANNING AND DEVELOPMENT COUNCIL

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH : VIJAYAWADA

Present : Dr.Pola Bhaskar, I.A.S.,

Rc.No.124/OP.I/2022-3

Dated: 30.01.2022

Copy of:

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GOVERNMENT OF ANDHRA PRADESH ABSTRACT Contracting
and Outsourcing of Certain Services in Government Departments -
Enhancement of Remuneration - Orders - Issued.

FINANCE (HR-I - Plg. & Policy) DEPARTMENT

G.O. Ms. No.7

Dated:17.01.2022

Read the following:-

1. G.O.Ms.No.151 Finance (HR.I.Plg & Policy) Department, dated: 08.08.2016.
2. G.O.Ms.No.136 GA(SU.I) Department, dated: 04.11.2019.

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ORDER:

The Government, in the reference 1st read above have issued the orders fixing the remuneration for Outsourced Man power by re grouping into 3 categories i.e. Category-I, Category-II & Category-III.

2. Further, the Government in the reference 2nd read above have issued orders for establishing the APCOS (Andhra Pradesh Corporation for Outsourcing Services) for creating a transperant, accountable and sustainable Outsourcing eco system in the Government of Andhra Pradesh.

3. After careful examination of the matter, the Government here by order for enhancing the monthly remuneration to the Outsourced Man power as follows:

S.No.	Category	Remuneration per Month (In Rs.)
	Category-I:	
1	1. Senior Assistant 2. Senior Steno	

	3. Senior Accountant 4. Translator 5. Data Processing Officer	21,500/-
2	Category -II 1. Driver 2. Junior Assistant 3. Junior Steno 4. Typist 5. Telephone Operator 6. Storekeeper 7. Photographer 8. Data Entry Operator 9. Data Processing Assistant 10. Electrician 11. Mechanic 12. Fitter 13. Librarian 14. Lab Assistant 15. Cinema/Film/ Audio visual Operator 16. Supervisor 17. Manager	18,500/-
3	Category -III 1. Office Subordinate 2. Watchman 3. Mali 12,000 4. Kamati 5. Cook 6. Chowkidar 7. Cycle Orderly 8. Lift Operator 9. Lab Attendant 10. Dafedar 11. Jamedar 12. Roneo/Xerox Operator 13. Record Assistant 14. Shroff/Cashier	15,000/-

4. The enhancement of remuneration shall come into force with effect from 1st January 2022 i.e. remuneration payable for the month of January 2022.

5. The above orders shall be applicable only to the Outsourced employees under the purview of APCOS.

6. All the secretariat Departments and all Heads of Departments shall take further necessary action in the matter accordingly.

7. this Order is available in on line and can be accessed at <http://apegazette.cgg.gov.in>.

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

Shamshersingh Rawat
Special Chief Secretary to Government

// Forwarded :: By Order //

Sd/- X-X-X
Section Officer

(Copy) Communicated.

The Principals of all Government Degree Colleges and Regional Joint Directors of Collegiate Education in the State are directed to allow the enhanced remuneration in Revised State Pay Scales 2022 to the Outsourced employees working in Government Degree Colleges with effect from 01.01.2022 without any other allowances, as per the Government Orders.

Sd/- **Pola Bhaskar**
Commissioner of Collegiate Education

To
The Principals of
All Government Degree Colleges in the State.
All the Regional Joint Directors of
Collegiate Education in the State.
Copy to all DTOs/STOs concerned.
Copy to Chief Accounts Officer of this Office.
Copy to All Officers and All Sections in the Office.
Spare.2

// True Copy Attested //


Deputy Director of Collegiate Education



PROCEEDINGS OF THE SPL. COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA.

Present : Sri M.M.Nayak, I.A.S.,

Rc.No.121/Ser.II/2016

Dated: 27/11/2020

Sub:- GOVERNMENT DEGREE COLLEGES - Permission to engage
Guest Faculty in Government Degree Colleges in the State
on hourly basis - Certain instructions - Issued.

- Read:- 1) G.O.Ms.No.3, Education (CE.I-1) Dept., dated 06.01.2000.
2) G.O.Ms.No.241, Higher Education (CE.I) Department,
dated 13.10.2008.
3) G.O.Ms.No.1, Higher Education (UE.II) Dept.,dt.10.01.2012.
4) G.O.Ms.No.57, Finance (Budget.1) Dept., dated 07.04.2017.
5) G.O.Rt.No.138, Higher Education Department, dt.21.08.2017.
6) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 22.11.2017.
7) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 23.08.2018.
8) G.O.Ms.No.42, Finance (Budget.I) Department, dt.24.04.2019.
9) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 19.07.2019.

--oOo--

With reference to subject cited above, for every academic year
practicise of engaging guest faculty against sanctioned vacancies is in
vogue. As colleges have reopened and academic session started,
Government Degree Colleges Principals are requesting for engaging guest
faculty. Basing on their request and existing procedure being followed
since for years, hereby permitted to engage guest faculty in the existing
sanctioned vacancies for the academic year 2020-21.

The Government pay the remuneration to the Guest faculty at Rs.200/-
per hour not exceeding Rs.14,400/- per month limiting to 72 hours vide
Government order in the reference 5th read above.

The Government has also ordered vide G.O.Ms.No.42, Finance
(Budget.I) Department, dated 24.04.2019, the payment of remuneration
to Guest faculty has to be incurred from the Head of account 2202-03-
103-07-300-301.

All the Principals of Government Degree Colleges are directed to
engage guest faculty subject to following conditions:

1. All the Principals of the Government Degree Colleges in the State
are requested to engage the guest faculty in the respective subjects
against sanctioned posts (excluding the Lecturers who are working
under Regular, Deputations, on duty, Redeployed, Part Time
Lecturers continuing on Court Orders and Contract Faculty etc.).

2. The guest faculty should be engaged against the vacant sanctioned post only.
3. The guest faculty should be engaged if there is a spill over work load of minimum 10 hours per week.
4. The guest faculty shall be engaged for the academic year 2020-21 from 1st Sept., 2020 since the guest faculty were involved in academic activities from September 2020 onwards for online classes, evaluation, LMS work etc.
5. After engaging guest faculty, the information regarding subject wise number of guest faculty has been engaged should be submitted to this office through RJDCE concerned.

In view of the above instructions, the Principals of all Government Degree Colleges in the State are hereby instructed to draw and disburse the honorarium to the guest faculties engaged by them for the academic year 2020-21 under the head of account 2202-03-103-07-300-301. Any deviation in the above instructions, the Principals concerned will be held responsible.

The Director of Treasuries and Accounts, A.P., Amaravathi is hereby requested to communicate these orders to all the District Treasury Officers/Sub Treasury Officers in the State and to instruct to admit the claims presented by the Principals of all Government Degree Colleges by the concerned Treasury Officers all over the State.

M M Nayak
SPL. COMMISSIONER OF COLLEGIATE EDUCATION

To
All the Principals of Government Degree colleges in the State.
Copy to all the Regional Joint directors of Collegiate Education in the State.
Copy forwarded to the Director of Treasuries and Accounts, A.P., Amaravathi.
Copy forwarded to the DTOs/STOs in the State.
Spare-1.

Signed by M M Nayak
Date: 27-11-2020 06:11:47
Reason: Approved

Andhra Pradesh Leave Rules, 1933

- A.P.Leave Rules came into existence w.e.f 4.10.1933.
- These Leave Rules are applicable to all employees working in the Govt. Offices/Institutions/Societies and Local Bodies including employees workings in the Vacation department.
- The Govt. Servant should specify his clear address in his leave application (FR – 74)

- Leave cannot be claimed as a right.(Prior permission must be obtained. The leave should be properly sanctioned, proper relief and proper handover of charge)
- Cannot be compelled to take leave against the wishes of Govt. Servant.(FR 67)
- will full absence from duty may be treated as dies-non.(FR-18)
- Nature of leave sanctioned cannot be altered by the sanctioning authority.
- Recall from leave and Preponement of leave.
(FR - 70, Rule 76 of AP TA Rules and FR – 72)
- No employment should be undertaken by the Govt. Servant during leave.(FR – 69)

- Public Holidays are allowed to be suffixed and prefixed to the leave applied.
(Govt.Memo.No 865/1210/FR-1, Dt.25.9.81)
- Local holidays are not allowed to be suffixed or prefixed to the leave application.(FR-68)
- No leave should be sanctioned to the Govt. Servant when disciplinary authority has decided to dismiss, remove or compulsory retire from service and leave also shall not sanctioned to a suspended employee. (FR 55 and 74)

A Govt. Servant shall be deemed to have resigned from service if he/her:

1. If absent without authorization for a period exceeding 'one year'.

2. Remaining absent from duty for a continuous period exceeding (5) Years without or with leave.
3. Continuous on foreign service beyond approved by the Govt. (FR-18(a) and 5(a) and(b) of leave rules)

The following are the duty periods:

- 1) Casual Leave and Optional Holiday,
- 2) Public Holidays,
- 3) Prefix or suffix to the leave period,
- 4) Vacation Period,
- 5) Foreign Service,
- 6) Joining Time,
- 7) Sanctioned leave,
- 8) Compulsory wait and
- 9) Date of Death. (Rule-4(a) & AP Revised Pension Rules ,1980)

1. Casual Leave and Optional Holiday

- Included in Annexure – VI of FR
- Maximum availment in calendar year (15 days, if not availed lapse.
- Period availment should not exceed (10) days, including prefix and suffix.
- For temporary employees sanction depends upon the discretion of the sanctioning authority.
- Grant of half day casual leave either FN or AN allowed.
(G.O.Ms.No.112 Fin. Dt.3.6.1966)
- (5) days addl. Casual Leave for women teachers.
(G.O.Ms.No.374 GAD, Dt.16.3.1996 and Govt. Memo.No.2334 GA (SWD) Dept, Dt.2.5.2011)
- Similar facility extended to women Jr. Lectures.
(G.O.Rt.No.3 Higher Edu. (E1) Dept, Dt.5.1.2011.)
- (5) Optional Holidays can be utilized in a calendar year from the given list.

2. Compensatory Casual Leave

- CCL can be sanctioned in lieu of working Public Holidays.
- Maximum accumulation 7 days (10) days can be availed in a calendar year.
- CCL should be utilized within (6) months from the date of leave credit. (G.O.Ms.No.35, GAD Dt.16.11.1981)

3. Spl. Casual Leave

Occasion

No. of days Leave

1. Donation of Blood (G.O.No.137, Dt.23.2.84.)	-- (2)days. One day on the date of donation. Another Spl. CL to be utilised within six months.
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2. Summons to give witness in a court in which his private interest is not Issue. attendance	-- As per attendance Certificate.
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For Family Planning Operations

1. Male – Vasectomy -- (6) working days
(G.O.Ms.No.607, Dt.12.11.91)
2. Female-Tubectomy (1st & 2nd) -- (14) working days
(G.O.Ms.No.124 F&P, Dt.13.4.1982)
3. Male for Tubectomy of wife (1st & 2nd) -- (7) days
4. Incertion of contraceptives -- 1 day
5. Recanalisation (Both) -- 21 days
6. Hysterectomy Operation -- 45 days
(G.O.Ms.No.52, Dt.1.4.2011)
- 7.Spl.casual Leave for Teachers -- 7 days
(G.O. Ms.No.47, Dt.19.2.1965)

Sports

1. For participating in sporting events -- 30 days

If (30) days exceeds treated as regular leave.

2. Principal Office bearers of recognized service

Associations -- 21 days

3. To participate in Rallies, Camps etc.,

Organized by AP Bharat Scouts and Guides -- 10 days

4. Elected President and Secretary of National

Sports Bodies -- 15 days

5. AP Secretariat Cultural Association Members

For dramas . -- 6 days

6. Members of Institutions Engineers:

a) For attending annual Meeting at Hyderabad -- 7 days

b) For attending annual convention to any part -- 10 days
of the country.

4. Earned Leave

Rules 8, 10, 17 and 20

- All Temporary and Permanent Govt. Employees are eligible for Earned Leave.
- Earned leave is earned for duty and leave also except EOL.
- Advance credit for Permanent Govt. Employees (15) days on 1st Jan and 1st July, Total (30) days and for Temporary Govt. employees (8) days on 1st Jan and 1st July Total (16) days.
- Those who are retire in the in the middle of the spell 2 ½ days credits should be given for each Month. In respect of temporary (1) day per month for 1st (2) months, (2) days for 3rd month and so on should be given.

- The credit afforded should be reduced by 1/10 of the period of dies-non or EOL if any in the previous half year.
(As per G.O.Ms.No.384 Fin Dept, Dt.5.11.77)

EL credit for Vacation Department

- Vacation department means a department where vacation exceeds (15) days such as School, Colleges and Judiciary Dept. (FR - 82)
- Advance credit for Permanent employees (3) days on 1st Jan and 1st July, Total (6) days and for Temporary Govt. Employees (2) days on 1st Jan and 1st July Total (4) days.

- If the vacation is not availed, Addl. EL will be credited to leave account. If the vacation is availed below (15) days total leave will be credited to his account.
(FR-82(B)).

27 x Vacation availed leaves

Total leaves

- Either on the day of vacation starts or on the days of vacation close, the Govt. Servant should be on duty. If not the vacation period will be treated as regular leave.
- Vacation can be availed in combination of any kind of leave that should not exceed 180 days.
- The maximum accumulation of EL has been further enhanced from 240 to 300 days w.e.f. 16.9.2005 vide G.O.Ms.No.232 Fin.(FR.I)Dept.Dt.16.9.2005. For Temp. Employees maximum accumulation (30) days.

- The maximum E.L can be granted at a time only (120) 180 days as per **G.O.Ms.No.153 Fin (FR.I) Dept Dt.4.5.2010 and Rule 10 and 17(2)**.For Probationers – 120 days (**Rule - 22**)and Temp employees (30) days (**Rule-24**).
- Addl. Credit of EL(30) days in (2) installments 15 days each to the police personnel of the rank of Inspector and below as **per G.O.Ms.No.187 F & P Dt.29.6.79, G.O.NMs.No.323 F & P Dt.11.11.80 and G.O.Ms.No.355F & P Dt.17.2.1980.**

Recasting of Leave (Rule 20)

- Leave has to be recast from the date of regularization after declaration of probation period.
- The leave availed during the period remains the same , only leave balance will increase.

- The addl. credit consequent of recasting of leave shall be availed later date.

Surrender of Earned Leave

- Introduced from 13.8.1969.
- The Govt. Employee can surrender EL (30) days maximum and can received cash value in lieu of the leave so surrendered.
- Leave sanctioning authority is the competent authority to sanction SL.
- Validity for SL proceedings is (90) days from the date of sanction. (Govt.Memo.No.27/423/A2/FR-I/97-1, Dt18.8.97.)
- There should an interval of 24 months gap between one surrender to another to surrender (30) days and 12 months for 15 days. For Temp. Employees 24months for surrender (15) days EL.

- Govt. permits employees who have balance more than 285 days of EL as on 30th June, can surrender EL without waiting for completion of (12) months. The above instruction continued from 2011-12 onwards.

(Govt.Memo.No.14787-C/278/FR-1/2011, Dt. 22.6.2011).

- In the cases where date of sanction of SL is on 1st Jan and 1st July, debit has to be made 1st and credit entry later.

5.Half Pay Leave

- Every Permanent Govt. Employee earns (20) days of HPL for ever completed year of service including EOL and there should be no limit for max. accumulation.(Rule – 13(a), 18(a) and 23(1))
- Grant of HPL either on medical certificate or Private affair. No limit for sanction of HPL (Rule – 11)

- During HPL a Govt. Employee is entitled to half-pay + Half DA only irrespective of scale of Pay. HRA/CCA full up to (180) days.
(Govt. Memo.No.14568/-A/63/PC1/2010, Dt.31.1.2011).
- Temp. Employees are not eligible.

HPL on full Pay

- HPL on full pay can be granted to a Permanent Govt. Servant for (6) months who are suffering from Heart diseases, Cancer, Mental illness and Renal failure (Kidney). If HPL balance is not available in his account this facility should not be availed.
(G.O.Ms.No.268 F & P (FW FR-1) Dept., Dt. 28.10.1991.)

