

*Amended-2014*

**BYE-LAWS OF THE  
TELANGANA SOCIAL WELFARE RESIDENTIAL  
EDUCATIONAL INSTITUTIONS SOCIETY (REGD) :  
HYDERABAD-28 .**

The following are the bye-laws framed under Rules II(vi) of the “**Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.**”

**(REGD. NO. 452 OF 2014)**

1. **SHORT TITLE & COMMENCEMENT:**

- a) These bye-laws may be called the Telangana Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 2014.
- b) They shall come into force with retrospective effect from the date of Registration of the Society.

2. **DEFINITIONS:** In these bye-laws, unless the context otherwise requires.

- a) “**Society**” means the Telangana Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
- b) “**Board**” means the Board of Governors constituted under Rule-II of the Rules and Regulations of the Society.
- c) “**Bye-laws**” means bye-laws made by the Board of Governors under clause (vi) of Rule-II of the Rules of the Society.
- d) “**Chairman**” means the Chairman of the Board of Governors & T G S W Residential Educational Institutions Society .
- e) “**Vice Chairman**” means the Vice Chairman of the Board of Governors & T G S W Residential Educational Institutions Society.
- f) “**Secretary**” means the Secretary of the T G S W Residential Educational Institutions Society (Regd.), Hyderabad

- g) **“Rules”** means the Rules and Regulations of the T.G.S.W. Residential Educational Institutions Society (Regd), Hyderabad 2014.
- h) **“Year” or “Financial Year”** means the period of twelve months beginning with the first day of April and ending with the 31<sup>st</sup> day of March of the following year.
- i) **“District Society”** means the District Social Welfare Residential Schools society formed in each District and affiliated to the T.G.S.W.R.E.I.Society.
- j) **“Chairman, District Society”** means the Chairman of the District Social Welfare Residential Schools Society.
- k) **“Principal”** means the Principal of the .T.G.Social Welfare Residential School/ The T.G.S.W.Residential Junior College / The T.G. Social Welfare Residential Degree College.
- l) **“Staff of the Society”** means the Officers including Addl. Secretary, Joint Secretary, District Coordinator (Dy. Secretary), Principals and Teachers, ministerial staff, Class –IV and contingent employees etc., working in the state level and District Level Societies and the schools and colleges under the control of the Society.
- m) **“District Coordinator”** means the District Coordinator of all T.G.S.W.R. Schools and Junior Colleges in the District level office.

3) **AFFILIATION OF THE DIST. SOCIETY:** The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.

4) **MEETING OF THE SOCIETY:**

- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

5) **MEETING OF THE BOARD:**

- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

6. **STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

**(I) The Standing Committee for Administrative and Financial matters**

- i] The Standing Committee for Administrative and Financial matters shall consist of.
  - 1) Vice Chairman, TGSWREIS.
  - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
  - 3) Secretary to Government, School Education Department.
  - 4) Commissioner of Social Welfare
  - 5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.

- ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
  - 1. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
  - 2. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
  - 3. Administer the funds of the Society and manage the properties of the Society.
  - 4. Determine the procedure to enter into agreements for and on behalf of the society.
  - 5. Determine the policy of investment of provident fund amounts and
  - 6. Discharge such other functions as may from time to time be assigned to it by the Board

## **II] The Standing Committee for academic matters**

- i) The Standing Committee for academic matters of the Society shall consist of:
  - 1] Vice Chairman, T.G.S.W.R.E.I.Society,
  - 2] Commissioner of Social Welfare
  - 3] Director of Higher Education
  - 4] Director of School Education
  - 5] Secretary, T.G.R.E.I.Society, Hyderabad.
  - 6] Director, S.C.E.R.T. and
  - 7] Principal of the T.G.S.W.R.E.Institutions nominated by the Chairman.
  - 8] Representative of N.C.E.R.T.
  - 9] An eminent educationist nominated by the Chairman.

- ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
1. Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
  2. Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
  3. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
  4. Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
  5. [a] Effectively implement the curriculum syllabus as laid by Education Department [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
  6. Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
  7. Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
  8. Discharge such other functions as may from time to time be assigned to it by the Board.
  9. The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee

to an educational expert or such other person[s] whose presence may be considered useful.

10. The Secretary shall be Member-Secretary to the above two Standing Committees.

11. The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.

12. The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.

13. Three members shall form the quorum for a meeting of the Standing Committee.

#### **CONTRACT AND SUITS:**

- a] All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/- shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.
- b] The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
  - i] The power to institute or defend suits or other legal proceedings on behalf of the Society and
  - ii] The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c]
  - i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for

Administrative and Financial matters of Board of Governors as the case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be.

- ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

## 8. STAFF AND APPOINTMENTS

- a] All posts in the Society shall be classified into classes and categories as specified in column[1] and [2] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

<b>Class</b>	<b>Category</b>	<b>Post</b>	<b>Appointing Authority</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>
Class – I	Category – 1	Secretary	Chairman
	Category – 2	Additional Secretary	Vice-Chairman
	Category – 3	Joint Secretary	Vice - Chairman.
Class – II	Category – 1	District Coordinator [Dy. Secretary]	Vice-Chairman
	Category - 2	Principal Grade-I	-do-
	Category - 3	Principal Grade-II	-do-
	Category - 4	Jr. Lecturer	Secretary
	Category – 5	Asst. Secretary	-do-

<b>Class</b>	<b>Category</b>	<b>Post</b>	<b>Appointing Authority</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>
Class – III	Category – 1	P.G.Teachers	-do-
	Category –2	Librarians in APSW Res. Jr. Colleges	-do-
	Category – 3	T.G. Teachers	-do-
	Category – 4	Physical Directors	-do-
	Category – 5	Physical Education teachers	-do-
	Category – 6	Instructors in Music, Art and	-do-
	Category – 7	Librarians in APSW Res. Schools	-do-
	Category – 8	Superintendent.	-do-
	Category –9	Staff Nurse / Health Supervisor.	-do-
	Category – 10	Warden	-do-
	Category – 11	Senior Asst.	-do-
	Category – 12	Stenographers, Typists, Jr.Assts., JACT	-do-
	Category – 13	Plumber Cum Electrician	-do-
Class – IV	Category – 1	Record Asst/Roneo Operator, Lab Assistant.	Chairman Dist. Society for institutions and Secretary for office of the Society.
	Category – 2	Attenders, Lab Attenders, Watchmen	-do-
	Category – 3	Cooks, Helper, Sweepers.	Chairman, Dist. Society.

b] Recruitment to the posts in the office of Society and institutions shall be made.

i] By direct recruitment through open advertisement or through the employment exchange or ii] By promotion or iii] By deputation from



any department of the Government of Telangana or from other institutions.

## **9. BUDGET ESTIMATES:**

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31<sup>st</sup> January of the preceding year.
- b] The estimates shall include.
  - i] The casual expenditure of the preceding year.
  - ii] The Original Budget Estimates for the current year.
  - iii] The revised Budget Estimates for the current year and
  - iv] The proposed Budget Estimates for the succeeding year.
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the T.G .Social Welfare Residential Schools and colleges and the office of the Secretary separately.
  - 1] Pay and allowances.
  - 2] T.A. to members of Board of Governors and members of the Standing Committee.
  - 3] Traveling allowance to staff
  - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
  - 5] Stationery and Printing.
  - 6] Postage and Telegram including Telephones
  - 7] Furniture
  - 8] Laboratory
  - 9] Teaching Aids.
  - 10] Library
  - 11] Seminar and workshops
  - 12] Games and sports
  - 13] Examinations

- 14] Educational Tours
- 15] Hostel charges
- 16] Advertisement charges
- 17] Motor vehicles - Purchase and Maintenance.
- 18] Educational Activities
- 19] Contingencies
- 20] Miscellaneous.

- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

**10. POWERS AND DUTIES OF THE CHAIRMAN:**

1. It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.
2. In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action, he shall take such action as he deems necessary and shall report to the Board at its next meeting.
3. The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.
4. The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding Category 2 & 3 of Class-I and category 1 to 3 of Class-II may be preferred.

**11. POWERS AND DUTIES OF THE VICE CHAIRMAN:**

1. The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye- Laws and Rules.
2. When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. The Vice-Chairman shall preside over the meeting of the Board in the absence of Chairman.

3. a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
    - i That the total sanctioned expenditure is not thereby exceeded
    - ii. That such re-appropriation shall not have the effect of involving the society in future outlay in the succeeding years of any scheme.
  - (b) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under category 2&3 of Class-I and category 1 to 3 of Class-II except on any who are on deputation from Government Service in whose case he/she shall send a report to the parent department with his/her recommendation.
  - (c) The Vice-Chairman shall be the authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in category-4&5 of Class-II and Classes-III & IV may be preferred.
4. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary subject to availability of funds.