Leave not due (Rule – 15 C and 18 – C)

- Leave not due can be sanctioned and debited to HPL account to a Permanent Govt. Employee when there is no balance in EL/HPL account and should be adjusted by later accumulation of HPL.
- To be granted on medical grounds only.
- Max. limit for availment period is (180) days during entire service.
- While sanctioning leave not due left over service should be taken into account.
- Temp. Employees are not eligible.
- If resigned or Voluntarily retired after availing leave, before adjustment of minus balance, salary paid should be recovered. If compulsory retirement due to medical illness and incapacitating from service, then dies no recovery.

6. Commuted Leave

- To be granted on medical certificate.
- Availment limited to (240) days during entire service.
- Twice the no of HPLs debited to HPL account.
- EL + Commuted Leave can be combined with shall not exceed (180) days. (Rule – 15B)
- Commuted leave cannot be granted on private affair.

7. Extra Ordinary Leave

- May be granted to a Permanent Govt. Employee in Spl. circumstances.
- EOL can be granted when no other leave admissible to him but it can also be granted other leave being admissible . (Rule – 16(ii) and 19)
- On request by the Govt. Servant in writing.

- For Temp. Govt. Servants EOL shall be not exceed (3) months.
- If completed 3 years of service (6) months on medical grounds.
- For under going Leprosy treatment – 18 months.
- For treatment of cancer and mental illness – (12) months. For prosecuting higher studies in Public interest after completion of (3)years of service –(24) months.(Rule 23(a)).
- EOL above (36) months is non-qualifying service for pension.
- EOL on medical grounds counts for pension.
(Rule 21 of AP Revised Pension Rules-1980)

As per G.O.Ms.No:155: Fin (FR – i) Dept.,Dt:4-5-2010

- Ex-Gratia Allowance to Government Employees on EOL for treatment for Leprosy/TB/Cancer mental Illness /Heart Deceases/Kidney failure
- **(Non Gazetted Officers)**
Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his Pay subject to a Min of Rs 5770/- and Max of Rs 7490/- per month. Whose drawing pay in R.P.S.2010.
- **Class IV Employees**
Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)
- HPL Encashment at the time of Retirement as per GO Ms No.154/Fin FR I Dept(Dt 4.05.2010)

F O R M U L A

- (c) Cash payment of Half pay leave component =HPL Pay admissible on date of Retirement +DA admissible on the dt.30XNo of days of HPL at credit subject to the total of EL and HPL at credit not exceeding 300 days.

8.Special Disability Leave (Rule – 83)

- Govt. is competent to sanction leave.
- The leave in no case shall not exceed (24) months in the entire services
- For Gazetted Officers certificate by Medical Boards and in the case of NGOs Civil Surgeon is necessary.
- For 1st 180 days full pay is given and for the remaining period half pay.
- It may be granted more than once.
- It may be granted to sustain injuries and road accidents while proceeding on official duty from office to another office or Court or a work spot on the field. But not road accident while going to office from residence and vice versa.(G.O.Ms.No.133 F & P Dt.10.6.1981)
- Leave shall not debited against the leave account.

9. Hospital Leave

(FR 101 (b))

- Temporary Govt. servants are not eligible.
- All employees specified in SR 2 under FR 101 (b) are eligible for hospital leave (Risk born duties).
- The employee will drawn half pay leave salary.
- Should not exceed (6) moths in every 3 years of service.

10. Study Leave

(FR – 84)

- Leave is granted by Govt. only.
- Not to be granted to NGOs.
- For the study of Scientific, Technical and similar programmes, it should serve public interest.
(2) years in the entire service.
- Leave shall not debited against the leave account.
- The employee will drawn half pay leave salary.

11. Maternity Leave

(FR – 101 (a))

- Admissible to married female Govt. Servants less than (2) living children for a period not exceeding 180 days for each confinement.

(G.O.Ms.No.152 Fin (FR I)Dept Dt.4.5.2010.)

- In case of miscarriage – (6) weeks
- The leave application should be supported by medical certificate.
- This leave can be combined with any kind of leave with support of medical certificate.
- HOD is competent to grant leave.
- If the leave falls during vacation, the leave and vacation put together should not exceed (180) days.

(G.O.No.152 Fin (FR_I) Dt.4.5.2010)

Maternity Leave to Contract/Outsourcing Employees

- (180) days paid maternity paid leave sanctioned to Contract/Outsourcing Women employees for the 1st two deliveries w.e.f. 1.4.2019.
(G.O.Ms.No.17 Fin.(HR.I – Plg & Policy Dept, Dt.31.1.2019).
- Leave shall not debited against the leave account.

12. Child Care leave

(G.O.Ms.No.132 Fin HR-IV-FR Dept., Dt.6.7.2016)

- 2 months (3) spells below 18 Years
(Disable children up to 22 Years) can be sanctioned.

13. Perternity Leave

- Married male Govt. Servants are eligible with less than two living children.
(G.O.Ms.No.231, Fin (FR.I) Dept., Dt.16.9.2005)
- Can be availed (15) days at the time of delivery or after six months from the date of delivery.
- Leave sanctioning authority is the competent authority.

14. Leave for Employment in Abroad

- Permanent Govt. Servant who desires to work at abroad is eligible for (5) years EOL with prior permission of Govt. on employment proof.
- If not joined after completion of leave that can be treated as cease the employment. (G.O.Ms.No.756 Fin (FR I) Dept., Dt.7.8.20)
- There should be no disciplinary proceedings and there should be no dues to Govt.

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES - STATE SERVICES - Andhra Pradesh Collegiate
Education Services Special Rules - Issued.

HIGHER EDUCATION (CE.I-1) DEPARTMENT

G.O.Ms.No. 47

Dated: 14.05.2007.

Read the following:-

1. From One Man Commission (SPF Services) General Administration Department, Lr. No. 380/OMC/(SPF.Ser)/90-1, dt:20.09.1990.
2. From the Director of Collegiate Education, A.P., Hyderabad, D.O.Lr. No. 1650/Ser.I-1/2000, dated: 26.10.2002.
3. From the Secretary (I/C), A.P. College Service Commission, Hyderabad Lr. No. 428/RR/2007, dated: 0,05.2007.

oOo

ORDER: -

The following notification shall 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 of all other powers hereunto enabling the Governor or Andhra Pradesh Collegiate Education Service in supercession of the Special and Adhoc Rules issued in the following G.Os from time to time, so far as they relate to the posts included in these Special Rules:

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20,1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

(P.T.O)

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP, Mangalagiri

Present: Dr. Pola Bhaskar, IAS

File No:01 /APCCE/Academic Cell/AGO/2022-23

Dated: 23 -09-2022

Sub:-Collegiate Education—Allocation of job roles for Academic Officers working in the Academic Cell, O/o CCE AP- Communication of Job Chart - Reg.

Ref: CCE's instructions .

Attention is invited to the subject cited and to the fact that the academic cell plays a vital role in monitoring and providing guidance to the Government Degree Colleges (GDCs) and Private Aided Colleges (PACs) under the purview of Collegiate Education. The Academic Functions are performed by Academic Cell wherein the Academic Guidance Officer (AGO) is supported by the Academic Officers. It has been a proud reality that the Academic Cell has a long tradition of execution of Government policies in line with National policies (viz: UGC policies, CBCS phase I & II, NEP:2020) with regard to quality, access, equity, and accountability in matters of Assessment & Accreditation for quality sustenance & funding related issues, Admissions, Student Talent Promotion, extra-curricular activities, Research & incubation, Teacher awards, student employability related initiatives like internships, CSP, JKC etc for producing work ready graduates.

The main objective of the academic cell is to create and sustain academic ambience in the colleges through the integration of technology with monitoring in Teaching-Learning Processes, implementation of Continuous internal Assessment (CIA), Development of quality LMS, Grievance redressal Mechanism.

In view of the above, each academic officer is **allocated** specific job roles & responsibilities for optimum utilization of their services and for realization of desired outcomes. Out of the fifteen (15) academic Officers serving in the Academic Cell, Nine (09) of them are given the responsibility of monitoring & coordinating with the Nodal Resource Centers (NRCs).

Further, it is the responsibility of the academic officers to maintain and update the entire data pertaining to their Job roles and should attend additional works given from time to time depending on the initiatives.

Sd/- Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

Enclosure:

Job Chart for Academic officers (Annexures-I,II & III)

To

All the Officers of Academic Cell

All the Principals of GDCs

// ATTESTED //

Indu S.
23/9/22
Academic Guidance Officer

Commissionerate of Collegiate Education, Govt. of AP

Job Chart for Academic Officers

I. Specific Subject allocation for Academic Officers					
S.No	Ac member	Name of the Academic Officer	Subject	Job Chart & Description	Supporting Team members
1	AC-1	Sri.P.Sreedhar	Computer Science	Implementation of all IT Initiatives and related matters	Smt J Jyothi & V Babu Ramjee, Dr.N.Srinivasa Rao Dr.Manisha
2	AC-2	Smt. J. Jyothi	Computer Science	1. LMS -content generation of Core subjects 2. Cadre Strength 3. Data Management	Sri V Babu Ramjee & Dr.Malathi Dr.Renuka
3	AC-5	Dr.A.Ram Gopal	Chemistry	1. JKC and related matters 2. Employability Skills 3. Content generation for Employability Courses 4. Faculty Development Programmes 5. TECH Fests and related matters 6. SDGs	DrVenkateswarlu Dr.Sailaja, J.Jyothi
4	AC-7	Dr.K.Vijaya Babu	English	1. Accreditation, Ranking and related matters 2. Academic Audit 3.Messages, Speeches, Notes , Books, Brochures preparation	All AC Members
5	AC-15	Dr. Ch. Manisha	Computer Science	1.Internships implementation and related aspects 2. Industry Connect 3. Career Guidance 4.Placement Assistance Activities	R.Ravikiran Dr.V.Venkateswarlu & Dr.Malathi
6	AC-6	R.Ravi Kiran	Political Science	1.UGC and GOI Schemes 2. Correspondance with Universities 3. Matters related to Autonomy 4 Policy matters 5. State Awards and Rewards 6. Infrastructure Management of NRCs	Dr K Vijay Babu Dr John Kiran Dr.Vara Prasad & all Acmembers during State Awards time

II. Duties and Responsibilities of Academic Officers

Academic Officer will be allotted NRCs and each member should have updated information about the following aspects of the NRCs and the colleges mapped to the NRC

General Information:

1. Profile of the College
2. Infrastructure facilities including college land, building, Compound wall
3. Provision of basic facilities
4. College timings and present functioning place details if own building is not provided
5. Face Recognition Attendance System
6. Student strength, Course wise, Category Wise and drop out rate
7. Cadre strength (Teaching and Non-teaching) including additional requirements and surplus if any
8. Information about hostel facilities, students if there a college attached hostel

Information on IT initiatives :

9. TLP data uploading, Deviations and recouping
10. Website details, URI, updation, official contact no. Mail id
11. Google suite details and utilization
12. MIS Updation

13. Usage and data related to other APPs – Grievance Redressal Mechanism app, Fee collection Monitoring App, Internship Monitoring App and Student Assessment Monitoring APP, LMS

Curricular Aspects:

14. Courses offered and Fee structure
15. Admissions in to UG and PG Courses
16. Implementation of Academic calendar
17. Academic records
18. Implementation of Community Service Project, Internship, Certificate courses

TLE (Teaching, Learning and Evaluation):

19. Conduct of classes, theory and Practical classes
20. Lecturer wise Annual Curricular Plans
21. Implementation of all Curricular, Co-curricular and Extra Curricular activities
22. Course wise, class wise, Lecturer wise Result Analysis
23. Student Induction Programme
24. Remedial Classes
25. Bridge courses for new students

<p>Skill Initiatives</p> <ul style="list-style-type: none"> 26. Skilling activities-JKC, CISCO, Microsoft Upskilling Training 27. Implementation of LSCs and SDCs 28. MOUs for internships 29. Online courses 30. Career guidance and Placement assistance <p>Quality Initiatives:</p> <ul style="list-style-type: none"> 31. NAAC Preparations and documentation 32. Best Practices of the Colleges 33. Staff and students achievements and awards at state level, national and international level 34. Research activities 35. NRC meetings and activities 36. Monthly News Letter preparation and uploading on to CCE website 	<p>Conduct of Extracurricular activities – Inclusive Centre, NCC, NSS, RRC, activities of all Clubs, Community Awareness programmes etc.,</p> <p>Utilisation of Resources:</p> <ul style="list-style-type: none"> 37. Library books utilization, Records maintenance, N list subscription, 38. Maintenance and utilization of laboratories 39. Utilisation of resources- LMS, Digital Classrooms, Virtual Class rooms 40. Utilisation of Gymnasium and Play ground 41. Utilisation of sanctioned budget 42. UGC and GOI Schemes, 2f & 12 B status 43. Preparation and submission of proposals for various schemes, research projects basing on the level of the college 44. Submitting information to AISHE, NIRF etc., 45. Any other information related to the college
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III. NRCs and Additional Jobchart allocated to Academic Officers						
S.No	Ac member	Name of the Academic Officer	Subject	NRC allocated	Additional Job Chart	Supporting Team members
7	AC-3	Dr.Y. Venkateswarlu	English	NRCs - GDC, Tanuku and VSK GDC(A), Vizag	Infrastructure facilities at colleges, Alumni Association	Dr. N.Srinivasa rao Dr.Sailaja Dr.Malathi Rekha
8	AC-4	Dr.Sailaja	Chemistry	GDC (PR)(A), Kakinada	Content Generation	Dr A Ramgopal Dr.Venkateswarlu Dr.Manisha
9	AC-8	Dr.John Kiran	Telugu	GDC(M), Srikakulam	Training Programmes/RC/OC, NIRF/AISSHE	Dr K Vijay Babu , Dr Ram Gopal, Dr.Y.Venkateswarlu, Dr.Sailaja
10	AC-9	Sri.V. Babu Ramjee	Physics	GDC, Cheepurupalli and GDC, Paderu	Student Talent Promotion, Annual Fest, ASAR/AADPI, Result Analysis, Fee structure	Smt. J Jyothi, Dr.Sailaja Dr.Vijay Kumar and all members during Annual Fest
11	AC-10	Sri.E.Vara Prasad	English	GDC (PVKN)(A), Chittoor & BT College, Madanapalli	CIA, Circulars, Letters, Minutes of Meetings, Audit paras	Dr. N.Srinivasa Rao, Smt. S Renuka, Dr.Malathi Rekha
12	AC-11	Dr. P.Vijaya Kumar	Microbiology	GC(M), Kadapa & DK GDC (A), Nellore	Cadre Strength, Research, NRCs, DRCs, Books and brochures	Smt J Jyothi
13	AC-12	Smt. S.Renuka	Mathamatics	GDC (A), Rajamahendravaram and SRR Vijayawada	Extra Curricular Activities, Inclusive Centres, Website photos, Mana TV Budget	Dr P Malathi Rekha & Sri E Vara Prasad
14	AC-13	Dr.Malathi Rekha	Chemistry	GDC, Nandyal and GDC(W), Guntur	CCE Magazine, News Letter, Monthly Review Meetings, Grievance Redressal monitoring and filing , B.Ed and M.Ed Colleges	Dr. N.Srinivasa Rao, & V Babu Ramjee
15	AC-14	Dr.N.Srinivasa Rao	PD	GDC (M)(A), Anantapuramu and GDC(M), Srikalahasti	Games and Sports, Hostels, B.PEd and M.PEd colleges	Dr.V.Venkateswarlu & Dr.Malathi

//ATTESTED//

Sd/- Dr. Pola Bhaska, IAS
Commissionerate of Collegiate Education

Tulsi
23/4/22
Academic Guidance Officer



GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER-C) DEPARTMENT

ANDHRA PRADESH CIVIL SERVICES
(CLASSIFICATION, CONTROL AND APPEAL)
RULES, 1991

ABSTRACT

Andhra Pradesh Civil Services (Classification Control and Appeal) Rules, 1991 - Issued.