12. **POWERS AND DUTIES OF THE SECRETARY:**

- a] The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these Bye-Laws.
- b] In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely.
  - i] To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
  - ii] To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in Class III and Class IV as provided in Appendix - II.
  - iii] To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The

Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

Financial Powers of Head of the Department on certain common items as per (1) G.O.Ms.No.148, Finance & Planning (FW:ADMN.I.TFR) Department, dated: 21.10.2000 amended in G.O.Ms.No.248, Finance (TFR) Department, dated: 06.09.2012 and (2) G.O.Ms.No.178 Finance (TFR) Dept., dated:19.08.2011

<b>Sl.No.</b>	<b>Item of Expenditure</b>	<b>Ceiling limit / Monetary limit</b>
1.	Maintenance of Motor Vehicles (a) Light Vehicles  (b) Heavy Vehicles	Full powers (Subject to Guidelines vide G.O.Ms.No.333.G.A.(OP.II) Dept, dated: 31/7/1997) -do-
2.	Purchase of Stationery	Full Powers
3.	Purchase of Steel & Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full Powers Full Powers
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.No.35, Fin & Plg. (FW.EBS.PWD) dept, dt.27/2/1997 read with Memo No.127/R & E/97, dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers
6.	Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- per month.
7.	Repairs to Type writers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to Technical Scrutiny by Public Works Dept. or Area Transport Officer.
9.	Repairs to Duplicators	Full Powers
10.	Organization of Sports and Games	50,000
11.	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound.	Full powers

<b>Sl.No.</b>	<b>Item of Expenditure</b>	<b>Ceiling limit / Monetary limit</b>
	(b) Improvements, alterations and new installations to new buildings.	1,00,000
12.	Printing locally without referring to Govt. Press	Full powers
13.	Visits of High personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.5,0000/-
14.	Purchase of Non-Govt. publications relevant to Law and Administrative Management.	Full powers
15.	Crockery. Cutlery & Utensils (initial purchases)	5,000
16.	Printing and Binding	Full powers
17.	Purchase of wall clocks not exceeding one piece for each unit Office at a cost not exceeding	1,000
18.	Purchase of Fans	Full Powers
19.	Write off of various kinds	5,00,000
20.	Air Coolers	Full Powers
21.	Drawal of amounts on Abstract contingent bills	20,000
22.	Freight charges	Full powers
23.	Apparatus, instruments and Machinery	Full powers
24.	Purchase of stores	Full powers
25.	Legal costs	Full powers
26.	Expenditure on Exhibitions	Full powers
27.	Petrol, Oil, Lubricants	Full powers
28.	Maintenance of computers	Full powers (Through APTS or original Manufacturer)
29.	Maintenance of Xerox Machine	Full powers
30.	Maintenance of Fax Machine	Full powers
31.	Purchase of Computer/Fax Machine Stationery (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers
32.	Air Coolers Repairs	Full powers

<b>Sl.No.</b>	<b>Item of Expenditure</b>	<b>Ceiling limit / Monetary limit</b>
33.	Supply of Uniform cloth to Class IV Employees	Full powers
34.	Telephone for connectivity purposes	Full powers
35.	Internet service charges	Full powers
36.	Refreshments expenditure on visits of Official from other states	Full powers
37.	Purchase of batteries	Full powers
38.	Pest control Measures, Fire Alarm and Fire Extinguisher maintenance.	Full powers
39.	Electrical & net working works relating to computer, Air conditioner and UPS equipment	Full powers
40.	Courier charges	Full powers
41.	Air Conditioners	Full powers
42.	Xerox machines	Full powers
43.	Computers and its peripherals	Full powers
44	Water Coolers	Full powers

- iv] To open Bank Accounts in the name of the Society in such Banks as are approved by the Board of Governors and to operate the said accounts.
- v] To visit any Residential school/college run by the Society within the State or to depute any officer or member of the staff to do in connection with the affairs of Society.
- vi] To sanction, leave, allowances including dearness, house rent, compensatory, traveling and daily allowance, Medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- vii] To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- viii] To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the society.

**13. POWERS AND DUTIES OF THE ADDITIONAL SECRETARY, JOINT SECRETARY [ACADEMIC] AND JOINT SECRETARY [ADMINISTRATION]:**

- A] The Additional Secretary, Joint Secretary [Academic] and the Joint Secretary [Administration] shall carryout the functions as are specifically assigned to them by the Chairman, **Vice Chairman** or the Secretary.
- B] The duties of Joint Secretary [Academic] shall include assisting the Secretary in [I] all academic matters, viz., preparation of curriculum, conduct of admission examinations [for admission of pupils in the Social Welfare Residential Schools and Colleges], drafting syllabi, conduct of workshops and seminars, conduct of examinations in the Schools and Colleges.
  - ii] The inspection of the schools and colleges of the Society.
  - iii] Setting up of laboratories in the schools and colleges.
  - iv] Commendation of books and films to be purchased the libraries of the institutions.
  - v] Supply of teaching aids and A.V.Equipment to the institutions.
  - vi] Introduction of activities such as Bharat Scouts and Guides, Red cross, N.C.C.,etc.
  - vii] Giving special coaching to the talented children to appear for competitions such as mathematics Olympiad, National talent search etc.
  - viii] Encouraging research and innovations in the schools and colleges of the Society.
  - ix] Maintenance and strengthening of the library of the Society office.
    - i] In conducting the official correspondence of the Society as far as academic matters are concerned.
    - ii] The Additional Secretary / Joint Secretary [Admn] shall be incharge of the office establishment of the society. The duties of the Additional Secretary / Joint Secretaries shall include assisting the Secretary.
    - iii] In conducting the official correspondence of the Society.

- iv] In the recruitment of the staff of the office of the Society, schools and colleges.
- v] In making purchases for the office of the Society.
- vi] In the conduct of the meeting of Board of Governors, standing committee etc., and in preparation of the minutes of the meeting and dispatch of the minutes to the members as stipulated in the bye-laws of the Society.
- vii] In preparing the annual report of the Society to be submitted to Government.
- viii] In the inspection of the School and Colleges of the Society.
- ix] In planning and development of the educational institutions of the Society.
- x] In looking to the safe custody of all documents/registers and books of the Society.
- xi] In safe guarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.

14. **POWERS AND DUTIES OF THE DISTRICT COORDINATORS [DEPUTY SECRETARY]**

The District Coordinator [Deputy Secretary] shall attend the administrative, Academic and Financial Functions at District level as entrusted by the Secretary.

15. a] **POWERS AND DUTIES OF THE JOINT SECRETARY [FINANCE OFFICER]:**

The Assistant Secretary [Accounts] shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.

- i] In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
- ii] In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
- iii] In disbursing the traveling and daily allowance to non-official members of the Board and members of various committees and



- iv] In the internal audit of accounts of the Schools and Colleges.
  - v] In proper maintenance of accounts of Society.
  - vi] In passing all the bills for which sanction has been accorded by the competent authority of the Society.
  - vii] In maintaining the Cash book and other relevant account registers and documents.
  - viii] In getting the cheques written and submit for Secretary's signature after the bills are passed.
  - ix] In the disbursement of the amounts drawn.
- 16.** The powers of the Chairman, Board of Governors, Vice Chairman, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

**APPENDIX – I**

<b>S.No.</b>	<b>Nature of power</b>	<b>Chairman TGSWREIS</b>	<b>Vice-Chairman, TGSWREIS</b>	<b>Secretary, TGSWREIS</b>	<b>Principals of Schools &amp; Colleges</b>	<b>Chairman of Dist. Society</b>
1	Appointment of posts	Category-1 of Class – I	Category-2&3 of Class-I and Category 1to3 of Class-II.	Category 4& 5 of Class – II and Class-III and Categories 1 and 2 of class –IV pertaining to the office of the Society.	----	Class –IV pertaining to the schools and colleges.
2	Leave	-----	Full in respect of Secretary	Full in respect of Principals, staff of the Head Office.	In respect of Staff working in Schools and Colleges.	-----
3	Passing and countersigning of the TA bill	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----
4	Sanction of increments, TA advances, Festival advances etc.	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----

**APPENDIX –II**

<b>S.No.</b>	<b>Description of the post</b>	<b>Appointing authority</b>	<b>Authority competent to impose penalty</b>	<b>Penalty</b>	<b>Appellate authority</b>
1	Category 2&3 of Class – I & Category 1 to 3 of Class-II	Vice-Chairman, TGSWREIS	Vice-Chairman, TGSWREIS  Secretary, TGSWREIS	All  Minor in respect of Category 1-3 of Class-II.	Chairman, TGSWREIS  Vice-Chairman, TGSWREIS
2	Category 4&5 Class – II and Class-III and Category 1&2 of Class-IV in respect of Head Office.	Secretary, TGSWREIS	Secretary, TGSWREIS	All	Vice-Chairman, TGSWREIS.
3.	Category 1 to 3 of Class – IV in respect of Schools and Colleges	Chairman, Dist. Society	Chairman, Dist. Society	All	Secretary, TGSWREIS

Sd/-  
R.S.PRAVEEN KUMAR  
SECRETARY

## DOCUMENT NO. 1

### MEMORANDUM OF ASSOCIATION

1. Name of the Society: The name of the Society is “Telangana Social Welfare Residential Educational Institutions Society” here in after referred to as the “Society”.
2. Location of the office: The Registered Office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.
3. Aims & Objects: The Objects and purpose for which the Society is established are:
  - a) to establish, maintain, control and manage Social Welfare Residential Schools and Colleges (Gurukula Vidyalayamulu) for the talented and meritorious children belonging to Scheduled Castes and other residing within the State of Telangana and to do all acts and things necessary for or conducive to promotion of such schools and colleges.
  - b) to affiliate and to accord recognition to similar Social Welfare Residential Schools and Colleges established and run by any Society or private persons in the State.
  - c) To prepare, introduce, supervise and modify from time to time the curricula, syllabi and other programmes and conduct of examination in regard to the education of pupils in the Social Welfare Residential Schools and Colleges established by or affiliated to or recognised by the society.
  - d) To organise the conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Social Welfare Residential Schools and Colleges.
  - e) To create teaching, administrative, technical, ministerial and other posts under the Society and in the schools and colleges.
  - f) To constitute such committees, or other bodies as may be deemed fit and to prescribe by rules of the Society its powers, functions, tenure and other matters.

## CERTIFICATES

“Certified that the Association is formed with no profit motive and no commercial activity is involved in its working”.

“Certified that the Association would not engage in agitational activities to ventilate grievances”.

“Certified that the office bearers are not paid from the funds of the Association”.

We respectively hold ourselves responsible to run the affairs of the Society according to the rules annexed herewith.

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our respective hands hereunto and form ourselves into a Society under the Andhra Pradesh (Telangana area) Public Societies Registration Act, 1350 F of (Act No.I of 1350 f).

<b>Name of the office bearers (in Block letters) S/O.</b>	<b>Designation of their local stand in the Society</b>	<b>Occupation address</b>	<b>Signature</b>
1.	Chairman	Hon'ble Minister of Social Welfare, Telangana, Hyderabad	
2.	Vice-Chairman	Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	
3.	Member	Commissioner of Social Welfare Telangana, Hyderabad.	
4.	Member	Director of School Education, Telangana, Hyderabad.	
5.	Member	Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	

### WITNESSES:

<b>Name in Block Letters</b>	<b>Address</b>	<b>Occupation Signature</b>
1.		
2.		

Sd/-  
R.S.PRAVEEN KUMAR  
SECRETARY

## DOCUMENT NO.II

### RULES AND REGULATIONS

Rules and regulations of Telangana Social Welfare Residential Educational Institutions Society.

Definition:1. In these rules, unless the context otherwise requires:-

- i) **“Board”** means the Board of Governors constituted under Rule 2 of these Rules and Regulations.
- ii) **“School”** and **“College”** means a Residential School and College (Gurukula Vidyalayamu) established by the Society or any other residential school affiliated to the recognised by the Society.
- iii) **“Secretary”** means the person appointed as the Secretary to the Telangana Social Welfare Residential Educational Institutions Society.

Location of the Office: The main office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.

Membership: The Society shall have as its members all the persons representing the Board and such other persons as the Government of Telangana in the Social Welfare Department may at any time admit by nomination to be members of the Society.

General Body: All the Members on the Board are Members of the General Body.

- i) Quorum for General Body shall be ½ of its members.
- ii) There shall be an annual general body meeting of the Society to be held at such time, date and place as may be determined by the Chairman in the month of April.
- iii) The Chairman may at any time, convene the meeting of the Board or a special meeting of the Society whenever he thinks fit.

## II. POWERS AND FUNCTIONS OF THE BOARD:

The Board shall perform the following functions:

- i) To prepare and execute detailed plans and programmes for the furtherance of the objects of the Society.
- ii) To administer the funds and to manage the properties of the Society.
- iii) To sanction and appoint such officers and other employees as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of service.
- iv) To enter into agreements for and on behalf of the Society;
- v) To appoint Committees, study groups or working groups for disposal of any business of the Society or for expert advice in any matter pertaining to the Society;
- vi) To make Bye-laws for the regulation and conduct of business and management of the affairs of the Society and for the furtherance of its objects, including the allowances payable to the members and to annual, amend, vary or modify, from time to time, the bye-laws so made;
- vii) To make regulations for determining the conditions of service of the Secretary, other officers and employees of the Society;
- viii) To affiliate to the Society any institution having objects similar to those of the Society or to recognise any other institution;
- ix) To perform such other functions as are necessary and expedient for the furtherance of the objects of the Society and for carrying out its purposes.
- x) To acquire, hold and dispose of property in any manner whatsoever for the purposes and in pursuance of the advancement of objects of the Society;
- xi) To maintain a fund to which shall be credited:-
  - a) All moneys provided by the Central and State Governments.
  - b) All fees and other charges received by the Society.
  - c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise, and
  - d) All moneys received by the Society in any other manner or from any other source.

- xii) To subscribe to or to become a member of or to cooperate with any other organisation, institution or association having objects wholly or in part similar to those of the Society;
- xiii) To fix and collect such fees and other charges as may be laid down by the rules, bye-laws or regulations of the Society;
- xiv) To deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide;
- xv) To borrow or raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner;
- xvi) To make or endorse on behalf of the Society and to accept or draw in favour of the Society any drafts, cheques and notes or other negotiable instruments on the discount of charges therefore and for this purpose to execute and sign, such deeds and documents, advance such moneys as may be considered expedient or necessary for the purposes of the Society.
- xvii) To do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society;

### **III. RULES:**

1. The Government of Telangana may, from time to time, appoint one or more persons to review the work and progress of the Society and to hold inquiries into the affairs of the Society and either SUO MOTO or on report made, give directions to the Society in regard to any matter in such manner as they may think fit for the furtherance of the objects of the Society and for ensuring its proper and efficient functioning and the Society shall be bound to comply with any such directions.
2. The management of the Society shall vest in a board of Governors consisting of the following Ex-officio Members and (3) nominated members as shown below:

S.No.	Name and Address	Designation
1.	The Hon'ble Minister for Social Welfare	Chairman
2.	The Principal Secretary to Government Social Welfare Department,	Vice-Chairman
3.	Principal Secretary to Govt., Education Dept.,	Member
4.	Secretary to Govt., Finance Dept.,	Member
5.	Director of School Education	Member
6.	Secretary Board of Intermediate Education	Member
7.	Commissioner of Collegiate Education.	Member.
8.	Commissioner of Social Welfare	Member.
9.	Director SCERT	Member.
10.	Chief Engineer Tribal Welfare	Member.
11.	Secretary, APREI Society	Member.
12.	Deputy Director Navodaya Vidyalaya Samithi.	Member.
13.	The Secretary APSWREI Society	Member Convenor
14.	3 distinguished Educationists nominated by the Govt.,	3 Members
	Special invitee	
	Secretary, APTWREIS [Gurukulam]	Spl.Invitee

**DURATION OF MEMBER-SHIP:**

The terms of the Members of the Society or Board other than the Ex-officio Members thereof shall be for a period of three years from the date of their nomination.

**TERMINATION:**

The term of nominated member of the Society or Board may be terminated by the authority nominating at any time and any person who is nominated in his place shall hold office as Member for a full term of three years from the date of his nomination.

**DISQUALIFICATIONS:**



A nominated member of the Society or the Board shall cease to be such Member if;

- a) he becomes of unsound mind, or is adjudged by a competent court as insolvent or is convicted for a criminal offence involving moral turpitude or
- b) he fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman.

**RESIGNATION:**

Any member of the Society or Board, may resign from the membership of the Society in writing addressed to Secretary and it shall take effect when it has been accepted by the Chairman on behalf of the Society.

**FILLING OF VACANCIES:**

- a) any vacancy caused in the membership of the Society by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment, as the case may be under these rules.
- b) No act of the Society or Board or any office of the Society shall be deemed to be invalid by reason only of the existence of any vacancy or any defect in the organisation of the Society or in the formation of the Board or in the appointment or nomination of a Member or Officer, on the ground that such Member or Officer was disqualified for his office.