GENERAL ADMINISTRATION (Services-C) DEPARTMENT

G.O.Ms.No.487

Dt. 14-9-1992
Read the following:

1. G.O.Ms.No.1376, G.A. (Rules) Department, dt.28-11-63.
2. G.O.Ms.No.490, G.A. (Ser.C) Department, dt.8-8-91.
3. Published in Part I No.235 Extraordinary A.P. Gazette, dt.1-7-92.

* * *

ORDER:

The Officer on Special Duty appointed by the Government to examine whether any amendments are required to various Acts and Rules relating to the conduct and discipline of Government servants has examined the provisions of the Andhra Pradesh Civil Services (Classification Control and Appeal) Rules, 1963, keeping in view of the suggestions made by the Commissioner for departmental enquiries and also of the Government, and then submitted a report to the Government. The Government after careful consideration of the suggestions made by him have decided to issue the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, in super-session of the rules issued in the G.O, first read above as amended from time to time.

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 of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following rules, in supersession of the Andhra Pradesh Civil Services (Classification Control and Appeal) Rules, 1963 issued in G.O.Ms.No.1376, G.A. (Rules) Dept. dated the 28th November, 1963 and published in supplement to Part-I of the Andhra Pradesh Gazette, dated the 30th January, 1964.

RULES

PART - I - GENERAL

(1) Short title and commencement:-

(1) These rules may be called the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules. 1991,

(2) They shall come into force on and after the expiration of three months from the date of publication of these rules in the Andhra Pradesh Gazette.

Interpretation.

(2) In these rules, unless the context otherwise requires:-

(a) appointing authority in relation to a Government servant means:-

- (i) the authority which actually made the temporary or officiating or substantive appointment as the case may be, of the Government Servant to the post held by him at the time of initiation of disciplinary proceeding, or
- (ii) the authority which is, under the rules regulating the recruitment to the post which the Government servant for the time being holds, competent to make an appointment.

Whichever authority is higher;

(b) 'Commission' means the Andhra Pradesh Public Service Commission.

(c) 'Disciplinary Authority' means the authority competent under these rules to impose on a Government Servant any of the penalties specified in rule 9 or rule 10.

(d) 'Government' means the Government of Andhra Pradesh.

(e) 'Government Servant' means a person who

- (i) is a member of a Civil Service of the State or holds a Civil post in connection with the affairs of the State, whether temporary or permanent, appointed, thereto before, on or after the date specified in rule 1 and includes such Government Servant whose services are temporarily placed at the disposal of the Government of India, the Government of another State, or a company, corporation or organisation owned or controlled by Government, or a local or other authority, notwithstanding that his salary is drawn from sources other than the Consolidated fund of the State;
- (ii) is a member of a Civil Service of, or holds a Civil post under the Government of India or the Government of another State and whose services are temporarily placed at the disposal of Government;
- (iii) is in the service of a local or other authority and whose services are temporarily placed at the disposal of Government;

(f) 'Governor' means Governor of Andhra Pradesh;

(g) 'major penalty' means any of the penalties specified in clauses (vi) to (x) (both inclusive) of rule 9 ;

(h) 'minor penalty' means any of the penalties specified in clauses (i) to (v) (both inclusive) of rule 9 and in rule 10;

(i) 'Service' means a Civil Service of the State;

(j) 'State' means the State of Andhra Pradesh.

Application.

- (3) (1) These rules shall apply to every Government Servant except
- (a) persons in casual employment,
 - (b) persons subject to discharge from service on less than one month's notice.
 - (c) persons for whom special provision is made, in respect of matters covered by these rules, by or under any law for the time being in force or in any rule or by or under any contract or agreement entered into by or with the previous approval of the Government before or after the commencement of these rules, in regard to matters covered by such special provisions,
 - (d) members of the All India Services.
- (2) If any doubt arises -
- (a) whether these rules apply to any person, or
 - (b) whether a person to whom these rules apply belongs to a particular service, or as to which of the two or more services is the Service to which such person belongs, the matter shall be referred to the Government whose decision shall be final.

Power to exclude from operation

- (4) Notwithstanding any thing in rule 3, the Governor may, by notification published in the Andhra Pradesh Gazette, exclude, wholly or in part, from the operation of these rules, the holder of any post or, the holders of any class of posts, in respect of whom the Governor declares that the rules cannot suitably be applied and these rules shall thereupon to the extent of such exclusion, cease to apply to them accordingly.

PART II - CLASSIFICATION

Classification of Services:

- (5) (1) The Civil Services of the State, the members of which are subject to these rules, shall be classified as follows:
- (a) the State Services; and
 - (b) the Subordinate Services.

- (2) A member of the civil service of the State and every person holding a civil post under the State whose services are placed at the disposal of any company, corporation, organisation or local authority by the Government or by any competent authority shall, for the purposes of these rules, be deemed to be a member of such civil service or be deemed to hold such civil post, notwithstanding that his salary is drawn from a source other than the Consolidated Fund of the State.

Constitution of State Services

- (6) The State Services shall consist of the services specified in Schedule I

to these rules and includes any other services that may be notified or as the case may be constituted by Government from time to time.

Constitution of Subordinate Services

(7) The Subordinate Services shall consist of the services specified in Schedule II to these rules and include any other services that may be notified or as the case may be constituted by Government from time to time.

(G.O.Ms.No. 516, G:A. (Ser. C) Dept., Dt. 6-12-99)

PART III - SUSPENSION

Suspension

(8) (1) A member of a Service may be placed under suspension from service.

(a) where disciplinary proceeding against him is contemplated or is pending, or

(b) where in the opinion of the authority competent to place the Government servant under suspension, he has engaged himself in activities prejudicial to the interest of the security of the State; or

(c) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

The proviso omitted, (G.O.Ms.No.417, GA (Ser,C) Dept., dt: 24-08-94)

"(d) A Government Servant may be placed under suspension from service even if the offence for which he was charged does not have bearing on the discharge of his official duties".

(G. O. Ms. No. 27, G.A. (Ser. C) Dept., Dt. 24-1-2002.)

(2) A Government servant shall be deemed to have been placed under suspension by an order of the authority competent to place him under suspension.

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours ;

(b) with effect from the date of his conviction if, in the event of a conviction for an [offence](#), he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation:- The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of imprisonment, if any shall be taken [into](#) account.

"(c) the order of suspension cease to be operative as soon as the criminal proceedings, on the basis of which the Government Servant was arrested and released on bail, are terminated",

(G.O. Ms. No. 27, G.A.(Ser.C) Dept., dt: 24.1.2002)

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on revision or review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal, or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void, in consequence of or by a decision of a court of law and the authority competent to impose the penalty, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the authority competent to impose the suspension from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority which made or is deemed to have made the order or by an authority to which that authority is subordinate.

(b) Where a Government servant is suspended or is deemed to have been suspended, whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the Government servant shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may, at any time, be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

PART IV - PENALTIES AND DISCIPLINARY AUTHORITIES

Penalties

9. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a Government servant, namely:-

Minor Penalties

- (i) Censure;
- (ii) Withholding of promotion;
- (iii) ~~deleted~~ vide G.O.Ms.No. 335, G.A.(Ser.C) Dept., dt: 4.8.2005.
- (iv) withholding of increments of pay without cumulative effect (G. O. Ms. No. 205, GA (Ser. C) Dept., dt. 5-6-98);
- (v) (a) suspension, where a person has already been suspended under rule 8 to the extent considered necessary;
- (v) (b) Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;
(G.O. Ms. No. 373, G.A. (Ser.C) Dept., dt: 6.12.2003)

Major Penalties

- (vi) withholding of increments of pay with cumulative effect (G.O.Ms.No. 205, GA (Ser.C) Dept., dt. 5-6-98);
- (vii)(a) save as provided for in clause (v) (b), reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;"
- (vii)(b) reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government servant to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions, regarding conditions of restoration to the grade or post or service from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or service;"
(G.O. Ms. No. 373, G.A. (Ser.C) Dept., dt: 6.12.2003)
- (viii) compulsory retirement;
- (ix) removal from service which shall not be a disqualification for future employment under the Government;
- (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Provided that, in every case in which the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in clause (ix) or clause (x) shall be imposed.

Provided further that in any exceptional case and for special reasons to be recorded in writing, any other penalty may be imposed.

Explanation:- The following shall not amount to a penalty within the meaning of this rule, namely-

- (i) non-promotion whether in a substantive or officiating capacity, of a Government servant in a class, category or grade of the service, after consideration of his case on merit, to a higher class, category or grade in the same Service to which he is eligible;
- (ii) reversion of a Government servant from a department in which he is on deputation to his parent department or to a post not lower than the post on which he holds a lien or a suspended lien, for administrative reasons unconnected with his work or conduct;
- (iii) replacement of the services of a Government servant, whose services had been borrowed from the Government of another State or the Central Government or an authority under the control of the Government of another State or the Central Government or the authority from which the services of such Government servant had been borrowed;
- (iv) stoppage or postponement of increment of a Government Servant on account of extension of probation under rule 26 in Part-II of the Andhra Pradesh State and Subordinate Service Rules;
- (v) reversion of a Government Servant, appointed on probation to any other Service, grade or post to his permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.
- (vi) reversion of a Government servant officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct.
- (vii) withholding of increments of pay of a Government servant for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;
- (viii) termination of the services of a Government Servant appointed on probation, during or at the end of the period of his

probation, in accordance with the terms of his appointment or the rules and orders governing such probation;

- (ix) discharge of a Government Servant engaged under contract, in accordance with the terms of his contract;
- (x) discharge of a Government Servant appointed otherwise than under contract, to hold a temporary appointment, on the expiration of the period of the appointment;
- (xi) compulsory retirement of a Government servant in accordance with the provisions relating to his superannuation or retirement under sub-rules (2) and (2A) of rule 3 of the Andhra Pradesh Liberalised Pension Rules, 1961 or under rules 292, 293 and 293A of the Hyderabad Civil Services Rules or under the Andhra Pradesh Government Servant's Premature Retirement Rules, 1975 or under Article 465(2) or under Note I to Article 465A of the Civil Services Regulations or in the case of members of the Civil Service of the erstwhile Hyderabad Government, compulsory retirement before completion of 30 years or 25 years of qualifying service according as the members of the service is governed by the Revised Pension Rules, 1951 or by the rules in force before that date, as the case may be, or the corresponding provisions thereof.

Other penalties

10. In addition to the penalties specified In rule 9 and notwithstanding anything therein, the following penalties may, for good and sufficient reasons and as hereinafter provided, be Imposed, namely:-

- (i) fine, on a member of the Andhra Pradesh Last Grade Service and on a person holding any of the posts specified in Appendix-I to these rules;
- (ii) suspension for a period not exceeding fifteen days-
 - (a) on Forest Guards;
 - (b) on directly recruited members of the Andhra Pradesh Police Subordinate Service and the Andhra Pradesh Special Armed Police Service.
 - (c) on Station Officers, Engineers Sub-Officers, Leading Fireman, Driver-Mechanics, Driver-Operators, Firemen-Machanlcs, Firemen and equivalent ranks of the Andhra Pradesh Fire Subordinate Service:

Provided that the penalty may be imposed on Government Servants mentioned in sub-clauses (b) and (c) only if the penalty of reduction to a lower grade, post or time-scale or to a lower stage in the same time-scale cannot be imposed.

Disciplinary Authorities in respect of State Services

11. (1) The High Court of Andhra Pradesh may impose on members

of the Andhra Pradesh State Judicial Service, any of the penalties specified in clauses (i) to (vii) of rule 9;

Provided that the High Court of Andhra Pradesh may impose on Judicial, First Class Magistrates any of the penalties specified in rule 9.

(2) (i) The Commissioners concerned may impose on Mandal Revenue Officer, Assistant Superintendents of Excise (including Chemical Examiner in the cadre of Assistant Superintendent of Excise), Deputy Commercial Tax Officers and Assistant Directors of Survey and Land Records, any of the penalties specified in clauses (i) to (v) of rule 9.

(ii) The District Collector may impose on Mandal Revenue Officers the penalties of (a) censure, (b) withholding of increment for a period of three months without cumulative effect.

(iii) (a) The Commissioner, Commercial Taxes may impose on Commercial Tax Officers the penalties of (a) censure, (b) withholding of increment for a period of three months without cumulative effect.

(b) The Deputy Commissioner, Commercial Taxes may impose on Deputy Commercial Tax Officers the penalties of (a) censure, (b) withholding of increment for a period of three months without cumulative effect.

(iv) "(a) The Commissioner, Panchayat Raj and Rural Employment may impose the minor penalties as specified in clauses (i) to (v) of rule 9, on Chief Executive Officers, Zilla Parishad Deputy Chief Executive Officers, Zilla Parishad, District Panchayat Officers and Accounts Officers of Zilla Parishad.

(b) The Collector and District Magistrate may impose the minor penalties as specified in clauses (i) to (v) of rule 9, on Mandal Parishad Development Officers, Divisional Panchayat Officers, Extension Officers (Panchayats), Extension Officers (Rural Development), executive Officers (Gram Panchayat)".

(3) The Principal Secretary to Government, the Second Secretary to Government, the Special Secretary to Government, the Secretary to Government and the Secretary to Governor may impose on Section Officers working in their respective departments, any of the penalties specified in clauses (i) to (v) of rule 9.

"(3-A) The Principal Secretary to Government, the Second Secretary to Government, Special Secretary to Government, the Secretary to Government and the Secretary to Governor may impose on the Private Secretaries to the said Secretaries to Government working in their respective departments, any of the penalties specified in clauses (i) to (v) of rule:9".

(G.O.Ms.No. 382, GA (Ser.C) Dept., dt.15-9-2001.)

(4)The Director of Treasuries and Accounts may impose on the Accounts Officers, District Treasury Officers, Assistant Directors, Pension Payment Officers and other Officers of equivalent cadre in Treasuries and

Accounts Department, the penalties specified In clauses (i) and (iv) of rule 9;

(5) The Director of Local Fund Audit may impose on the Audit Officers of the Andhra Pradesh Local Fund Audit Service, the penalties specified In clauses (i) and (iv) of rule 9.

(6) The Commissioner, Endowments Department may impose on the Deputy Commissioner and Assistant Commissioners, Endowments Department, the penalties specified in clauses (i) and (iv) of rule 9.

Sub-rule (7) omitted.

(G.O.Ms.No. 246, GA (Ser.C) Department, dt. 13-06-1997).

(8) The Director of Municipal Administration may impose on Municipal Commissioners of the Andhra Pradesh Municipal Commissioners Subordinate Service any of the penalties specified in clauses (i) to (iv) of rule 9.

(9) The Director of Agriculture may impose on the Deputy Directors of Agriculture, the penalty specified in clause (i) of rule 9.

(10) (i) The Director, Bureau of Economics and Statistics or the District Collector may impose on District Statistical Officer, the penalty specified in clause (i) of rule 9.

(ii) The Director, Bureau of Economics and Statistics may impose on Assistant Directors, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(11) The Director, Commerce and Export Promotion may impose on Assistant Directors and Section Officers in categories II and III of the Andhra Pradesh Central Store Purchase Service, any of the penalties specified in clauses (i) to (iv) of rule 9.

(12) The Commissioner of Labour may impose on Assistant Commissioners of labour, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(13) The Inspector-General of Registration and Stamps may impose on District Registrars (including Assistant Inspector-General), any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(14) The Commissioner/Director of Fisheries may impose on Deputy Directors of Fisheries, any of the penalties specified in clauses (i) to (iv) of rule 9.

(15) The State Port Officer, Andhra Pradesh may impose on Assistant Engineer for Marine Works at minor ports, the penalty specified in clause (i) of rule 9.

(16) (i) The Director of School Education may impose on Officers in Class II of the Andhra Pradesh Educational Service, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(ii) The Director of Higher Education may impose on Deputy

Directors of Higher Education, Chief Academic Guidance Officer in the State Council for Educational Research and Training, Hyderabad and Principals of Government Degree Colleges, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(iii) The Director of Adult Education may impose on Deputy Directors of Adult Education and District Adult Education Officers, the penalty specified in clause (i) of rule 9.