**AUTHORITY AND OFFICERS OF THE SOCIETY:**

- a) The officers of the Society shall be the Secretary, Addl.Secretary, Joint Secretaries, District Coordinators (Deputy Secretary), the Assistant Secretaries and such other functionaries as may be appointed by the Board. The Secretary shall also be the Ex-officio Secretary of the Board.
- b) All Officers of the Society, except the Secretary, shall be appointed by the Vice-Chairman for such period and on such terms and conditions as the Chairman may think fit and proper. The Secretary shall be appointed by the Chairman with the concurrence of the Government in the Social Welfare Department.

**IV. QUORUM FOR MEETINGS OF THE BOARD:**

Four members of the Board present in person shall form a quorum at every meeting of the Board.

**SUITS BY OR AGAINST THE SOCIETY:**

The Society may sue or be sued in the name of the Secretary.

**V. FUNDS OF THE SOCIETY:**

1. The Society shall maintain a Fund to which shall be credited all fees and other charges received by the Society and all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise and all other moneys received by the Society in any manner or from any other source.
2. The said fund shall be applied towards meeting the expenses of the Society and the Board in the performance of its functions under these rules, Bye-laws or regulations, including the allowance payable to the officers and other employees of the Society.
3. The funds shall be spent only to the attainment of the objects of the society and no portion there of shall be paid or transferred directly or indirectly to any of its members through any means.

**ACCOUNTS AND AUDIT:**

1. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts showing the income and expenditure of the Society for each year.
2. The accounts of the Society shall be audited annually by the Examiner of Local Fund Accounts.
3. Every auditor shall have in the performance of his duties, at any reasonable time, access to the books, accounts and other documents of the Society.
4. As soon as may be practicable at the end of each year, the audited accounts of the Society together with the audited report thereon shall be forwarded to the Government.
5. The expenditure incurred in connection with audit shall be payable out of the funds of the Society.
6. Annual Report: The Society shall submit annually within six months of the closing of the previous year, to the Government of Telangana in the Social

Welfare Department a report on the working of the Social Welfare Residential Schools and other institutions managed by it during the year under report, together with an audited statement of accounts showing the income and expenditure for that years.

7. Amendments: No amendment or alteration shall be made in the rules of the Society unless it is voted by two third of members present at a special meeting convened for the purpose and confirmed at a second special meeting.

Any such amendment shall come into force on the date immediately following the expiry of three months reckoned from the date of its receipt by the Government in the Social Welfare Department provided that if before the expiry of the said period of three months the Government direct that the amendment shall be modified in any manner or that it shall not be made, the amendment shall have effect only in such modified form or be of no effect, as the case may be.

8. Winding Up: In case the Society has to be wound up, the property and funds of the Society shall be transferred or paid to some other Institution with similar aims and objects or to the Government.

S.No.	Name	address	Designation in the Society	Signature
1		Hon'ble Minister of Social Welfare, Telangana, Hyderabad	Chairman	
2		Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	Vice-Chairman	
3		Commissioner of Social Welfare Telangana, Hyderabad.	Member	
4		Director of School Education, Telangana, Hyderabad.	Member	
5		Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	Member	

WITNESSES:

- 1.
- 2.

Sd/-  
R.S.PRAVEEN KUMAR  
SECRETARY

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

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

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**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.

o0o

**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 supersession 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)

## **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. | Librarian |
|-------------|-----------|

#### **Class - E:**

- |             |                   |
|-------------|-------------------|
| Category 1. | Physical Director |
|-------------|-------------------|

#### **Class - F:**

- |             |                        |
|-------------|------------------------|
| 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:

<b><u>Class &amp; Category</u></b> <b>(1)</b>	<b><u>Method of Appointment</u></b> <b>(2)</b>	<b><u>Appointing Authority</u></b> <b>(3)</b>
<b><u>CLASS - A</u></b>		
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
<b><u>Class - B</u></b>		
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.
<b><u>Class - C</u></b>		
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.
<b><u>Class-D</u></b>		
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.

<p><b>Class - E</b> 1. Physical Director</p>	<p>i) By Direct Recruitment</p> <p>ii) Recruitment by transfer from Physical Director working in the Department of Intermediate Education</p>	<p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner / Director of Collegiate Education.</p>
<p><b>Class - F</b> 1. Deputy Director</p>	<p>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 mufasils.</p>	<p>Commissioner / Director of Collegiate Education.</p>
<p>2. Assistant Director</p>	<p>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.</p>	<p>Commissioner / Director of Collegiate Education.</p>
<p>3. Chief Auditor</p>	<p>By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.</p>	<p>Commissioner / Director of Collegiate Education.</p>
<p>4. Administrative Officer</p>	<p>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 Joint Director of Collegiate Education / Government Degree Colleges.</p>	<p>Commissioner / Director of Collegiate Education.</p>

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 the O/o the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the 1<sup>st</sup>, 4<sup>th</sup> and 7<sup>th</sup> 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 2<sup>nd</sup> shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1<sup>st</sup> and 3<sup>rd</sup> 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.26<sup>th</sup> 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, 2<sup>nd</sup> 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.26<sup>th</sup> 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, 2<sup>nd</sup> vacancy shall be filled up by direct recruitment and 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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, 2<sup>nd</sup> vacancy shall be filled by direct recruitment and the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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<sup>nd</sup> vacancy shall be filled up by direct recruitment and the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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.
  - (a) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be give 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 1<sup>st</sup> 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 & 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 Direct Recruitment or Recruitment by transfer from the 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.	State wide post
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	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 <u>City cadre:</u> 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)**

<u>Class and Category of post</u>	<u>Method of Appointment</u>	<u>Educational Qualification</u>
(1)	(2)	(3)
<b>Class A</b> <b>Category 2</b> Joint Director/ Regional Joint Director	By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
<b>Class B</b> <b>Category 1</b> Principal, Government Degree College	By promotion	<p>i) Must possess a Master's Degree with a minimum of 55% of marks or its equivalent degree or grade of B in the 7 points scale with letter grades O, A,B,C,D,E &amp; F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Government Degree College.</p> <p><u>Note:</u></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>
<b>Class B</b> <b>Category 2</b> 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 O, A, B, C, D, E &amp; 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 O, A, B, C, D, E &amp; 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 O, A,B,C,D,E &amp; F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification.</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Government Oriental College.</p> <p><u>Note:</u></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 O, A, B, C, D, E &amp; 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>

	<p>ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.</p>	<p>CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</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 O, A, B, C, D, E &amp; F at the Mater'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>
<p><b>Class-D Category Librarian</b></p>	<p>i) Direct Recruitment</p> <p>ii) Recruitment by transfer</p>	<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 O, A, B, C, D, E &amp; 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> <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, O, A, B, C, D, E &amp; 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>

<p><b>Class-E</b> Category Physical Director</p>	<p>i) Direct Recruitment</p> <p>ii) Recruitment by transfer</p>	<p>i) Good academic record with a Master's Degree in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E &amp; F, 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> <p>i) Good academic record with a Master's in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E &amp; F, 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>
<p><b>Class-F</b> Category 1 Deputy Director</p> <p><b>Category 2</b> Assistant Director</p>	<p>By promotion</p> <p>By recruitment by transfer</p>	<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>Must possess a Bachelor Degree in Arts or Science or Commerce or any University in India established or incorporated by or under 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 or the Commissioner of Collegiate Education.</p>

<p><b>Category 3</b> Chief Auditor</p>	<p>By recruitment by transfer</p>	<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>
<p><b>Category 4</b> Administrative Officer</p>	<p>By recruitment by transfer</p>	<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 O,A,B,C,D,E & F shall be regarded as equivalent of 55% wherever the grading system is followed:

**SEVEN POINT SCALE**

<b>GRADE</b>	<b>GRADE POINT</b>	<b>% EQUIVALENT</b>
O = 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
D = 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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**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Public Services – RULES – The Andhra Pradesh Reorganisation Act, 2014 – The Andhra Pradesh State and Subordinate Service Rules, 1996 – Adaptation to the State of Telangana – Orders – Issued.

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**GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**

G.O.Ms.No.196.

Dated:28-5-2016.

Read the following:

1. G.O.Ms.No.436, General Administration (Ser.D) Department, dt.15.10.1996.
2. The Andhra Pradesh Reorganisation Act, 2014.

\*\*\*\*\*

**ORDER:**

Whereas, by virtue of Section 3 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014), the State of Telangana comprising the territories specified therein has been formed with effect from 02.06.2014;

2. And whereas, by section 101 of the said Central Act, the appropriate Government i.e., the State of Telangana, is empowered by order, to make such adaptations and modifications of any law (as defined in section 2(f) of the Act) made before 02.06.2014, whether by way of repeal or amendment, as may be necessary or expedient, for the purpose of facilitating the application of such law in the State of Telangana, before expiration of two years from 02.06.2014; and thereupon, every such law shall have effect, subject to the adaptations and modifications so made, until altered, repealed or amended by a competent Legislature or other competent authority;

3. And whereas, the Andhra Pradesh State and Subordinate Service Rules, 1996, popularly known as General Rules, made by the Governor, in exercise of the powers conferred by the proviso to article 309 of the Constitution of India, vide G.O., first read above, published in the Andhra Pradesh Gazette, Part-I, Extraordinary, dt.27.1.1997 and as amended from time to time, are in force in the State of Andhra Pradesh as on 01.06.2014;

4. And whereas, the Government, keeping in view the requirement of the State, after careful examination, have decided to adapt the said Andhra Pradesh State and Subordinate Service Rules, 1996, which were in force as on 01.06.2014, with certain modifications and amendments in respect of the members of the State and Subordinate Services of the Government of Telangana.

5. Accordingly, the following Notification will be published in an Extraordinary issue of Telangana State Gazette, dated:28-5-2016.

**NOTIFICATION**

In exercise of the powers conferred by section 101 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014), the Governor of Telangana, hereby makes the following Order, namely:-

1. (1) This Order may be called "the Andhra Pradesh State and Subordinate Service Rules, 1996 (Telangana Adaptation) Order, 2016".

(2) It shall come into force with immediate effect.

2. For the purpose of this Order and the rules adapted herein, the expression "the State" shall have the meaning and areas specified in section 3 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014).

3. The comprehensive State and Subordinate Service Rules, with suitable modifications and amendments, as shown in the **Annexure** to this Order, shall be the Telangana State and Subordinate Service Rules.

6. A copy of this order along with Annexure is available and can be accessed at <http://goir.telangana.gov.in/>

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

RAJIV SHARMA  
CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase, TS, Hyderabad.  
(for publication of the Notification in the TS Gazette and supply of 1000 copies to the Government).

All the Departments of Secretariat.

All the Heads of Departments.

All the District Collectors.

The Registrar, High Court of Judicature at Hyderabad.

The Registrar, APAT, Hyderabad.

The Secretary, TSPSC, Hyderabad.

Copy to:

The Law Department.

The PS to Principal Secretary to Chief Minister.

The PS to Chief Secretary to Government.

The PS to Secretary to Government (Services), GAD.

All Services Sections in GAD.

SF/SCs

//FORWARDED BY ORDER//



SECTION OFFICER.

## **ANNEXURE**

[to G.O.Ms.No.196, General Administration (Services-D) Department, dt.28.5.2016]

### **1. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES:**

- (a) These Rules may be called the Telangana State and Subordinate Service Rules, 1996.
- (b) The Gazetted and Non-Gazetted posts under the Telangana State Government shall be constituted into various State and Subordinate Services and they shall be governed by the Telangana State and Subordinate Service Rules (General Rules) and the Special Rules as well as Adhoc Rules issued by the Government.
- (c) These rules shall apply to the State and Subordinate Services and to the holders of posts, whether temporary or permanent included in any State or Subordinate Service, except to the extent otherwise expressly provided:-
  - (i) by or under any law for the time being in force;
  - (ii) in respect of holders of any post, appointed by contract or agreement subsisting between such holders and the State Government.
- (d) Relation to Special Rules: If any provision in these rules is repugnant to the provisions in the special rules applicable to any particular service in regard to any specific matter, the latter shall, in respect of such service and such specific matter, prevail over the provisions in these rules.

### **2. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:-

- (1) "Adhoc rules" means rules issued to govern;
  - (i) a temporary post in a Service, Class or Category which is not covered by any Special Rules; or
  - (ii) all or some of the services in regard to issues of common applicability of all such services.
- (2) Appointed to a Service:- A person is said to be "appointed to a service" when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules or Adhoc Rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

Explanation:- The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or same service or to discharge the current

duties thereof does not amount to appointment to the latter service or post in the same service, as the case may be,

- (3) "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.
- (4) "Approved probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation in such service, class or category.
- (5) Appointment or Recruitment by transfer: A candidate is said to be appointed or recruited by transfer to a service;
  - (a) if, at the time of his first appointment thereto, he is an approved probationer in the High Court Service or Legislature Service in the State of Telangana or in any other service, the rules for which prescribed a period of probation for members thereof; or
  - (b) in case at the time of his first appointment thereto, he is the holder of a post which has been included in another service, but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.
- (6) "Armed Forces of the Union" means the Army, Navy or Air Force of the Union.
- (7) "Socially and Educationally Backward Classes" mean the communities mentioned in Part-C of Schedule-I.
- (8) "Cadre" means the posts in various classes, categories and grades in a service.
- (9) "Commission" means the Telangana State Public Service Commission.
- (10) "Confirmed Member" means a member of a service who has been confirmed in a service under the State Government in accordance with rule 21.
- (11) "Date of Regular Appointment" means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service, class or category counts for probation.
- (12) "Departmental Promotion Committee" means a Committee constituted to advise the appointing authority in regard to the persons to be included in the panel for being appointed by promotion or by transfer to a selection post not within the purview of the Commission.

Provided that the Departmental Promotion Committee may be required to prepare adhoc panels also for appointment to any service by promotion or by transfer even on temporary basis.

(13) "Discharge of a probationer" means, in case the probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and in every other case, dispensing with his service.

(14) Duty:- A person is said to be 'on duty' as a member of a service,—

- (a) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
- (b) when he is on joining time; or
- (c) when he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence; or
- (d) when he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
- (e) when he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
- (f) when he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
- (g) when he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil Power or for Air Force Service, or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments or during the period of training in Air Defence Reserve or Air Force Service in the case of probationers; or
- (h) when he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.

Explanation:- Participation of a Government servant in the ceremonial parade on special occasions like the Territorial Army Day, Republic Day, visit of a Minister and the like in his capacity as a member of the Air Defence Reserve, shall be treated as part of his training; or

when he is absent from duty to attend the annual day celebrations of the Home Guards Organisation or when called upon for duty in times of emergency as a member of the Home Guards Organisation.

- (15) Direct Recruitment:- A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-
- (i) by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
  - (ii) by transfer from any other class of that service, or
  - (iii) by appointment by transfer from any other service, or
  - (iv) by re-employment of a person in case he had retired from service of Government prior to such appointment, or
  - (v) by appointment by agreement or contract.
- (16) "Ex-Serviceman" means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak Sena and the Para-Military Forces, i.e., Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway Protection Force; and
- (i) who has retired from such service after earning his/her pension; or
  - (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
  - (iv) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
    - (a) pension holders for continuous embodied services;
    - (b) person with disability attributable to military services; and
    - (c) gallantry award winners.

Explanation:- The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail

themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

- (17) "General Rules" means the Telangana State and Subordinate Service Rules, 1996.
- (18) "Government" means the State Government of Telangana.
- (19) "Member of a Service" means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.
- (20) "Meritorious Sportsman" means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time:
  - (a) Athletics (including Track and Field events)
  - (b) Badminton
  - (c) Basketball
  - (d) Cricket
  - (e) Hockey
  - (f) Football
  - (g) Swimming
  - (h) Volleyball
  - (i) Table Tennis
  - (j) Tennis
  - (k) Weightlifting
  - (l) Wrestling
  - (m) Boxing
  - (n) Cycling
  - (o) Gymnastics
  - (p) Judo
  - (q) Rifle Shooting
  - (r) Kabbadi
  - (s) Kho Kho
  - (t) Ball Badminton
  - (u) Archery



- (v) Equestrian Sports
  - (w) Hand Ball
  - (x) Rowing
  - (y) Chess
  - (z) Taekwondo
  - (aa) Carroms
- (21) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularised.
- (22) "Panel" means the authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.
- (23) "Persons with disabilities" means the persons with the following disabilities:
- (i) blindness;
  - (ii) low vision;
  - (iii) leprosy cured;
  - (iv) hearing impairment;
  - (v) locomotor disability;
  - (vi) mental Retardation;
  - (vii) mental Illness
- a) "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
- (i) total absence of sight; or
  - (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
  - (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- b) "Person with Low Vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device i.e., a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories:
- (i) Reduction of fields less than 50 degrees
  - (ii) Hemianopia with macular involvement
  - (iii) Attitudinal defect involving lower fields