(17) (I) The Director of Medical Education may impose on Civil Assistant Surgeons, any of the penalties specified in clauses (i) to (iv) of rule 9.

(ii) The Principals of Medical Colleges may impose on Civil Assistant Surgeons of Clinical and Non-Clinical Specialties any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(iii) The Superintendents of General Hospitals attached to Medical Colleges may impose on Civil Assistant Surgeons of Clinical Specialties and Civil Assistant Surgeons belonging to the Specialties of Bio-Chemistry, Pathology and Micro-Biology, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(iv) The Superintendents of the District Headquarters Hospitals may impose on Civil Assistant Surgeons working in the District Headquarters Hospitals, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(v) The District Medical and Health Officers may impose on Civil Assistant Surgeons working in the Hospitals in the Districts other than those working in the District Headquarters Hospitals, any of the penalties specified in clauses (i), (ii), (iv) of rule 9.

(18) (i) The Director of Public Health may impose on Statistician and Medical Officer (Maternity and Child Health) Grade-II, any of the penalties specified in clauses (i) to (vii) of rule 9.

(ii) The Director of Health and Family Welfare may impose on Civil Assistant Surgeons in the Public Health Department, any of the penalties specified in clauses (i) to (iv) of rule 9.

(19) (i) The Director of Animal Husbandry may impose on members in classes III and IV of the Andhra Pradesh Animal Husbandry Service, any of the penalties specified in clauses (i) to (iv) of rule 9.

(ii) The Regional Director or Deputy Director may impose on Veterinary Officers, the penalties specified in clauses (i) to (iv) of rule 9.

(20) (i) The Superintendent of Engineer, (Irrigation) may impose all minor penalties and major penalty of stoppage of annual grade increments with cumulative effect on Assistant Executive Engineer and Deputy Executive Engineer (Irrigation).

(ii) the Engineer-in-Chief (Irrigation) may impose all other major penalties as specified in rule 9 of these rules on Assistant Executive Engineer and Deputy Executive Engineer (Irrigation).

(G.O.Ms.No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Earlier position

(20) The Engineer-in-Chief (Irrigation) may impose on-

(a) Assistant Engineers, Irrigation Department and Junior Superintendents, Public Works Workshop, the penalty specified in clause (i) of rule 9, and

(b) The Non-Technical Personal Assistant in his office, any of the penalties specified in clauses (i) to (vii) of rule 9.

(21) The Chief Engineer (Electricity) may impose on-

(a) Assistant Engineers, Store Superintendents, Chief Accountants and Deputy Chief Accountants under his control, the penalty specified in clause (i) of rule 9; and

(b) the Non-Technical Personal Assistant in his office, any of the penalties specified in clauses (i) to (vii) of rule 9.

(22) The Engineer-in-Chief (R&B) may impose on Deputy Executive Engineers (R&B), the penalty specified in clause (i) of rule 9.

23. (i) The Superintendent Engineer, (Public Health) may impose all minor penalties and major penalty of stoppage of annual grade increments with cumulative effect on Assistant Executive Engineer and Deputy Executive Engineer (Public Health).

(ii) The Engineer-in-Chief (Public Health) may impose all other major penalties specified in rule 9 of these rules on Assistant Executive Engineer and Deputy Executive Engineer (Public Health).

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Earlier position

(23) The Chief Engineer, Public Health may impose on Assistant Engineers and Municipal Engineers, Grade II and Municipal Engineers, Grade I (Telangana), the penalty specified in clause (i) of rule 9.

(24) (i) The Chief Engineer (General & Panchayati Raj) may impose on Deputy Executive Engineers of the Panchayati Raj Engineering Service, the penalties specified in clauses (i) and (iv) of rule 9.

(ii) The Superintending Engineer (Panchayati Raj) may impose on Assistant Executive Engineers of the Panchayati Raj Engineering Service, any of the penalties specified in clauses (i) to (iv) of rule 9.

(25) (i) The Deputy Inspector-General of Police or an officer of corresponding rank may impose on -

(a) Deputy Superintendent of Police, Assistant Commissioner of Police, Assistant Commandant, Andhra Pradesh Special Police, Deputy Superintendent, Police Communications and Technical Assistant to Police Transport Officer, any of the penalties specified in clauses (i) to (iv) of rule 9; and

(b) Inspector of Police, Reserve Inspector, Armed Reserve, Reserve Inspector, Andhra Pradesh Special Police, Inspector of Police, Shorthand Bureau, Inspector of Police Communications, Inspector of Police Transport Organisation, Inspector of Women Police, any of the penalties specified in rule 9.

(ii) The Superintendent of Police or an officer of corresponding rank may also impose on Inspector of Police, Reserve Inspector of Armed Reserve, Reserve Inspector of Andhra Pradesh Special Police, Inspector of Police, Shorthand Bureau, Inspector of Police Communications, Inspector of Police Transport Organisation, Inspector of Women Police, any of the penalties specified in clauses (i) to (iv) of rule 9.

(26) The General Manager, District Industries Centre or an officer not lower in rank than a Joint Director of Industries, who is the Head of the District Industries Centre may impose on a member of service holding a post included in category III of the Andhra Pradesh Industries Service, the penalties specified in clauses (i) and (iv) of rule 9.

- (a) The Principal Chief Conservator of Forests may impose on Assistant Conservator of Forests any of the penalties specified in clauses (i), (ii) and (iv) of rule 9.

(G.O.Ms.No. 496, GA (Ser.C) Dept., dt. 29-11-96)

- (b) The Commissioner of Industries may impose on officers of the Industries Department upto and including the Officers of the rank of Joint Directors of Industries, any of the penalties specified in clauses (i) to (v) of rule 9.

(G.O.Ms.No. 247, GA (Ser.C) Dept., dated 16-06-1997)

- (c) The Controller, Legal Metrology may impose on the Assistant Controllers, Legal Metrology any of the penalties specified in clauses (i) to (v) of rule 9.

- (d) the Commissioner and Director, Handloom & Textiles may impose on Deputy Director (Handloom & Textiles) the penalties specified in clauses (i) and (iv) of Rule 9,"

(G.O.Ms.No. 359, GA (Ser.C) Dept., dt. 7-09-98).

- (e) The Director of Prosecution may impose any of the penalties specified in clauses (i) to (v) of rule 9 on all categories of Andhra Pradesh Prosecution Services except Additional Director of Prosecution.

(G.O. Ms. No. 206, G.A. (Ser.C) Dept., dt: 16.7.2003)

(27) Without prejudice to the foregoing provisions;

(i) every Head of Department may impose on a member of the State Services under his control, the penalty specified in clause (iii) of rule 9, except in the case of each member holding a post immediately below his rank; and

(ii) every Head of Department declared to be the appointing

authority may impose on a member of the State Service holding a post at first level or at second level under his control, any of the penalties specified in clauses (i) to (viii) of rule 9.

(G.O.Ms.No. 428, GA (Ser.C) Dept., dt. 13-10-1999).

"(iii) The Special Chief Secretary and Chief Commissioner of Land Administration may impose any of the penalties specified in clause (ix) and clause (x) of rule 9 on Mandal Revenue Officers",

(G.O.Ms.No.231, GA (Ser.C) Dept., dt. 7-6-2005).

Government's power to impose penalties on members of State Services

(12) Notwithstanding anything in rule 11, the Government may impose any of the penalties specified in rule 9 on members of the State Services.

Authorities competent to suspend members of State Service

(13) The authority which may place under suspension under rule 8 members of the State Services mentioned in column (1) of the table below shall be the authority mentioned in column (2) thereof;

Table

Class of members of the State Service	Authority which may place under suspension under rule 8.
(1)	(2)
1. Members of the State Judicial Service.	High Court of Judicature of Andhra Pradesh at Hyderabad
2. Mandal Revenue Officers (Tahsildars) (including Mandal Revenue Officers, Civil Supplies), Assistant Civil Supply Officers (Civil Supplies), Assistant Excise Superintendents (including Chemical Examiner) and Deputy Commercial Tax Officers.	Commissioners concerned.

(1)	(2)
"2-A.Mandal Parishad Development Officers, Divisional Panchayat Officers, Extension Officers (Panchayats), Extension Officers (Rural Development), Executive Officers (Gram Panchayats)	Collectors and District Magistrate.

The District Collectors are empowered to place the Mandal Revenue Officers (Tahsildar Cadre) under suspension for a period of three months and to obtain the approval of the Commissioner of Land Revenue, if the suspension period has to be extended beyond the period of three months. (G.O.Ms.No. 533, GA (Ser.C) Dept., dated 06-12-1997).

3. Section Officers In the Chief Secretary to Government, Departments of Secretariat and Principal Secretary to Government, Governor's Secretariat. Second Secretary to Government, Secretary to Government, Special Secretary to Government or the Secretary to Governor, as the case may be.

3(A). Private Secretaries to Secretaries to Government in the Chief Secretary to Government, Departments of Secretariat and Principal Secretary to Government, Governor's Secretariat. Second Secretary to Government, Secretary to Government, Special Secretary to Government or the Secretary to Governor, as the case may be.

(G.O.Ms.No.382 GA (Ser,C) Department, dated: 15-9-2001)

"4. (i) The Assistant Executive Engineer, Irrigation Executive Engineer Irrigation

(ii) The Deputy Executive Superintendent Engineer (Irrigation) Engineer, Irrigation

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Earlier Position

4, Deputy Executive Engineers and Engineer-in-Chief, Irrigation Assistant Executive Engineers in Department. Irrigation Department, and Junior Superintendents, Public Works

Workshops.

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|---|--|
| 5. Asst. Research Officer In the Engineering Research Department. | Chief Engineer incharge of Engineering Research Department. |
| 6. (i) Deputy Executive Engineers, Assistant Executive Engineers, Roads & Buildings Department. | i. Engineer-in-Chief (R & B). |
| (ii) Non-Technical Personal Asst. to the Chief Engineer (Roads & Buildings). | ii. Chief Engineer concerned to whom the Non-Technical Personal Assistant is attached. |
| 7. (i) The Assistant Executive Engineer, Public Health | Executive Engineer (Public Health) |
| (ii) The Deputy Executive Engineer, Public Health | Superintendent Engineer Public Health |

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Earlier Position

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|---|--|
| 7. Deputy Executive Engineers (Public Health) Mechanical Expert Superintendent and Chemist, Drainage and Disposal work. | Chief Engineer (Public Health) |
| 8. Deputy Executive Engineer of Panchayat Raj Engineering Department, Non-Technical Personal Assts. to the Chief Engineer (General. & P.R.) | Chief Engineers (General & PR.) |
| 9. Civil Assistant Surgeons and Health Officers. | Director of Medical Education or Inspector General of Prisons if the misconduct relates to professional duties of jail discipline. |
| 10. Statistical Officers and Medical Officers (Maternity and Child Health), Grade-II. | Director of Medical Education. |
| 11. Lay Secretaries and Treasurers in Government Medical Institutions. | Director of Medical Education or Director of Indian Medicine and Homeopathy as the case may be. |

12. Members in Class IV of the Director of Animal Husbandry.
Andhra Pradesh Animal Husbandry
Service.

13. Omitted (G.O.Ms.No. 246,
G.A, (Ser.C) Dept., Dt.13-06-1997.)

14. Inspector of Factories, Inspector of Commissioner of Labour.
Boilers, District Inspector of Labour,
Inspector of Evaluation and
Implementation and Administrative
Officers (Subsidised Housing Scheme).

15. Inspectors of Police, Reserve Deputy Inspector General of Police,
Inspectors, Armed Reserve, Reserve Commissioner of Police or Officers of
Inspectors of Andhra Pradesh Special corresponding rank concerned.
Police, Inspectors of Police, Shorthand
Bureau, Inspectors of Police,
Communications, Inspectors of Police
Transport Organisation, Inspector, of
Women Police.

16. Deputy Director working in the Director of Printing, Stationery and stores
Departments of Printing and in its Purchase, Hyderabad.
various wings.

"16(a) Assistant Conservator of Forests Principal Chief Conservator of Forests.
working in the Forest Department.

17(a) Other members of the State The Regional authority or where no
services holding initial Gazetted post. regional authority exists the Head of the
Department.

(b) Other members of the State Head of the department concerned.
services holding second level
Gazetted post.

[G.O.Ms.No. 428, G.A. (Ser.C) Dept., dt. 13-10-1999]

**Disciplinary authorities and Authorities competent to suspend, in respect of
Subordinate Services.**

14. (1) (a) (i) The authority which may place a member of a Subordinate Service
under suspension under rule 8 or impose on such member the penalties specified in
clause (i) of rule 10 and clauses (i) and (iv) of rule 9 shall be his immediate superior
gazetted officer or where the appointing authority for such member is a non-gazetted
officer, such officer, or any authority to which he is subordinate;

(ii) The Executive Engineer (Irrigation) may place the Assistant Engineer (Irrigation) under

suspension and

- (iii) The Executive Engineer (Public Health) may place the Assistant Engineer (Public Health) under suspension",

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

(b) (i) The authority which may impose, on a member of a Subordinate Service, the penalty specified in clause (iii) of rule 9 shall be the officer next above the immediate superior gazetted officer;

- (ii) The Executive Engineer (Irrigation) may impose minor penalties on Assistant Engineer (Irrigation) and

- (iii) The Executive Engineer (Public Health) may impose minor penalties on Assistant Engineer (Public Health)

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Provided that the appointing authority or any authority to which it is subordinate may also impose the aforesaid penalty;

Provided further that the Assistant Excise Superintendent, M.R.Os. Deputy Commercial Tax Officer, Personal Assistant to the Superintendent of Police and Deputy Superintendent of Police, except to the extent provided in the first proviso to sub-rule (2), shall not exercise the powers vested in a gazetted officer under this sub-rule; but such powers shall be exercised by Superintendent of Excise, Revenue Divisional Officer, Commercial Tax Officer, Superintendent of Police or Additional Superintendent of Police, as the case may be;

Provided also that in the case of the members belonging to the categories of officers specified in Appendix-II to these rules, the authority which may impose any of the penalties specified in clauses (i), (iii), (iv) of rule 9 or place under suspension under rule 8 shall be as specified thereof against each such category .

(2) (i) The authority which may impose on a member of a Subordinate Service, the penalties specified in clauses (ii), (v) to (x) of rule 9 shall be the appointing authority or any authority to which it is subordinate:

- (ii) The Superintendent Engineer (Irrigation) may impose major penalties on Assistant Engineer (Irrigation)

- (iii) The Superintendent Engineer (Public Health) may impose major penalties on Assistant Engineer (Public Health).

(G.O. Ms. No. 353, G.A. (Ser.C) Dept., dt: 18.11.2003)

Provided that in case of the members of the Services specified in Appendix III to these rules, the authority which may impose any of the penalties specified in rule 9 and clause (i) of rule 10, shall be as specified thereof against each;

Provided further that in case of a member of the Andhra Pradesh Police Subordinate Service or the Andhra Pradesh Special Armed Police Service, the authority which may impose any of the penalties specified in rule 9, shall be as specified against each of the categories in Appendix IV;

(G.O.Ms.No. 284, G.A. (Ser.C) Department, Dated: 07-07-1997)

Provided also as that the Superintendent, Forest School, Yellandu, Forest
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Utilisation Officer, State Sylviculturist, Working Plans Officer or District Forest Officer concerned, as the case may be or any authority to which it is subordinate, may impose the penalty specified in clause (ii) of rule 10 on Government servants mentioned in sub-clause (a) thereof;

Provided also that the authority specified as competent to impose the penalty of suspension under clause (v) of the rule 9 in Appendix IV, as the case may be or any authority to which it is subordinate may impose the penalty specified in clause (ii) of rule 10 on Government servants mentioned in sub-clause (b) thereof;

Provided also that the Additional Director of Fire Service or the Regional Fire Officer concerned, as the case may be, or any authority to which it is subordinate may impose the penalty specified in clauses (ii) of rule 10 on Government servants mentioned in sub-clause (c) thereof.