- c) "Leprosy cured person" means a person who has been cured of leprosy, but is suffering from not less than 40% of disability as follows:-
- (i) loss of sensation in hands or feet as well a loss of sensation and paresis in the eye and eye lid but with no manifest deformity;
  - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - (iii) extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation; and the expression "Leprosy cured" shall be construed accordingly;
  - (iv) The "Leprosy cured" persons generally become "Locomotor Disabled" and the Medical Certificate may, in such cases, have to be issued under the category of Locomotor Disability.
- d) "Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- e) "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restrictions of the movement of the limbs which includes Dwarfs, persons with Hunch back, leprosy cured persons, persons suffering from Muscular Dystrophy or any form of Cerebral palsy.
- f) "Cerebral Palsy" means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (24) "Presidential Order" wherever it occurs in these rules shall mean the Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, issued by the President of India under Article 371-D of the Constitution of India and applicable to the extent of territorial jurisdiction of the State of Telangana, from time to time, in its true spirit.
- (25) "Probation" means the period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.
- (26) "Probationer" means a member in a service class or category who has not completed his probation.
- (27) "Promotion" means the appointment of a member of any category or grade of service or a class of service to a higher category, grade, of such service or such class of service.
- (28) "Schedule" means the schedule to these rules.
- (29) "Scheduled Castes" mean the communities mentioned in Part-A of Schedule-I.

Explanation: No person who professes a religion different from Hinduism, the Sikh or Budhist shall be deemed to be a member of a Scheduled Caste.

- (30) "Scheduled Tribes" means the communities mentioned in Part-B of Schedule-I.
- (31) "Screening Committee" means a Committee constituted by Government to recommend the names for inclusion in the panel for promotion or appointment by transfer involving promotion to the posts, for which it is necessary to consult the Telangana State Public Service Commission under the Regulations of the Telangana State Public Service Commission.
- (32) "Service" means a post or a group of posts or categories of posts classified by the State Government as State or Subordinate Service, as the case may be:

Provided that for the purpose of recruitment, probation and transfer, each class included in the General Service and in the General Subordinate Service of the State of Telangana shall be regarded as a separate service.

Note:- Where the context so requires 'Service' means the period during which a person holds a post in accordance with these rules, special or Ad-hoc rules except rule 10 or a lien on a post or is a member of a service as above defined.

- (33) "Special Rules" mean the rules applicable to each service or class or category of a service, which include adhoc rules applicable to temporary posts in a service, or class or category, which are not covered by the special rules.

Explanation:- The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

**3(A) CONDITIONS OF SERVICE:**- The Fundamental Rules, the rules regulating the Scales of Pay, the Civil Services (Conduct) Rules, Civil Services (Classification, Control and Appeal) Rules, the Leave Rules, the Government Life Insurance Fund Rules, the Revised Pension Rules, applicable to the State of Telangana from time to time and any other Acts, Rules or Regulations enacted, issued or as may be issued by Government or other competent authority, for the time being in force in respect of the service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of every service and persons appointed to any post in any service, whether appointed regularly or on temporary basis, in the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service:

Provided that,—

- (i) Where any such member has elected to be governed by the provisions of the Civil Services Regulations, those provisions shall apply to him.

- (ii) save as otherwise expressly provided in the Special Rules nothing contained in this rule shall affect the operation of the provisions of the Article 526 of the Civil Service Regulations or any other rule similar thereto, for the time being in force, relating to the fixation of pay of a member of a service who is in receipt of a military pension; and
- (iii) a person appointed in a department performing functions entrusted to him under clause (1) of Article 258 of the Constitution of India shall be governed in the matter of his leave and pension by the rules issued by the Central Government in that behalf:

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat and the staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor respectively:

Provided also, that the member of service of the State of Andhra Pradesh as on 1<sup>st</sup> June, 2014 and subsequently, allotted or deemed to have been allotted to the State of Telangana on and after 2<sup>nd</sup> June, 2014, shall continue to be governed by such orders, as may be applicable to him, in the matter of pay, leave rules, the Government Life Insurance Fund Rules, Pension and Provident Fund of the State of Telangana.

**3(B) APPLICATION OF RULES:-** Any rules made under the proviso to Article 309 of the Constitution of India in respect of any service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable:

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order made applicable to him prior to the making of such rule.

**4. METHOD OF APPOINTMENT:-**

- (a) Appointment to any service, class or category shall be by one or more of the methods indicated below as may be specified in the Special Rules applicable to the relevant post:-
  - 1. Direct Recruitment
  - 2. Recruitment / Appointment by transfer
  - 3. Promotion or
  - 4. Contract / Agreement / Re-employment
- (b) **Direct Recruitment:-** Where the normal method of recruitment to any service, class or category includes direct recruitment, the proportion in which the special rules may require vacancies to be filled by persons recruited direct shall be applicable to all substantive vacancies and direct recruitment shall be made only against the substantive vacancies.

Explanation:-

- (i) For the purpose of this rule, notwithstanding anything contained in these rules or special or adhoc rules, substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.
  - (ii) The posts earmarked for direct recruitment in the Special Rules / Adhoc Rules shall be filled by direct recruitment strictly and not by any other method.
  - (iii) The percentage earmarked for direct recruitment should not fall short of 33 $\frac{1}{3}$ % in respect of posts in State Service and 30% in respect of posts in Subordinate Service.
  - (iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.
- (c) Re-allotment of candidates selected by the Public Service Commission:-  
The re-allotment of candidates selected by the Telangana State Public Service Commission for appointment, from one unit to another unit, either in the same service and District / Zone or in any other service of District / Zone shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission. The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission:

Provided that such re-allotment shall be strictly in conformity with the provisions of the Presidential Order.

**5. SELECTION POSTS:-**

- (a) All first appointments to a State Service and all promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, by the appointing authority as specified in sub-rule (a) of rule 6 from the panel of candidates. Such panel shall be prepared as laid down in rule 6 by the appointing authority or any other authority empowered in this behalf.
- (b) Non-selection posts:- No Non-Gazetted post should be treated as selection post. Promotion and appointment by transfer to higher posts other than those mentioned in sub-rule (a) shall be made in accordance with seniority-cum-fitness, unless,—
  - (i) such promotion or appointment by transfer of a member has been withheld as a penalty; or
  - (ii) a member is given special promotion for conspicuous merit and ability.

## **6. METHOD OF PREPARATION OF PANELS:-**

- (a) The panel of approved candidates referred to in sub-rule (a) of rule 5 shall be prepared by the appointing authority or any other authority empowered in this behalf, in consultation with, the Departmental Promotion Committee in respect of posts outside the purview of the Telangana State Public Service Commission and Screening Committee in respect of the posts within the purview of the Telangana State Public Service Commission to recommend the names to the Commission. The appointing authority shall make appointments of candidates from such panel/list, in the order in which the candidates in such panel are arranged in their order of preference.
- (b) The panel of candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the month of September every year on the basis of estimate of vacancies sent in terms of sub-rule (d). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier and for the purpose of preparing the said panel, the zone of consideration shall be in the ratio of 1:3. The period from 1<sup>st</sup> September of the year to the 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel. No panel shall be prepared for a particular panel year, after the date of expiry of such panel year, for any reasons, except review of panels already prepared:

Provided that for promotion in respect of Scheduled Caste and Scheduled Tribe candidates only, the zone of consideration in the ratio of 1:3, shall not be applicable in respect of posts whose total cadre strength is more than five:

Provided further that if the number of candidates to be included in the panel falls short of the number of vacancies estimated, such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below:

Provided also that the panel of candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such other persons whose names were not included in the panel prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer:

Provided also that no panel of candidates need be prepared,—

- (i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to that effect; or
- (ii) where the appointing authority does not consider it necessary; **or**
- (iii) if the appointing authority is unable to prepare the same due to stay orders by any court of law or court litigations or seniority disputes among the employees etc.:

Provided also that the Government may order for preparation of panel of candidates as frequently as may be necessary in the exigencies of administration.

- (c) The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1<sup>st</sup> September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier. The period from 1<sup>st</sup> September of the year to 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel. No panel shall be prepared for a particular panel year, after the date of expiry of such panel year, for any reasons, except review of panels already prepared.
- (d) The panel of candidates under sub-rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list,—
  - (i) the existing vacancies, including the vacancies which were not filled up in the previous years for any reason:
  - (ii) (1) vacancies to arise owing to the retirement;  
(2) consequential vacancies due to promotion or appointment by transfer:

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

- (e) A panel of candidates shall be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of ½ or more i.e. 0.5 and above to the next nearest number, as reserve to fill up the vacancies likely to last for more than 2 months on account of:-
  - (i) deputation;
  - (ii) training;
  - (iii) long leave:

Provided that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

- (f) Inclusion of a candidate's name in any panel of candidates for any State Service, class or category shall not confer on him any right for appointment to such service, class or category.
- (g) The following persons shall be considered for inclusion in any panel prepared under sub-rules (b) and (c).
  - (i) Persons who are qualified on the qualifying date including those who had been included in the previous panel of approved candidates but who have not commenced their probation.
  - (ii) Persons who had not possessed the prescribed qualifications at the time of preparation of the previous panel, but who have since acquired such qualification and are qualified as on the qualifying date.
  - (iii) Persons who were qualified but were considered unsuitable for inclusion in the previous panel and who continue to possess the prescribed qualifications.

Explanation:- In considering the inclusion of persons, who had been included in the previous panel but who had not commenced their probation, in the current panel, it shall not be necessary to carry forward their names without having regard to their relative merit and ability with reference to the relative merit and ability of other candidates coming up for fresh consideration. If such candidates are included in the current panel, it shall not be necessary to arrange them in the same order in which they had been arranged in the previous panel.

- (h) Persons included in more than one panel:- Where a candidate's name has been included in different panels of approved candidates for more than one service, the cadre controlling authority of the panel in which the candidate's name is included, should intimate the cadre controlling authority of the other panel, of the inclusion of the name of the candidate in the former panel and it shall be the duty of the cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority, of the parent cadre. The cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority of the parent cadre. The cadre controlling authority of the parent cadre shall require the candidate to intimate the service to which the candidate wishes to be appointed. On receipt of such intimation, the cadre controlling authority of the parent cadre shall inform the other cadre controlling authorities and such candidate's name shall be removed by such cadre controlling



authority from the panel or panels of approved candidates for such service or services to which the candidate does not wish to be appointed.

- (i) Non Selection Posts:- For non selection posts referred to in sub rule (b) of rule 5 the appointing authority shall prepare a list of eligible employees every year i.e. from 1<sup>st</sup> September of the year to 31<sup>st</sup> August of the succeeding year after considering the record sheet and the qualifications prescribed for the said post in the relevant Special Rules for promotion to next higher category of non-selection post.

#### **7. APPOINTING AUTHORITY:**

State Service: Unless otherwise stated in the Special rules, the regional officer shall be the appointing authority in respect of the initial categories of Gazetted posts in a State service where regional offices exist; and the Head of the Department shall be the appointing authority for the second level Gazetted posts in a State Service as well as in respect of the initial categories of Gazetted posts in a State Service where no regional offices exist; and the Government shall be the appointing authority for the third level Gazetted posts and above in the State Service.

#### **8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:**

For appointment to a higher post either by promotion from one category to another within a service or by appointment by transfer from one service to another service, a member of a service or class of a service, shall have satisfactorily completed his probation in the category from which he is proposed to be promoted or appointed by transfer to such higher post.

#### **9. APPOINTMENT BY AGREEMENT OR CONTRACT:**

- (a) (i) Notwithstanding anything contained in these rules or special rules it shall be open to the State Government to make appointment to any post in a service, class or category, otherwise than in accordance with these rules or special rules and to provide by agreement or contract with the person(s) so appointed, for any of the matters in respect of which, in the opinion of the State Government, special provisions are required to be made and to the extent to which such provisions are made in the agreement or contract, nothing in these rules or the special rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement or contract:

Provided that in every agreement or contract made in exercise of the powers conferred by these rules, it shall further be provided that in respect of any matter in which no provision has been made in the agreement or contract, provisions of these rules or special rules relating to the post shall apply.

- (ii) The agreement or contract may inter-alia include provisions in respect of conditions of service, pay and allowances, discipline, contract period of appointment, notice period for termination of appointment by either party and other relevant matters.

- (iii) The Government may, by order, prescribe the form of such agreement or contract.
- (b) A person appointed under sub-rule (a) shall not be regarded as a member of the service, in which the post to which he is appointed, is included and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or in any other service.

**10. TEMPORARY APPOINTMENT INCLUDING APPOINTMENTS BY DIRECT RECRUITMENT, RECRUITMENT / APPOINTMENT BY TRANSFER OR BY PROMOTION:**

- (a) Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a service, class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay, the appointing authority may appoint a person temporarily, otherwise than in accordance with the said rules, either by direct recruitment or by promotion or by appointment by transfer, as may be specified as the method of appointment in respect of that post, in the special rules.
- (b) No appointment under sub-rule (a) shall be made of a person who does not possess the qualifications, if any, prescribed for the said service, class or category:

Provided that where, in the exigencies of service and where persons with the prescribed qualifications are not available, a person who may not possess all or some of the prescribed qualifications may be appointed on temporary basis. Every such person who does not possess such qualifications and who has been or is appointed under sub-rule(a) shall be replaced as soon as possible, by a person possessing such qualifications.

- (c) A person appointed under sub-rule (a) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.
- (d) A person temporarily appointed under sub-rule (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by the member of the service, who is entitled to the appointment under the rules.
- (e) The appointing authority shall have the right to terminate the service of a person who has been appointed under sub-rule (a), at any time, without assigning any reason and without any notice, if appointed by direct recruitment, revert to a lower category or grade, if promoted, or revert to the post from which such appointment by transfer was made, if appointed by transfer.
- (f) A person appointed to any part-time post, created in lieu of a whole time post borne on the cadre of a service, class or category shall not be

regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

- (g) No person appointed under sub-rule (a) shall be eligible to an increment in the time scale of pay applicable to him, unless he passes the tests, complete the training or acquires the qualifications prescribed in the Special Rules, as a condition for the grant of increment to a member of the service, class or category.
- (h) The practice of making in-charge arrangements on own scale of pay of the incumbent concerned is totally prohibited and whenever filling up of vacant posts is considered expedient in the exigencies of administration, action may be taken to fill the post following the relevant Special / Adhoc Rules, duly placing the proposals before the Departmental Promotion Committee / Telangana State Public Service Commission as the case may be or by making full additional charge arrangements as provided for in the Fundamental Rules.
- (i) Temporary posts requiring special qualifications: Notwithstanding anything contained in these rules or special rules, if and when, a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess such qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience and who is considered to be the most suitable person to discharge the duties of such post may, irrespective of other considerations, be appointed temporarily to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

**11. THE LIMIT FOR JOINING EITHER ON FIRST SELECTION OR ON PROMOTION OR ON APPOINTMENT BY TRANSFER:-**

- (a) Direct recruitment:- A candidate selected for appointment by direct recruitment either through the Telangana State Public Service Commission or through any other agency, shall be required by the appointing authority to join in the post for which he has been selected within a period of 60 (sixty) days taking the date of dispatch (by registered post with acknowledgement due) of the appointment order as crucial date for reckoning the time limit. If he does not join the post within the stipulated period of 60 (sixty) days, the offer of appointment shall be treated as automatically cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.
- (b) Time to join a post on appointment / temporary appointment under rule 10 including appointments by transfer or by promotion otherwise than by direct recruitment:- A person on appointment / temporary appointment on adhoc basis under rule 10 including appointment by transfer or by promotion otherwise than by direct recruitment, shall be allowed a

joining time of fifteen (15) days to join the post from the date of receipt of the order of appointment sent to the candidates by Registered Post with Acknowledgement due or by any other means. An employee who does not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next year panel subject to availability of vacancy. In case of non-selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy:

Provided that the employee, who does not join the post within the stipulated time or evades to join the post by proceeding on leave, second time also, shall lose his promotion right / offer permanently.

## **12. QUALIFICATIONS FOR DIRECT RECRUITMENT:**

(1) (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;

- (i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;
- (ii) his character and antecedents are such as to qualify him for such service;
- (iii) he possesses the academic and other qualifications prescribed for the post; and
- (iv) he is a citizen of India:

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

(v) No person shall be eligible for direct recruitment, if he is less than 18 years of age and unless otherwise specified in the special or adhoc rules and if he is more than 34 years of age as on the 1<sup>st</sup> day of July of the year in which the notification for selection to the relevant post, category or class or a service is made:

Provided that nothing in this sub-rule shall apply for direct recruitment to all the categories and posts in the Police Subordinate Service and in the Special Armed Police Service of the State of Telangana.

(b) The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-

(i) Uniformly by 5 years in the case of candidates belonging to the SCs or STs or BCs specified in Schedule-I of these rules:

NB: The age concession in favour of Scheduled Castes / Scheduled Tribes will be in force up to 31.5.2016.

NB: The age concession in favour of BCs will be in force till the end of May, 2021.

Provided that in the case of SCs and STs, the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.