Power of appointing authority etc. to suspend members of State and Subordinate Services.

"Provided also that the Mandal Parishad Development Officer may impose the minor penalties and keep under suspension the Superintendent, Extension Officer (Panchayat Raj & Rural Development), Senior Assistant, Panchayat Secretaries, Junior Assistant, Typist, Class IV employees of Mandal Parishads as specified in clauses (i) to (v) of rule 9 of these rules".

(G.O. Ms. No. 53, G.A. (Ser.C) Dept., dt: 28.2.2004)

15. Notwithstanding anything in these rules, the appointing authority or any authority to which it is subordinate including Government may also place under suspension under rule 8, any member of a service to whom these rules apply.

Disciplinary authority in case of promotion or transfer of a member of a service and on reversion or reduction there from.

16. (1) Where, on promotion or transfer, a member of a service in a class, category or grade is holding an appointment in another **class**, category or grade thereof or in another service, State or Subordinate, no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service, as the case may be. This provision shall apply also to cases of transfer or promotion of a person from a post under the jurisdiction of one authority to that of another authority within the same class, category or grade;

Provided that the authority which may impose any of the penalties on a member of the Andhra Pradesh Police Subordinate Service or the Andhra Pradesh Special Armed Police Service or the Deputy Superintendent of Police or Assistant Commissioner of Police in category 2 and the Inspector of Police in category 4 of the Andhra Pradesh Police Service in cases not involving promotion or appointment by transfer, shall be the competent authority having jurisdiction over such member at the time of commission of such act or omission, as the case may be or any authority to which it is subordinate;

Provided further that in case of a member of the Andhra Pradesh Police Subordinate Service or the Andhra Pradesh Special Armed Police Service, an Officer superior to the competent authority may, for reasons to be recorded In writing, transfer a record of enquiry in a disciplinary case from the competent

authority to any other authority holding the same rank for disposal.

(2) Where a person has been reverted or reduced from a State Service to a Subordinate Service, or from one service to another or from one class, category or grade of a service to another class, category or grade thereof, no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the service, class, category or grade, as the case may be, from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such service, **class**, category or grade.

Special Provision in respect of Police Officials employed in Anti-Corruption Bureau, Vigilance and Enforcement Department and Lokayukta and Upa-Lokayukta.

17. No member of the Andhra Pradesh Police Subordinate Service or an Inspector of Police employed in the Anti-Corruption Bureau, the Department of Vigilance and Enforcement, General Administration Department or under the Lokayukta and Upa-lokayukta shall be compulsorily retired, removed or dismissed from service during the period of his employment in the Anti-Corruption Bureau, the Department of Vigilance and Enforcement, General Administration Department or under the Lokayukta and Upa-Lokayukta or for a period of three years from the date on which he ceased to be employed therein, without the previous sanction of the State Government;

Provided that the previous sanction of the State Government shall not be necessary for compulsory retirement, removal or dismissal of a member of the service or an Inspector of Police employed in the Anti-Corruption Bureau, the Department of Vigilance and Enforcement, General Administration Department or under the Lokayukta and Upa-Lokayukta, for any act done by him prior to his employment therein.

Lower authority not to reopen case: higher authority can exercise power

18. (1) Where in any case a higher authority has imposed or declined to impose a penalty under rule 11, 12 or 14 a lower authority shall have no jurisdiction to proceed under these rules in respect of the same case.

(2) Where in any case a lower authority has imposed a penalty or exonerated a member of a service, it shall not debar a higher authority from exercising his powers under these rules in respect of the same case. The order of such higher authority shall supercede any order passed by a lower authority in respect of the same case.

Authority to Institute proceedings

19. (1) The Government or any other authority empowered by it by general or special order may-

- (a) institute disciplinary proceedings against any Government servant;
- (b) direct a disciplinary authority to institute disciplinary proceedings against any Government servant on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 9 or rule 10.

(2) A disciplinary authority competent under these rules to impose any of the penalties specified in clauses (i) to (v) of rule 9 or in rule 10 may institute disciplinary proceedings against any Government servant for the imposition of any of the penalties specified in clauses (vi) to (x) of rule 9 notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties .

PART - V PROCEDURE FOR IMPOSING PENALTIES

20. No order imposing any of the penalties specified in clauses (vi) to (x) of rule 9 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule and rule 21 or in the manner provided by the Andhra Pradesh Civil Services (Disciplinary Proceedings Tribunal) Act, 1960 or the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983, where such inquiry is held under the said Acts.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against a Government servant, it may itself inquiry into, or appoint under this rule, as the case may be, authority to inquire into the truth thereof.

EXPLANATION:- Where the disciplinary authority itself holds the inquiry, any reference to the inquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an inquiry against a Government servant under this rule and rule 21, the disciplinary authority or the cadre controlling authority who is not designated as disciplinary authority and who is subordinate to the appointing authority can drawn up or cause to be drawn up.

(i) The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge.

(ii) A statement of the imputations of misconduct or misbehavior in support of each article of charge, which shall contain.

(a) A statement of all relevant facts including any; admission or confession made by the Government servant.

(b) Copies of documents by which and copies of statements of witnesses by whom, the articles of charge are proposed to be sustained.

NOTE:- Where the documents are voluminous relevant extracts of the documents may be furnished to the Government.

(2) The disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and copies of the statements of witnesses by which each article of charge is proposed to be sustained and shall require the Government servant to appear before the disciplinary authority on such day and at

such time NOT EXCEEDING TEN WORKING DAYS and submit a written statement of his defense and to state whether he desires to be heard in person.

(5) (a) On the date fixed for appearance the Government servant shall submit the written statement of his defense. He shall be questioned whether he pleads guilty to the charges or not and if he pleads guilty to all or any of the articles of charges, the disciplinary authority shall record the plea and obtain the signature of the Government Servant thereon.

(b) Where the Government Servant appears before the disciplinary authority and pleads not guilty to the charges or refuses or omits to plead, the disciplinary authority shall record the plea and obtain signature of the Government servant thereon and may decide to hold the inquiry itself or if it consider necessary to do so appoint a serving or retired Government servant as inquiring authority for holding the inquiry into the charges and also appoint a Government servant as Presenting Officer to present the case in support of the articles of charge and adjourn the case to a date not exceeding five days for the said purpose.

(c) On the date so fixed the disciplinary authority shall by an order appoint the inquiring authority and shall also appoint a Government servant as Presenting Officer to present the case in support of the articles of charge.

Provided that the disciplinary authority may if it considers necessary having regard to the facts and circumstances of the case, appoint a legal practitioner or a legally trained Government Servant as Presenting Officer.

(d) The disciplinary authority shall serve copies of the orders appointing the inquiring authority and the Presenting Officer on the Government servant and inform him that he may take the assistance of any other Government Servant to present the case on his behalf, but he may not engage a Legal Practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner or a legally trained Government Servant.

Provided that no Government servant dealing in his official capacity with the case of inquiry relating to the person charged or any officer to whom an appeal may be preferred shall be permitted by the inquiring authority to appear on behalf of the person charged before the inquiry authority.

Provided further that the Government servant may take the assistance of any other Government servant posted at any other station, if the inquiring authority having regard to the circumstances of the case, and for reasons to be recorded in writing so permits.

NOTE:- (1) The Government Servant shall not take the assistance of any other Government servant who has pending two disciplinary cases on hand in which he has to give assistance.

NOTE:- (2) The Government servant shall not take the assistance of any other Government servant who is dealing in his official capacity with the case of inquiry relating to the Government servant charged.

The Government servant may also take the assistance of a retired Government servant to present the case on his behalf, subject to such conditions as may be specified by the Government from time to time by general or special order in his behalf.

(e) The disciplinary authority shall inform the Government servant to submit within five days a list of documents, which he requires to be discovered or produced by Government for the purpose of his defence indicating the relevance of the documents so required.

(f) The disciplinary authority may for reasons to be recorded in writing refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(g) The disciplinary authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the documents by such date as may be specified in such requisition.

(h) On receipt of the requisition referred to in sub-rule (5) (g) every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary authority

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any such documents would be against the public interest or security of the state, shall submit the fact to the Head of Department or to the Secretary of the Department concerned for a decision in the matter. Such decision shall be informed to the disciplinary authority and the disciplinary authority shall on being so informed communicate the information to the Government servant and withdrawn the requisition made by it for the production or discovery of such documents.

(6) Where the Government servant to whom a copy of the article of charge has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the disciplinary authority, the disciplinary authority may decide to hold the inquiry ex-parte or if it considers necessary so to do, appoint an inquiry authority for the purpose.

(7) (a) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority.

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehavior;

(ii) a copy of the written statement of defence, if any submitted by the Government servant;

- (iii) copies of the statements of witnesses, referred to in sub-rule (3);
- (iv) copies of documents referred to in sub-rule (3);
- (v) evidence proving the delivery of copies of the documents referred to in sub-rule j(3) to the Government servant; and
- (vi) a copy of the order appointing the "Presenting Officer".

(b) The disciplinary authority shall also forward to the inquiring authority documents received under sub-rule 5(h) as and when they are received.

(8) After receiving the documents mentioned under sub-rule 7(a) the inquiring authority shall issue a notice in writing to the Presenting Officer and also to the Government servant to appear before him on such day and at such time and place specified by him which shall not exceeds ten days.

(9) (a) The presenting Officer and Government servant shall appear before the inquiring authority on the date fixed under sub-rule (8).

(b) If the Government servant informs the inquiring authority that he wishes to inspect the documents mentioned in sub-rule (3) for the purpose of preparing his defence, the inquiring authority shall order that he may inspect the documents within five days and the presenting Officer shall arrange for the inspection accordingly.

(c) The inquiring authority shall call upon the Government servant whether he admits the genuineness of any of the documents copies of which have been furnished to him and if he admits the genuineness of any document it may be taken as evidence without any proof by the concerned witness.

(d) The inquiring authority shall adjourn the case for inquiry to a date not exceeding ten days for production of evidence and require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charges.

(10) (a) On the dates fixed for recording the evidence, the oral and documentary evidence by which the articles of charges are proposed to be proved shall be produced by or on behalf of the disciplinary authority.

(b) The evidence shall be recorded as far as possible on day-to-day basis till the evidence on behalf of the disciplinary authority is completed.

(c) The witnesses shall be examined by the Presenting Officer and they may be cross-examined by or on behalf of the Government servant.

(d) The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined, but not on any new matter, without the permission of the inquiring authority.

(e) The inquiring authority may also put such questions to the witnesses as it thinks fit.

(11) (a) If it appears necessary before the closure of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the presenting officer to produce evidence not included in the list given to the Government servant or may itself call for new evidence or recall and re-examine any witness.

(b) In such case the Government servant shall be entitled to have a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned.

(c) The inquiring authority shall give the Government servant an opportunity of inspecting such documents before they are taken on the record.

NOTE:- New evidence shall not be permitted or called for and witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(12) (a) When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence orally or in writing as he may prefer and to submit a list of witnesses to be examined on his behalf for which purpose the case may be adjourned to a date not exceeding five days.

(b) If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence and the list of defence witness may be provided.

(c) The case shall be adjourned to a date not exceeding ten days for production of defence evidence.

(13) The evidence on behalf of the Government servant shall then be produced. The Government servant may examine himself in his own behalf if he so prefers. The witnesses produced by the Government servant shall then be examined and shall be liable to cross-examination re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(14) The inquiring authority may after the Government servant closes his case, and shall, If the Government servant has not examined himself, generally question him on the circumstances appearing against him in the evidence for purpose of enabling the Government servant to explain any circumstances appearing In the evidence against him.

(15) The inquiring authority may, after the completion of the production of evidence, hear the presenting officer, if any appointed, and the Government servant, or permit them to file written briefs of their respective cases, if they so desire.

(16) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (v) of rule 9 and in rule 10 but not competent to impose any of the penalties specified in clauses (vi) to (x) of rule 9, has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it is of the opinion that specified in clauses (vi) to (x) of rule 9 should be imposed on the Government servant, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witnesses and examine, cross-examine and re-examine the witnesses and may impose on the Government servant such penalty as it may deem fit in accordance with these rules.

(17) Whenever an inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself.

Provided that if the succeeding authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall examine, cross-examine and re-examine any such witnesses in before provided.

(18)(i) After the conclusion of the inquiry a report shall be prepared and It shall contain

(a) the articles of charge and the statement of the imputation of misconduct or misbehavior.

(b) the defense of the Government servant in respect of each article of charge;

(c) An assessment of the evidence in respect of each article of charge;

(d) The findings on each article of charge and the reasons therefor.

Explanation:- If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge.

Provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(vii) The inquiring authority, where it is not itself the disciplinary authority; shall forward to the disciplinary authority the records of inquiry which; shall include.

(a) the report prepared by it under clause (i);

(b) the written statement of defence, if any, submitted by the Government servant;

- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, If any, filed by the Presenting officer or the Government servant or both during the course of the inquiry and
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

Explanation:-.It is not necessary to have an inquiry in the manner provided for in this rule or to hear in person in the case of reduction of rank in seniority list (A and B lists) of Constables fit for promotion as Head Constables I in the Andhra Pradesh Police Subordinate Service or Andhra Pradesh Special Armed Police Service.

(vide G.O. Ms. No. 383, G.A.(Ser.C) Dept., dt: 19.12.2003)

AMENDMENTS

In rule 20, - for sub-rules (3), (4), (5), (6), (7), (10) and (12) the following shall be substituted, namely:-

“(3) Where it is proposed to hold an inquiry against a Government servant under this rule and rule 21, the disciplinary authority or the cadre controlling authority who is not designated as disciplinary authority and who is subordinate to the appointing authority can draw up or cause to be drawn up—

(i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain;

(a) a statement of all relevant facts including any admission or confession made by the Government servant;

(b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and copies of the said documents and statements of the said witnesses and shall require the Government servant to appear before the disciplinary authority on such day and at such time not exceeding ten working days and submit a written statement of his defence and to state whether he desires to be heard in person.

(5) (a) On the date fixed for appearance, the Government servant shall submit the written statement of his defence. The disciplinary authority shall ask the Government servant whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the disciplinary authority shall record

the plea, sign the record and obtain the signature of the Government servant thereon. The disciplinary authority shall record findings of guilty in respect of those articles of charge to which the Government servant pleads guilty. Where the Government servant admits all the articles of charge, the disciplinary authority shall record its findings on each article of charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule 21.

(b) Where the Government servant appears before the disciplinary authority and pleads not guilty to the charges or refuses or omits to plead, the disciplinary authority shall record the plea and obtain the signature of the Government servant thereon and may decide to hold the inquiry itself or if it considers it necessary to do so, appoint an inquiring authority for holding the inquiry into the charges and also appoint a Government servant or a retired Government servant or a legal practitioner as Presenting Officer to present the case in support of the articles of charge and adjourn the case to a date not exceeding five days.

(c) On the day so fixed, the disciplinary authority shall serve copies of the orders appointing the inquiring authority and the Presenting Officer on the Government servant and inform him that he may take the assistance of any other Government servant to present the case on his behalf, but he may not engage a retired Government servant or a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is one such, or, the disciplinary authority, having regard to the circumstances of the case, so permits:

Provided that no Government servant dealing in his official capacity with the case of inquiry relating to the person charged or any officer to whom an appeal may be preferred shall be permitted by the inquiring authority to appear on behalf of the person charged before the inquiring authority:

Provided further that the Government servant may take the assistance of any other Government servant posted at any other station, if the inquiring authority having regard to the circumstances of the case and for reasons to be recorded in writing, so permits.

Note (1):- The Government servant shall not take the assistance of any other Government servant who has pending two disciplinary cases on hand in which he has to give assistance.

Note (2):- The Government servant may also take the assistance of a retired Government servant to present the case on his behalf, subject to such conditions as may be specified by the Government from time to time by general or special order in this behalf.

(d) The disciplinary authority shall inform the Government servant to submit within five days a list of documents, which he requires to be discovered or produced by Government for the purpose of his defence indicating the relevance of the documents so required.

(e) The disciplinary authority may for reasons to be recorded in writing refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(f) The disciplinary authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

(g) On receipt of the requisition referred to in clause (f) of this sub-rule, every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, shall submit the fact to the Head of the Department or to the Secretary of the Department concerned for a decision in the matter. Such decision shall be informed to the disciplinary authority and where the decision is to withhold production of all or any of such documents, the disciplinary authority shall on being so informed communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of such documents and where the decision is against withholding the production of all or any of such documents, every authority having the custody or the possession of such requisitioned documents shall produce the same before the disciplinary authority.

(6) Where the Government servant to whom a copy of the articles of charge has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the disciplinary authority or otherwise fails or refuses to comply with the provisions of this rule, the disciplinary authority may decide to hold the inquiry *ex parte* or if it considers it necessary so to do, appoint an inquiring authority for the purpose.

(7) (a) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority--

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(ii) a copy of the written statement of defence, if any, submitted by the Government servant;

(iii) copies of the statements of witnesses, referred to in sub- rule (3);

(iv) copies of documents referred to in sub-rule (3);

(v) evidence proving the delivery of copies of the documents referred to in sub-rule (3) to the Government servant; and

(vi) a copy of the order appointing the Presenting Officer.

(b) The disciplinary authority shall also forward to the inquiring authority documents received under clause (g) of sub-rule (5) as and when they are received.

(10) (a) On the date fixed for recording the evidence, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority.

(b) The evidence shall be recorded as far as possible on day-to-day basis till the evidence on behalf of the disciplinary authority is completed.

(c) The witnesses shall be examined by or on behalf of the Presenting Officer and they may be cross-examined by or on behalf of the Government servant.

(d) The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter without the permission of the inquiring authority.

(e) The inquiring authority may also put such questions to the witnesses as it thinks fit.

(12) (a) When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence orally or in writing as he may prefer and to submit a list of witnesses to be examined on his behalf for which purpose the case may be adjourned to a date not exceeding five days.

(b) If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence and the list of defence witnesses may be provided to the Presenting Officer, if any, appointed.

(c) The case shall be adjourned to a date not exceeding ten days for production of defence evidence.

2. In the Explanation under clause (ii) of sub-rule (18), the word 'Armed' shall be omitted.

(G.O Ms. No. 337, G.A. (Ser-C) Dept., dt: 22.7.2006)

Earlier Position

Procedure for Imposing major penalties:-

20. (1) No order imposing any of the penalties specified in clauses (vi) to (x) of rule 9 shall be made except after an Inquiry held, as far as may be, in the manner provided in this rule and rule 21 or in the manner provided by the Public Servants (Inquiries) Act, 1850 (Central Act 37 of 1850) or the Andhra Pradesh Civil Services (Disciplinary Proceedings Tribunal) Act, 1960 or the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983, where such inquiry is held under the said Acts.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a Government servant, it may itself inquire into, or appoint

under this rule or under the provisions of the Public Servants (Inquiries) Act, 1850, is the case may be, authority to inquire into the truth thereof.

Explanation:- Where the disciplinary authority itself holds the inquiry, any reference in sub-rule (7) to sub-rule (20) and in sub-rule (22) to the inquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an inquiry against a Government servant under this rule and rule 21, the disciplinary authority, or the cadre controlling authority who is not designated as disciplinary authority and who is subordinate to the appointing authority can draw up or cause to be drawn up.

(G.O.Ms.No. 33, GA (Ser.C) Department, dated 24-01-1998)

- (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge.
- (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain.
 - (a) A statement of all relevant facts including any admission or confession made by the Government servant.
 - (b) A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the Government servant to submit within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

(5) (a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or, if it considers it necessary so to do, appoint under sub-rule (2), an inquiring authority for the purpose, and where all the articles of charge have been admitted by the Government servant in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 21.

(b) If no written statement of defence is submitted by the Government servant, the disciplinary authority may itself inquire into the articles of charge or may, if it considers it necessary to do so, appoint, under sub-rule (2) an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoints an inquiring authority for holding an inquiry into such charge, it may, by an order, appoint a Government servant or a legal practitioner, to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(6) The disciplinary authority shall, where it is not inquiring authority, forward to the inquiring authority-

- (i) a copy of the articles of charge and the statement of the imputations of

misconduct or misbehaviour;

- (ii) a copy of the written statement of defence, if any submitted by the Government servant;
- (iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);
- (iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Government servant; and
- (v) a copy of the order appointing the "Presenting Officer".

(7) The Government servant shall appear in person before the inquiring authority on such day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputation of misconduct or misbehaviour, as the inquiring authority may, by a notice in writing, specify in this behalf or within such further time, not exceeding fifteen days, as the inquiring authority may allow.

(8) (a). The Government servant may take the assistance of any other Government servant to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of the case so permits;

Provided that no member of service dealing in his official capacity with the case of inquiry relating to the person charged shall be permitted by the inquiry officer or by any officer to whom an appeal may be preferred to appear on behalf of the person charged before the enquiry officer.

Provided further that the Government servant may take the assistance of any other Government servant posted at any other station, if the inquiring authority having regard to the circumstances of the case, and for reasons to be recorded in writing, so permits.

Note:- (1) The Government servant shall not take the assistance of any other Government servant who has pending two disciplinary cases on hand in which he has to give assistance.

Note:- (2) The Government servant shall not take the assistance of any other Government servant who is dealing in his official capacity with the case of inquiry relating to the Government Servant charged.

(b) The Government servant may also take the assistance of a retired Government servant to present the case on his behalf, subject to such conditions as may be specified by the Government from time to time by general or special order in this behalf. (Further instructions issued vide Memo.No.657/Ser.C/94-4, G.A. (Ser. C) Dept., dated 9-3-95).

(9) If the Government servant who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the Government servant thereon.

(10) The inquiring authority shall return a finding of guilty in respect of those articles of charge to which the Government servant pleads guilty.

(11) The inquiring authority shall, if the Government servant fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the Government servant may, for the purpose of preparing his defence:

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);
- (ii) submit a list of witnesses to be examined on his behalf.

Note:-If the Government servant applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow for the discovery or production of any documents which are in the possession of Government but not mentioned in the list referred to in sub-rule (3).

Note:- The Government servant shall indicate the relevance of the documents required by him to be discovered or produced by the Government.

(12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition ..

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(13) On receipt of the requisition referred to in sub-rule (12), every authority having the custody or possession of the requisitioned documents, shall produce the same before the inquiring authority, and the requisitioning of the documents can be done either at the instance of the Member of Service or by the inquiring authority suo-moto.

"Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, shall submit the fact to the Head of Department, or to the Secretary of the Department concerned for a decision in the matter. Such decision shall be informed to the inquiring authority, and the inquiring authority shall on being so informed, communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of

such documents".

(G.O. Ms. No. 13, G.A.(Ser.C) Dept., dt: 10.1.2002)

Earlier position

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest of security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall on being so informed, communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of such documents.

Provided further that if such documents are not produced as evidence and if they are sent only for the perusal of inquiring authority, the inquiring authority shall have the power to take it to a higher authority stating that on a perusal of a particular document it finds nothing in it to warrant claiming privilege.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the Government servant. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(15) If it shall appear necessary before the closure of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the Government servant or may itself call for new evidence or recall and re-examine any witness and in such case the Government servant shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the Government servant an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the Government servant to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Note:- New evidence shall not be permitted or called for any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacunae or defect in the evidence which has been produced originally.

(16) When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the Government servant shall then be

produced. The Government servant may examine himself in his own behalf if he so prefers. The witnesses produced by the Government servant shall then be examined and shall be liable to cross examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(18) The inquiring authority may, after the Government servant closes his case, and shall, if the Government servant has not examined himself, generally question him on the circumstances appearing against him in the evidence for purpose of enabling the Government servant to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence, hear the presenting officer, if any appointed, and the Government servant, or permit them to file written briefs of their respective cases, if they so desire.

(20) If the Government servant to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry *ex parte*.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (v) of rule 9 and in rule 10 but not competent to impose any of the penalties specified in clauses (vi) to (x), of rule 9, has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it is of the opinion that the penalties specified in clauses (vi) to (x), of rule 9 should be imposed on the Government servant, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witnesses and examine, cross-examine and re-examine the witnesses and may impose on the Government servant such penalty as it may deem fit in accordance with these rules.

(22) Whenever an inquiring authority, after having heard, and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall examine, cross-examine and re-examine any such witnesses as herein before provided.

(23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain-

(a) the articles of charge and the statement of the imputation of misconduct

or misbehaviour.

- (b) the defence of the Government servant in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge;
- (d) the findings on each article of charge and the reasons therefor.
- (e) Omitted.

(G.O.Ms.No.270, G.A. (Ser.C) Dept., dated 18-06-1999).

- (e) to recommend the penalty proposed to be imposed on the delinquent officer, keeping in view the rule 9 of these rules.

(G.O.Ms.No.229, G.A. (Ser.C) Dept., dated 22-05-2002).

- (e) Omitted.

(G.O.Ms.No.454, G.A. (Ser.C) Dept., dated 7-11-2002).

Explanation:- If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include.

- (a) the report prepared by it under clause (i);
- (b) the written statement of defence, if any, submitted by the Government servant;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the Presenting Officer or the Government servant or both during the course of the inquiry; and
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

Explanation:-

It is not necessary to have an inquiry in the manner provided for in this rule or to hear in person in the case of reduction of rank in seniority list (A and B lists) of Constables fit for promotion as Head Constables in the Andhra Pradesh Police Subordinate Service or Andhra Pradesh Special Armed Police Service.

Action on the inquiry report:

"21 (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry

according to the provisions of rule 20 as far as may be.

- (2) The disciplinary authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority together with its own tentative reasons for disagreement, if any, with the findings of inquiring authority on any article of charge to the Government servant who shall be required to submit, if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favorable or not to the Government servant.
- (3) The disciplinary authority shall consider the representation, if any, submitted by the Govt. servant and record its findings before proceeding further in the matter as specified in the subrules (4) and (5) below:
- (4) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (v) of Rule 9, should be imposed on the Government servant, it shall, notwithstanding anything contained in Rule 22, make an order imposing such penalty:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making any order imposing any penalty on the Government servant.

- (5) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (vi) to (x) of Rule 9 should be imposed on the Government servant, it shall make an order imposing such penalty and it shall not be necessary to give the Govt. servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Govt. servant".

(G.O. Ms. No. 22, G.A.(Ser.C) Dept., dt: 30.1.2004)

Earlier Position

21. (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of rule 20 as far as may be,

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (v) of rule 9 and in rule 10 should be imposed on the Government servant, it shall, notwithstanding anything contained in rule 22, make an order imposing such penalty.

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making any order imposing any penalty on the Government Servant.

(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, is of the opinion that any of the penalties specified in clauses (vi) to (x) of rule 9 should be imposed on the Government servant, it shall make an order after furnishing a copy of the report of the inquiring authority to the Government Servant and after taking into consideration any representation made by him thereto within a reasonable time ordinarily not exceeding one month. It shall not be necessary to give the Government Servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Government Servant.

(G.O. Ms No. 179, G.A. (Ser.C) Dept., dt: 11.4.2002)

In rule 21 after subrule (1) the following shall be inserted namely:-

"(1A) The disciplinary authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority to the Government Servant who shall be required to submit, if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favourable or not to the Government Servant:

Provided that where the disciplinary authority disagrees with the whole or any part of the findings of the inquiring authority, the point or points of disagreement together with a brief statement of the grounds therefore shall, in case where it affects the Government Servant charged adversely or prejudicially, be communicated along with the report of the inquiry.

(1B) The disciplinary authority shall consider the representation, if any, submitted by the Government Servant before proceeding further in the matter specified in sub-rules (2) to (4)".

(G.O. Ms No. 515, G.A. (Ser.C) Dept., dt: 2112.2002)

In rule 21 (i) after subrule (1) sub rules (1A) and (1B) shall be omitted.

(ii) for sub rules (3) and (4) and provisos there under, the following shall be substituted, namely:-

"(3) The disciplinary authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiry authority to the Government Servant who shall be required to submit, if he / she so desires, his / her written representation or submission to the disciplinary authority within a reasonable time ordinarily not exceeding one month. It shall not be necessary to give the Government Servant opportunity of making representation on the penalty proposed to be imposed:

- (i) Provided that, where the disciplinary authority disagrees with the whole or any part of the findings of the inquiring authority, the point or points of disagreement together with a brief statement of the grounds therefore shall be communicated along with the report of the inquiry.
- (ii) Provided further that in every case where it is necessary to consult the Commission the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Government Servant."

22. Procedure for imposing minor penalties:-

(1) Subject to the provisions of sub-rule (4) of rule 21, no order imposing on a Government Servant any of the penalties specified in clauses (i) to (v) of rule 9 and in rule 10 shall be made except after:-

- (a) informing the Government Servant in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in sub-rule (3) to (23) of rule 20, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;
- (c) taking the representation, if any, submitted by the Government servant under clause (a) and the record of inquiry, if any. held under clause (b) into consideration;
- (d) recording a finding on each imputation of misconduct or misbehaviour; and
- (e) consulting the Commission where such consultation is necessary.

(2) Notwithstanding anything contained in clause (b) of sub-rule (1), if in a case it is proposed, after considering representation, if any, made by the Government servant under clause (a) of that sub-rule, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Government Servant or to withhold increments of pay for a period exceeding three years an inquiry shall be held in the manner laid down in sub-rules (3) to (23) of rule 20, before making any order imposing on Government Servant any such penalty.

(3) The record of the proceedings in such cases shall include:-

- (i) a copy of the intimation to the Government Servant of the proposal to take action against him;
- (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (iii) his representation, if any;
- (iv) the evidence produced during the inquiry, if any;
- (v) the advice of the Commission, if any;
- (vi) the findings on each imputation of misconduct or misbehaviour; and
- (vii) the orders on the case together with the reasons therefor.

23. Communication of Orders:-

Orders made by the disciplinary authority shall be communicated to the Government Servant who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings on each article of charge, or, where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority (unless they have already been supplied to him) and also a copy of the advice, if any, given by the Commission and, where the disciplinary authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance.

Common Proceedings :-

24. (1) Where two or more Government Servants of the same service or different services are concerned in any case, the Government or any other authority competent to impose the penalty of dismissal from service on all such Government Servants may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

Provided that if the authorities competent to impose the penalty of dismissal on such Government Servants are different, such authorities not being the Government, an order for holding such inquiry in a common proceeding may be made by the highest of such authorities with the consent of the other authorities competent to impose the said penalty on the others.

(2) Subject to the other provisions of these rules, every such order shall specify:

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;
- (ii) the penalties specified in rule 9 and rule 10 which such disciplinary authority shall be competent to impose;
- (iii) whether the procedure laid down in rule 20 and rule 21 or rule 22 shall be followed in the proceeding ..

Special procedure in certain cases:

25. Notwithstanding anything contained in rule 20 to rule 24 -

- (i) where any penalty is imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, or
- (iii) where the Governor is satisfied that in the interest of the security of the State, it is not expedient to hold any inquiry in the manner provided in these rules,

The disciplinary authority may consider the circumstances of the case and make such orders there on as it deems fit:

First Proviso deleted

(G.O.Rt.No. 6421, GA (Ser.C) Dept., dt. 29-12-1993)

Provided that the Commission shall be consulted, where such consultation necessary, before any orders are made in any case under this rule.

"Provided further that no such consultation with the Commission is necessary before any orders are made under clause (i) of this rule".

(G.O.Ms.No.240, G.A.(Ser.C) Dept., dt: 14.8.2003)

Waiver of Procedure in certain cases:

26 (1) All or any of the provisions of rules 20 to 24 may, in exceptional cases and for special and sufficient reasons to be recorded by the disciplinary authority in writing, be waived where there is a difficulty in observing fully the requirements of these rules and those requirements can be waived without causing any injustice to the Government servant charged.

(2) If, in respect of any Government servant charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in rules 20 to 24, the decision thereon of the disciplinary **authority** competent to impose any of the penalties specified in clauses (vii) to (x) of rule 9 on the Government servant concerned shall be final.

"27: Action on report of Lokayukta and Upa-Lokayukta:-

(1) Notwithstanding anything contained in rule 20 or rule 22, where it is proposed to impose on a Government Servant any of the penalties specified in rule 9 or rule 10 on the basis of the recommendation contained in the report mentioned in sub-section (1) of section 12 of the Andhra Pradesh Lokayukta and Upa-Lokayukta Act 1983, the disciplinary authority shall take action on the basis of the recommendation contained in the report, after furnishing a copy of the report to the charged Government Servant to make a representation, if any, within a reasonable time fixed and after taking into consideration such representation, and impose any of the penalties specified in rule 9 or rule 10.

Provided that, the disciplinary authority for the purpose of this rule shall be the authority under rule 2(c) or as specified under clause (c) of Section 2 of the Andhra Pradesh Lokayukta and Upa-Lokayukta Act, 1983.

(G.O. Ms. No. 350, G.A.(Ser.C) Dept., dt: 8.8.2002)

"(2) The Complaints Committee report on allegations of sexual harassment and atrocities on women shall be deemed to be an inquiry report under these rules.

Notwithstanding anything contained in rule 20 or rule 22 where it is proposed to impose on Government Servant any of the penalties specified in rule 9 or rule 10 on the basis of the inquiry report of the Complaints Committee, the disciplinary authority shall taken action on the basis of recommendations contained in the inquiry report after furnishing a copy of the report to the charged Government servant to make a representation, if any, within a reasonable time fixed and after taking into consideration such representation, and impose any of the penalties specified in rule 9 or rule10".

(G.O. Ms. No. 557, G.A.(Ser. C) Dept., dated: 14.12.2005)

Earlier Position

Action on report of Lokayukta and Upa-Lokayukta:

27. Not withstanding anything contained in rule 20 or rule 22, the disciplinary authority on receipt of a report from the Lokayukta or Upalokayukta under sub-section (1) of Section 12 of the A P. Lokayukta and Upalokayukta Act, 1983 and on the basis of the findings and recommendations made by the Andhra Pradesh Lokayukta or Upa-Lokayukta as the case may be the disciplinary authority shall take action against the employees under the relevant rules governing such employee and dispose of the case duly following the relevant procedure prescribed and duly considering the report of the Lokayukta or Upalokayukta as the case may be and shall arrive at independent of his judgement on the findings and recommendations at the conclusion.

Provided that the disciplinary authority for the purpose of this rule shall be the authority specified under clause (c) of section 2 of the AP. Lokayukta and Upa-Lokayukta Act, 1983 or the authority competent under

the rules governing such employee whichever authority is higher.

[G.O.Ms.No. 457, G.A (Ser.C) Dept., dt. 5-12-2001]

Rules not to affect provisions relating to Andhra Pradesh Survey and Land Records Subordinate Service:

28. Nothing in these rules shall affect the rule of regulation of the pay of the members of the Andhra Pradesh Survey and Land Records Subordinate Service in the following categories according to their monthly outturn of work.

CLASS I

CATEGORY 3

Town Surveyor

panchayat Surveyor

CATEGORY 4

Deputy Surveyor

Taluk Surveyor

CATEGORY 5

Field Surveyor

Class II

CATEGORY 7

Junior Computer

CATEGORY 8

Junior Draftman

Rules not to affect provisions in Andhra Pradesh Stationery manual

29. Nothing in these rules shall affect the operation of the Instructions contained in the Andhra Pradesh Stationery Manual, Volume I relating to the recovery from the pay of warehousemen, packers in the office of the Director of Stationery of the value of the short receipts reported by the indenting officers.

Provisions regarding officers lent to Government of India, etc.

30. (1) Where the services of a Government servant are lent by one department to another department or to the Government of India or the Government of another State (hereinafter in this rule referred to as "the borrowing authority"), the borrowing authority shall have the powers of the appointing authority for the purpose of placing such Government servant under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the authority which lent the services of the Government servant (hereinafter in this rule referred to as "the lending authority") of the circumstances leading

to the order of suspension of such Government servant or the commencement of the disciplinary proceeding as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the Government servant:

"(i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (v) of rule 9 or in rule 10, should be imposed on the Government servant, it may, make such orders as it deem necessary.

(ii) If the borrowing authority is of the opinion that the penalty specified in clause (vi) of rule 9 should be imposed on Government servant, it may pass such orders as it may deem necessary, duly following the procedure prescribed in rule 20,

Provided that the borrowing authority shall inform the lending authority, which lent the services of the Government servant the circumstances leading to the imposition of the penalty specified in clause (vi) of rule 9:

Provided further that if the borrowing authority is of the opinion that any of the penalties specified in clauses (vii) to (x) of rule 9 should be imposed on such Government servant, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of tile enquiry and thereupon the lending authority may, if it is disciplinary authority, pass such orders thereon as it may deem necessary, or if it is not disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary".

[G.O.Ms.No.20, G.A. (Ser.C) Dept., Dt. 20-1-2000)

Provided that before passing any such order, the disciplinary authority shall comply with the provisions of sub-rules (3) and (4) of rule 21:

Explanation: The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, as far as may be in accordance with rule 20.

Provided further that the provision in clauses (i) and (ii) requiring the replacement of the services of the Government Servant at the disposal of the **lending** authority shall not apply where the Government servant has been lent by one department to another and both the departments are under the same administrative authority.

(3) For the purpose of this rule, an Assistant or an Assistant Section Officer of the Secretariat or an Assistant or a Senior Assistant of the office of the Commissioner for Land Revenue deputed for training as Revenue Inspector, in the Andhra Pradesh Ministerial Service or a Section Officer of the Secretariat or a Superintendent of the office of the Commissioner for Land Revenue deputed for training as Mandal Revenue Officer in the districts, shall be deemed to be a Government servant lent.

(4) "(i) Where the borrowing authority, is a Company or Corporation or Organisation or local or other authority, such borrowing authority may, subject to such specific conditions or limitations, if any, that may be made in the terms of deputation, suspend or impose any of the penalties specified in clauses (i) to (vi) of rule 9 or clause (i) of rule 10, on the Government servant, duly following the procedure prescribed in CCA Rules.

Provided that the borrowing authority shall intimate the fact of placing the Government servant under suspension or imposing on him/her the penalty as the case may be to the lending authority:

Provided further that if the borrowing authority is of the opinion that any of the penalties specified in clauses (vii) to (x) of rule 9 should be imposed on the Government servant, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the enquiry and thereupon the lending authority may, if it is disciplinary authority, pass such orders thereon as it may deem necessary or if it is not disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary".

[G.O.Ms.No. 20 G.A. (Ser.C) Dept., Dt. 20-1-2000]

(ii) Where a Government servant whose services are placed at the disposal of any company, corporation, organisation or a local or other authority has, at any time before his services were so placed, committed any act or **omission** which renders him liable to any penalty specified in rule 9 or rule 10, the authority competent to impose any such penalty on such Government servant shall alone be competent to institute disciplinary proceeding against him and to impose on him such penalty specified in rule 9 or rule 10 as it thinks fit and the borrowing authority under whom he is serving at the time of the institution of such proceeding, shall be bound to render all reasonable facilities to such competent authority instituting and conducting such proceeding.

Provisions regarding officers borrowed from Government of India etc.

31. (1) Where an order of suspension is made or a disciplinary proceeding is conducted against a government servant whose services have been borrowed by one department from another department or from the Government of India or the Government of another State or a company or corporation or organisation or a local or other authority the authority lending the services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of the suspension of the Government servant or of the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the Government servant:

"(i) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (v) of rule 9 or in rule 10 should be imposed on him/her it may, subject to the provisions

of sub-rule (3) of rule 21 pass such orders as it may deem necessary:

Provided that the borrowing authority shall intimate the fact of imposing the penalty on Government servant, to the lending authority.

- (ii) If the borrowing authority is of the opinion that the penalty specified in clause (vi) of rule 9 should be imposed on Government Servant, it may pass such orders as it may deem necessary, duly following the procedure prescribed in rule 20.

Provided further that if the borrowing authority is of the opinion that any of the penalties specified in clauses (vii) to (x) of rule 9 should be imposed on the Government servant, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the enquiry and thereupon the lending authority may, if it is disciplinary authority, pass such orders thereon as it may deem necessary or if it is not disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary" .

(G.O.Ms.No. 20, G.A. (Ser.C) Dept., Dt. 20-1-2000)

PART VI - APPEALS

Orders against which no appeal lies

32. Notwithstanding anything contained in this part, no appeal shall lie against.

- (i) any order made by the Governor.
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid of the final disposal of a disciplinary proceeding, other than an order of suspension.
- (iii) any order passed by an inquiring authority in the course of the inquiry under rule 20.

Orders against which appeal lies

33. (1) Subject to the provisions of rule 32 a Government servant may prefer an appeal, as hereinafter provided, against all or any of the following orders, namely:-

- (i) an order of suspension made or deemed to have been made under rule 8;
- (ii) an order imposing any of the penalties specified in rule 9 or rule 10 whether made by the disciplinary authority or by an appellate or revising authority;
- (iii) an order enhancing any penalty imposed under rule 9 or rule 10;
- (iv) an order discharging him in accordance with the terms of his contract if he has been engaged on a contract for fixed or for an indefinite period and has rendered under either form of contract, continuous service for a period exceeding five years

at the time when his services are so discharged; and

- (v) an order reducing or withholding the maximum pension, including an additional pension, admissible to him under the rules governing pension.

(2) Subject to the provisions of rule 32, a member of a subordinate service may, as here-in-after provided, prefer an appeal against an order passed by an authority subordinate to the Government (i) varying to his disadvantage his conditions of service, pay, allowances or pension as regulated in rules or in a contract of service and (ii) interpreting to his disadvantage the provisions of any rules or contract of service whereby his conditions of service, pay, allowances or pension are regulated.

Explanation :-In this rule, the expressions 'Government Servant' and 'member of a Subordinate Service' include a person who has ceased to be in Government Service.

Appellate authorities :

34. (1) A Government Servant, including a person who has ceased to be in Government service, may prefer an appeal against all or any of the orders specified in rule 33 to the authorities as follows:-

- (i) An Appeal from an order passed by the High Court shall lie to the Governor.
- (ii) An appeal from an order imposing on a member of a state service any of the penalties specified in rule 9 or placing such member under suspension under rule 8 passed by the Head of the Department shall lie to the Government and an appeal from an order passed by a lower authority shall lie to the Head of the Department.

Provided that an appeal from an order imposing the penalties specified in clauses (i) to (v) of rule 9 on all types of Inspectors of Police by the Superintendent of Police or an Officer of the corresponding rank shall lie to the Special Inspector-General of Police (Law and Order).

- (iii) An Appeal from an order imposing on a member of a Subordinate Service any of the penalties Specified in rule 9 or rule 10 or placing such member under suspension under rule 8 passed by any authority lower than the Government shall lie to the next higher authority to whom the former authority is administratively subordinate;

Provided that in respect of the members of Subordinate Services working in the Habitual offenders settlements in the Police Department, the appellate authority shall be the Superintendent of Police concerned in respect of orders passed by the manager of the Settlement.

Provided further that in the case of a member of the Andhra Pradesh Police Subordinate Service or the Andhra Pradesh Special Armed Police Service, the appellate authority shall be as specified against each of the categories in Appendix - IV;

(G.O.Ms.No. 284, GA (Ser.C) Dept. Dated: 07-07-1997)

Provided also that in the case of a member of the Andhra Pradesh Police Subordinate Service or the Andhra Pradesh Special Armed Police Service an officer superior to the competent authority may, for reasons to be recorded in writing, transfer an appeal from the competent authority to any other authority holding the same rank for disposal.

- (iv) An Appeal against an order referred to in sub-rule (2) of rule 33 shall lie to the Government.

(2) Notwithstanding anything contained in sub-rule (1)

- (i) an appeal against an order in a common proceeding held under rule 24 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate;
- (ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate and, if there is no such authority, by an authority appointed by the Government.

Period of limitation for appeals

35. No appeal preferred under these rules shall be entertained unless such appeal is preferred within a period of three months from the date on which a copy of the order appealed against is delivered to the appellant:

Proviso deleted.

(G.O.Ms.No. 64, GA (Ser.C) Dept., Dt. 27-2-1998)

Form and contents of appeal

36. (1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall contain all material statements and arguments relied on by the appellant and shall be complete in itself, and shall not contain any disrespectful or improper language. It shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellate to the authority which made the order appealed against.

(3) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority, without any avoidable delay and without waiting for any direction from the appellate authority.

Consideration of appeal

37. (1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 8 and having regard to the circumstances of the case, the order of

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suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 9 or rule 10 or enhancing any penalty imposed under the said rules, the appellate authority shall consider:-

- (a) whether the procedure laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in failure of justice;
- (b) whether the findings of the disciplinary authority are warranted by the evidence on the record; and
- (c) whether the penalty or the enhanced penalty imposed is adequate; inadequate, or severe and pass orders.
- (i) confirming, enhancing, reducing or setting aside the penalty; or
- (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that:

- (i) the Commission shall be consulted in all cases where such consultation is necessary;
- (ii) if the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (vi) to (x) of rule 9 and an inquiry under rule 20 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 25, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 20 and, thereafter, on consideration of the proceedings of such inquiry, make such orders as it may deem fit;
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (vi) to (x) of rule 9 and an inquiry under rule 20 has already been held in the case, the appellate authority shall make such orders as it may deem fit; after the appellant has been given a reasonable opportunity of making a representation [G.O.Ms.No. 480, G.A. (Ser.C) Dept., dt. 20-12-2001]
- (iv) subject to the provisions of rule 25, the appellate authority shall.-
- (a) where the enhanced penalty which the appellate authority proposes to impose, is the one specified in clause (iv) of rule 9 and falls within the scope of the provisions contained in sub-rule (2) of rule 22; and

- (b) where an inquiry in the manner laid down in rule 20 has not already been held in the case:

itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 20 and thereafter, on consideration of the proceedings of such inquiry, pass such orders as it may deem fit; and

- (v) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity, as far as may be, in accordance with the provisions of rule 22, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in rule 33 the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

Review of original orders passed by Government, in lieu of appeal

38. (a) Every member of State Service, or a member of a Subordinate Service in whose case the Government have passed original orders, shall not be entitled to appeal but shall be entitled to make separately and in his own name, within a period of three months from the date on which the order was communicated to him, a petition to the Government for review of the order passed by them on any of the following grounds, namely:- .

- (i) that the order against which the petition for review is made was not passed by the competent authority;
 - (ii) that a reasonable opportunity was not given to the petitioner for defending himself;
 - (iii) that the punishment is excessive or unjust;
 - (iv) that the petitioner has made a discovery of new matter or evidence which he proves to the satisfaction of the Government, was not within his knowledge or could not be adduced by him before the order imposing the penalty was passed; and
 - (v) that there is an evident error or omission in the order such as failure to apply the law of limitation or an error of procedure apparent on the face of record.
- (b) any petition for review which does not satisfy any of the above grounds shall be summarily rejected.
 - (c) The Government shall pass such order as they think proper in respect of any petition for review that has been admitted under this rule.

IMPLEMENTATION OF ORDERS IN APPEAL

39. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART VII - REVISION AND REVIEW

Revision;

40. (1) Notwithstanding anything contained in these rules.

- (i) the Government, or
- (ii) in the case of a Government servant serving in a department or office under the control of a head of department such head of the department directly under the Government; or
- (iii) any appellate authority, or
- (iv) any other authority specified in this behalf by the Government by a general or special order, and within such time as may be prescribed in such general or special orders may where a revision petition is preferred by the Government servant within one year of the date of receipt by him of the order sought to be revised, and in cases where no such revision petition is preferred within four years of the date of the order proposed to be revised, either suo-motu or otherwise and after calling for the records of any inquiry and examination, revise any order of penalty made under these rules or under the rules repealed by the rule 45, after consultation with the commission where such consultation is necessary. The said authority may exercise the power suo-motu within four years from the date of issue of order of penalty by the competent authority or within one year of the date of receipt of the petition either confirm or reduce or set aside the order of penalty or any other order already issued, and where it is proposed to enhance the penalty, such authority may exercise the power within four years from the date of receipt of the petition and revise any order made under rule 45 after consultation with the commission where such consultation is necessary, and
 - (a) confirm, modify or set aside the order; or
 - (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
 - (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or
 - (d) pass such other orders as it may deem fit;

Provided that the Special Inspector-General of Police (Law and Order) or the Deputy Inspector-General of Police or an officer of the corresponding rank may, of his own motion or otherwise, revise an order passed on appeal by the authority subordinate to him:

Provided further that no order imposing or **enhancing** any penalty

shall be made by any revising authority unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the major penalties specified in rule 9 or to enhance the minor penalty imposed by the order sought to be revised to any of the major penalties and if an inquiry under rule 20 has not already been held in the case, no such penalty shall be imposed except after inquiring in the manner laid down in rule 20, subject to the provisions of rule 25 and except after consultation with the Commission, where such consultation is necessary:

Provided also that subject to the provisions of rule 25, the revising authority shall:

- (a) where the enhanced penalty which the revising authority propose to impose, is the one specified in clause (iv) of rule 9 and falls within the scope of the provisions contained in sub-rule (2) of rule 22; and
- (b) where an inquiry in the manner laid down in rule 20 has not already been held in the case.

itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 20 and thereafter, on a consideration of the proceedings of such inquiry, pass such orders as it may deem fit:

Provided further that no power of revision shall be exercised by the head of department, unless

- (i) the authority which made the order in appeal, or
- (ii) the authority to which an appeal would lie, where no appeal has been preferred, is subordinate to him.

(2) No proceeding for revision shall be initiated or commenced until after

- (i) the expiry of the period of limitation for preferring an appeal, or
- (ii) the disposal of the appeal, where any such appeal has been preferred; the Government servant may however prefer a revision petition for revising the order of penalty within a period of one year after the appeal petition to the prescribed appellate authority is disposed off.

(3) An application for revision shall be dealt with in the same manner as if it were appeal under these rules.

[G.O.Ms.No. 455, G.A. (Ser.C) Dept., dated 5-12-2001]

Review:

41. The Government may exercise the power to review any order passed under these rules only on the reference made by the Head of the Department when any new material or evidence which could not be produced or was not available at the time of passing the order under

review and which has the effect of changing the nature of the case, has come or has been brought to its notice.

(G.O.Ms.No. 64 GA (Ser.C) Dept., dated: 27-02-1998)

Provided that no order imposing or enhancing any penalty shall be made by the Government unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in rule 9 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if an inquiry under rule 20 has not already been held in the case, no such penalty shall be imposed except after inquiring in the manner laid down in rule 20, subject to the provisions of rule 25 and except after consultation with the Commission where such consultation is necessary.

Provided further that the Government shall exercise the power of review within a period of three years.

(G.O.Ms.No. 408, GA (Ser.C) Dept., dated: 20-09-1996)

PART VIII - MISCELLANEOUS

Service of orders, notices etc.,

42. Every Order, notice and other process made or issued under these rules shall :

- (i) if he is on duty be served on the Government servant by delivering or tendering it in person;
- (ii) if he is on leave or under suspension or otherwise absent be communicated to him by registered post to the address given by him, if any, or of his usual place of residence;
- (iii) if it cannot be so served or communicated, be published in the Andhra Pradesh Gazette.

Power to relax time limit and to condone delay:

43. Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under the rules or condone any delay.

Supply of copy of Commissions's advice:

44. Whenever the Commission is consulted as provided in these rules, a copy of the advice by the Commission and, where such advice has not been accepted, also a brief statement of the reasons for such non-acceptance, shall be furnished to the Government servant concerned along with a copy of the order passed in the case, by the authority making the order.

Repeal and Saving:

45. (1) The Andhra Pradesh Civil Services (Classification, Control

and Appeal) Rules, 1963 issued in G.O.Ms.No.1376, General Administration (Rules) Department, dated the 28th November, 1963 in so far as they relate to the services specified in these rules, are hereby repealed.

Provided that:

- (a) such repeal shall not affect the previous operation of the said rules, or any notification or order made, or anything done, or any action taken thereunder;
- (b) any proceedings under the said rules, pending at the commencement of these rules shall be continued and disposed of as far as may be in accordance with the provisions of these rules, as if such proceedings were proceedings under these rules.

(2) nothing in these rules shall operate to deprive any person of any right of appeal, which he would have had if these rules had not been made, in respect of any order passed before the commencement of these rules. An appeal pending at the time when, or preferred after these rules came into force shall be deemed to be an appeal under these rules, and rule 37 shall apply as if the appeal were against an order appealable under these rules.

(3) As from the commencement of these rules any appeal or application for revision or review against any orders made before such commencement shall be preferred or made under these rules, as if such orders were made under these rules;

Provided that nothing in these rules shall be construed as reducing any period of limitation for any appeal, revision or review provided by any rule in force before the commencement of these rules.

Removal of Doubts:

46. If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Government, whose decision shall be final. .

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

K.V. NATARAJAN,

CHIEF SECRETARY TO GOVERNMENT.

To

The Director, Printing, Stationery & Stores Purchase (Printing Wing)
Department, Hyderabad,

(for publication of the notification in the Andhra Pradesh Gazette and to supply three thousand printed copies to this Department).

All Departments of Secretariat (10 copies) All Heads of Departments.

All Collectors & District Judges.

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The Registrar, High Court of Andhra Pradesh, Hyderabad.

The Registrar, Andhra Pradesh Administrative Tribunal, Hyderabad.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.

The General Administration (SC.D)/(Vigilance & Enforcement) Department. All Administrative Sections in General Administration Department.

Copy to the Law (E) Department.

S.F./S.C.

P.T.O. for Schedules I&II and Appendices 1 to 4

SCHEDULE-I

[Rule- 6]

1. The Andhra Pradesh Administrative Service.
2. The Andhra Pradesh Agricultural Service.
3. The Andhra Pradesh Animal Husbandry Service.
4. The Andhra Pradesh Boiler Service.
5. The Andhra Pradesh Central Stores Purchase Service.
6. The Andhra Pradesh Civil Service (Executive Branch)
7. The Andhra Pradesh Commercial Taxes Service.
8. The Andhra Pradesh Co-operative Service.
9. The Andhra Pradesh Economic and Statistical Service.
10. The Andhra Pradesh Educational Service.
11. The Andhra Pradesh Electrical Service.
12. The Andhra Pradesh Employment Service.
13. The Andhra Pradesh Engineering Service.
14. The Andhra Pradesh Excise Service.
15. The Andhra Pradesh Factory Service.
16. The Andhra Pradesh Fire Service.
17. The Andhra Pradesh Fisheries Service.
18. The Andhra Pradesh Forest Service.
19. The Andhra Pradesh General Service.
20. The Andhra Pradesh Government Life Insurance Service.
21. The Andhra Pradesh (R & B) Engineering Service.
22. The Andhra Pradesh Hindu Religious and Charitable Endowments (Administration Service.)
23. The Andhra Pradesh Homeopathic Service.
24. The Andhra Pradesh Indian Medicine Service
25. The Andhra Pradesh Industries Service.
26. The Andhra Pradesh Information Service.
27. The Andhra Pradesh Jail Service.
28. The Andhra Pradesh Labour Service.
29. The Andhra Pradesh Marketing Service.
30. The Andhra Pradesh Medical Service.
31. The Andhra Pradesh Mining Service.
32. The Andhra Pradesh Municipal Commissioners Service.

33. The Andhra Pradesh Panchayat Service.
34. The Andhra Pradesh Panchayat Raj Engineering Service.
35. The Andhra Pradesh Panchayat Raj Service (Executive Branch)
36. The Andhra Pradesh Pay and Accounts Service.
37. The Andhra Pradesh Police Service.
38. The Andhra Pradesh Port Service.
39. The Andhra Pradesh Public Health Service.
40. The Andhra Pradesh Public Health and Municipal Engineering Service.
41. The Andhra Pradesh Printing Service.
42. The Andhra Pradesh Registration Service.
43. The Andhra Pradesh Higher Judicial Service.
44. The Andhra Pradesh State Judicial Service.
45. The Andhra Pradesh State Legal Service.
46. The Andhra Pradesh Survey and Land Records Service.
47. The Andhra Pradesh Technical Education Service.
48. The Andhra Pradesh Town Planning Service.
49. The Andhra Pradesh Transport Service.
50. The Andhra Pradesh Treasury and Accounts Service.
51. The Andhra Pradesh Weights and Measures Service.
52. The Andhra Pradesh Backward Class Welfare Service.
53. The Andhra Pradesh Horticulture Service.
54. The Andhra Pradesh Handlooms & Textiles Service.
[G.O.Ms.No. 525, G.A. (Ser.C) Dept., Dt. 30-11-98]
55. The Andhra Pradesh Insurance Medical Service.
[G.O.Ms.No. 19, G.A. (Ser.C) Dept., Dt. 13-1-99]
56. The Andhra Pradesh Tribal Welfare Engineering Service
[G.O.Ms.No. 315, G.A. (Ser.C) Dept., Dt. 5-9-2000]
57. Andhra Pradesh State Prosecution **Service**.
(G.O. Ms. No. 206, G.A. (Ser.C) Dept., dt: 16.7.2003)
58. Andhra Pradesh State Audit **Service**.
(G.O. Ms. No. 71, G.A. (Ser.C) Dept., dt: 17.02.2009)

SCHEDULE -II

[Rule - 7]

1. The Andhra Pradesh Agricultural Subordinate Service.
2. The Andhra Pradesh Animal Husbandry Subordinate Service.
3. The Andhra Pradesh Certified Schools Subordinate Service.
4. The Andhra Pradesh Commercial Taxes Subordinate Service.
5. The Andhra Pradesh Co-operative Subordinate Service.
6. The Andhra Pradesh Economics and Statistical Subordinate Service.
7. The Andhra Pradesh School Education Subordinate Service.
8. The Andhra Pradesh Electrical Subordinate Service.
9. The Andhra Pradesh Engineering Subordinate Service.
10. The Andhra Pradesh Excise Subordinate Service.
11. The Andhra Pradesh Fire Subordinate Service.
12. The Andhra Pradesh Fisheries Subordinate Service.
13. The Andhra Pradesh Forest Subordinate Service.
14. The Andhra Pradesh General Subordinate Service.
15. The Andhra Pradesh Government Press Subordinate Service.
16. The Andhra Pradesh(R & B) Engineering Subordinate Service.
17. The Andhra Pradesh Homeopathic Subordinate Service.
18. The Andhra Pradesh Indian Medicine Subordinate Service.
19. The Andhra Pradesh Industries Subordinate Service.-
20. The Andhra Pradesh Information Subordinate Service.
21. The Andhra Pradesh Jail Subordinate Service.
22. The Andhra Pradesh Judicial Ministerial Service.
23. The Andhra Pradesh Last Grade Service.
24. The Andhra Pradesh Labour Subordinate Service.
25. The Andhra Pradesh Marketing Subordinate Service.
26. The Andhra Pradesh Medical Subordinate Service.
27. The Andhra Pradesh Ministerial Service.
28. The Andhra Pradesh Mining Subordinate Service.
29. The Andhra Pradesh Minor Irrigation Subordinate Service.
30. The Andhra Pradesh Municipal Commissioners Subordinate Service.
31. The Andhra Pradesh Panchayat Raj Executive Subordinate

Service,

32. The Andhra Pradesh Panchayat Raj Subordinate Engineering Service.
33. The Andhra Pradesh Pay and Accounts Subordinate Service,
34. The Andhra Pradesh Police Subordinate Service.
35. The Andhra Pradesh Port Subordinate Service.
36. The Andhra Pradesh Public Health Subordinate Service.
37. The Andhra Pradesh Public Health and Municipal Engineering Subordinate Service.
38. The Andhra Pradesh Registration Subordinate Service.
39. The Andhra Pradesh Revenue Subordinate Service.
40. The Andhra Pradesh Secretariat Subordinate Service.
41. The Andhra Pradesh Special Armed Police Service.
42. The Andhra Pradesh Survey and Land Records Subordinate Service.
43. The Andhra Pradesh Survey and Land Records Subordinate (Temporary) Service.
44. The Andhra Pradesh Technical Education Subordinate Service.
45. The Andhra Pradesh Town Planning Subordinate Service.
46. The Andhra Pradesh Treasury and Accounts Subordinate Service.
47. The Andhra Pradesh Sericulture Subordinate Service.
48. The Andhra Pradesh Backward Classes Welfare Subordinate Service.
49. The Andhra Pradesh Horticulture Subordinate Service.
50. The Andhra Pradesh Endowments Executive Officers Subordinate Officers Service.
51. The Andhra Pradesh Handlooms & Textiles Subordinate Service. [G.O.Ms.No.525, G.A. (Ser.C) Dept., Dt. 30-11-98]
52. The Andhra Pradesh Insurance Medical Subordinate Service. [G.O.Ms.No.19, G.A.(Ser.C) Dept., Dt. 13-1-99]
53. The Andhra Pradesh Panchayat Raj Subordinate Service. [G.O.Ms.No.79, G.A. (Ser.C) Dept., Dt. 1-3-99]
54. The Andhra Pradesh Tribal Welfare Engineering Subordinate Service. [G.O.Ms.No. 315, G.A. (Ser.C) Dept., Dt. 5-9-2000]
55. Andhra Pradesh State Audit Subordinate **Service.**

(G.O. Ms. No. 71, G.A. (Ser.C) Dept., dt: 17.02.2009)

APPENDIX -1

[Rule 10 (i)]

GOVERNMENT GUEST HOUSE DEPARTMENT :

Members of the Andhra Pradesh General Subordinate Service.

(a) Government House Department, Hyderabad :-Stewards, Grades 1 and 11, Butlers, Carpenters, Painters, Head Cooks, Assistant Cooks, Drivers, Tailor and Electrician.

(b) Hyderabad House, New Delhi :-Sanitary Fitter, Electrician, Drivers, Cooks and Butlers.

(c) Jubilee Hall, Hyderabad :- Daroga,

GOVERNMENT PRESS:

i. Office Establishment at Kurnool--Attendees.

ii. Members of the Andhra Pradesh Government Press Subordinate Service.

JAIL DEPARTMENT :

I. Andhra Pradesh Jail Subordinate Service

Branch I-Class I.

1. Jailors in Sub-Jails.
2. Gate-Keepers (including Chief Head Warders, Jamedars, Grades I and 11, Head Warders and Dafedars.
3. Warders (including Jawans) in Jails--Grades 1 and 11.

Class II :

Woman Warders - Grades I and 11.

Branch II-Class I:

1. Special Grade Prison Teachers and Instructors.
2. Higher Elementary Grade Teachers and Instructors

Class II:

1. Carpenter Instructors .- Grades-II and III.
2. Blacksmith Instructors.
3. Tailor Instructors -- Grade II.
4. Weaving Instructors -- Grades II and III.
5. Durrie-making Instructors Grades II and III.
6. Carpet-making Instructors.
7. Dyeing Instructors .- Grades II and III.
8. Polisher,
9. Fitter -- Grades II and III.

10. Shoe-making Instructors.

Class-III:

Jamedar, Chauffers.

Temporary Posts.

BRANCH - IV:

1. Wiremen.
2. Packer Clerks and Packers.

PORT DEPARTMENT:

I. Andhra Pradesh Port Subordinate Service.

1. Assistant Light Keepers and Signallers.
2. Flag Lascars.
3. Tindals Grade II.
4. Boatmen.

II. Andhra Pradesh General Subordinate Service.

1. Serangs - Grade II
2. Firemen - Grades I and II.
3. Welders.
4. Greasers
5. Lascars
6. Store Attender.
7. Hammermen.

PUBLIC HEALTH AND MUNICIPAL ENGINEERING DEPARTMENT:

1. Andhra Pradesh General Subordinate Service.
Attenders employed in the office of the Sanitary Engineer.