NB: This age concession in favour of Scheduled Castes / Scheduled Tribes shall be in force till the end of May, 2016.

(ii) Uniformly by 10 years in the case of Persons With Disabilities:

NB: This concession shall be in force till the end of May, 2021.

(iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SCs and STs candidates and 35 years in the case of others:

Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.

(c) When direct recruitment is to be made to any State or Subordinate Service by examination or selection,—

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1<sup>st</sup> January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to that effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit:

Provided that the person referred to in sub-rules (i) and (ii) above shall, after making the deductions referred on in the sub-rules shall not exceed the maximum age limit prescribed for the post.

- (iii) a person already in service of the State Government, who has been appointed regularly, shall be allowed to deduct from his age the length of regular service under the State Government up to a maximum of five years for purposes of the maximum age limit.
- (2) The minimum General Educational Qualifications wherever referred to in these or special rules shall be the qualifications prescribed in Schedule-II of these rules.
- (3) (a) A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post, on the date of the notification for direct recruitment issued by the concerned recruiting agency.
- (b) No person shall be eligible for appointment to a post by promotion or appointment by transfer, unless he possesses the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed in the special rules as a prerequisite qualification for the post, to which he is to be appointed by promotion or by transfer.
- (4) Disqualification for appointment:-
- (a) A candidate shall be disqualified for appointment if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature extraneous support, whether from official or non-official sources for appointment to any State or Subordinate Service.
  - (b) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.
  - (c) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any State or subordinate Service.
  - (d) No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.

### **13. LANGUAGE TEST IN TELUGU:-**

- (a) Every person appointed to a service, shall, within the period of probation, pass the Language test in Telugu, failing which his probation shall be extended and increments in the time scale of pay shall be postponed without cumulative effect till he passes the test:

Provided that a person, who fails to pass the test even after extending the period of his probation under sub-rule (b) of rule 17 by the appointing authority and further, under rule 31 by the Government and has completed the age of 45 years; or who has been on deputation in this State from any other State or from the Government of India; or who is holding a post for which no educational qualification is prescribed for initial recruitment, shall not be required to pass the language test aforesaid and an order to that effect shall be issued:

Provided further that a person who is exempted from passing the language test in Telugu on reaching the age of 45 years, but the pay to which such person is entitled to draw after reaching the age of 45 years shall be the pay which he would have been eligible to, without arrears, had the language test in Telugu not been prescribed at all and the increments not postponed.

- (b) The standard of the test referred to in sub-rule (a), above shall be a pass in the Second Class Language Test in Telugu for holders of the posts for which the educational qualification prescribed is the minimum General Educational Qualification referred to in the schedule to rule 12(2), or equivalent or higher academic qualification and a pass in the Third Class Language Test in Telugu for all others.

### **14. LANGUAGE TEST – EXEMPTION:-**

- (a) A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instructions and examination or with Telugu as one of the subjects, shall be exempted from passing the 2<sup>nd</sup> class language test in Telugu.
- (b) A person who has passed the 7<sup>th</sup> or 8<sup>th</sup> Class examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3<sup>rd</sup> Class Telugu Language Test.
- (c) A person who fails to pass the test even after extending the period of his probation under sub-rule (b) of rule 17 by the appointing authority and further, under rule 31 by the Government and has crossed the age of 45 years shall be exempted from passing the language test in Telugu and his date of commencement of probation shall be re-fixed with reference to the provisions under sub-rule (h) of rule 16.
- (d) Other Linguistic qualification:-
- (i) If in the opinion of an appointing authority, a candidate with an adequate knowledge of a particular language or languages is necessary for holding a specified post in any service, class or category, it may declare that such post, specified in the declaration,

is reserved for a candidate with such knowledge. When such a declaration has been made, the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it and notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments, any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

- (ii) The State Government shall have power to declare that any proportion of posts in any service, class or category for which recruitment is made at the same time, shall be filled by candidates with an adequate knowledge of a particular language or languages and when such a declaration has been made, the rule of reservation of appointments shall apply separately in regard to the proportion of posts in respect of which such a declaration has been made.

Explanation:- For the purpose of this rule a candidate will be considered to have adequate knowledge of the particular language, if he has acquired knowledge of that language in the High School or higher courses or satisfies the appointing authority that he has adequate knowledge in speaking, reading and writing in that language.

**15. TIME TO PASS NEWLY PRESCRIBED TESTS**:- Where a test is newly prescribed by the special rules of a service for any class, category, or post thereof, a member of the service who has not passed the said test, but is otherwise qualified and suitable for promotion to such category or post may be promoted thereto and he shall be required to pass the said test or tests within the period of probation or within one year or in one of the first two examinations held after such promotion, whichever is later. If he fails to pass the tests he shall be reverted to the class, category, or post from which he was promoted and he shall not again be eligible for consideration for promotion unless he passes the tests. A person who is so reverted shall not by reason only of his promotion under this rule, be regarded as entitled to any preferential claim to future promotion to the category, grade or post, as the case may be, to which he had been promoted under this rule.

Explanation:- This rule shall be applicable even to appointment by transfer in the direct line, for example, for appointment by transfer of Superintendents to the post of Assistant Director (Administration), for appointment to which the passing of departmental tests has been newly prescribed as a pre-requisite qualification.

Note:- This concession will be available only for a period of three years from the date on which the test has been newly prescribed.

16(a) **COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS**: A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:



Provided that a person having been appointed temporarily under rule 10 to a post in any service, class or category or having been so appointed otherwise than in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same service or class or category, in the same unit of appointment, in accordance with the rules, shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same service, class or category in the same unit.

- (b) Minimum service for commencement of probation: A person appointed to a service, class or category, in accordance with the rules otherwise than by direct recruitment, shall, if he is required to be on probation in such service, class or category be deemed to have commenced his probation in such service, class or category from the date from which he has been continuously on duty in such service, class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such service, class or category on a regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a service, class or category whose appointment is made in consultation with the Telangana State Public Service Commission or Departmental Promotion Committee or any other agency for recruitment specified by Government.

- (c) Period of Probation:- Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:-
- (i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation, be on probation for a period of two years on duty within a continuous period of three years.
  - (ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.
  - (iii) A probationer in any category, class or service shall be eligible to count for probation his service in a higher category of the same service or class, as the case may be, or in any other service (State or Subordinate Service) towards his probation in the former service, to the extent of the period of duty performed by him in the latter service during which he would have held the post in the former service, but for such appointment in the latter service.
- (d) In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been

promoted or appointed by transfer, the provisions in this part shall be construed as if the expression "probation" and "probationer" / "approved probationer" mean "officiating service" and "person officiating" respectively.

- (e) Tests to be passed during probation:- A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules or these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.
- (f) (i) If within the period of probation a candidate fails to pass such test or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.
- (ii) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.
- (iii) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by an order, discharge him from service.

Any delay in the issue of the order discharging the probationer under clause (i) or clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

- (g) Exemption from special qualifications to be acquired or special tests to be passed during probation:- Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government, to be equivalent to the said Special qualification or special test, he shall not be required to acquire the said special qualification or to pass the said special test again, after the commencement of his probation.
- (h) Change of date of commencement of probation:- Notwithstanding anything contained in the special rules or sub-rules (a) and (b) of rule 33 of these rules, a probationer, who does not pass the prescribed tests or

acquire the prescribed special qualifications within the period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the Government by an order under rule 31, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

**17. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION:-**

- (a) (i) The appointing authority may, at any time, before the expiry of the prescribed period of probation, suspend the probation of a probationer and discharge him from service for want of vacancy.
  - (ii) The appointing authority may, at any time, before or after the expiry of the prescribed period of probation either extend by not more than one year, whether on duty or otherwise, the period of probation of a probationer, in case the probation has not been extended under sub-rule (b) of this rule or terminate his probation and discharge him from service after giving him one month's notice or one month's pay in lieu of such notice, on account of unsatisfactory performance or progress during training or unsatisfactory performance of duties or unsatisfactory conduct or for any other sufficient reason to be recorded in writing.
  - (iii) The appointing authority may, at any time, before the expiry of the prescribed period of probation, post the probationer under another officer in order to make sure that the previous report made on his performance or conduct by a superior officer is not a biased one.
- (b) In the case of any probationer failing to pass the tests or acquire the prescribed qualifications, the appointing authority may extend his probation to enable him to pass the prescribed tests or acquire special qualifications, as the case may be. Such extension by the appointing authority shall not exceed one year, whether on duty or otherwise in such service, class or category.
- (c) (i) In cases where the probation of a probationer is extended, his increment shall be postponed until he completes his probation satisfactorily, by the period by which his probation is extended. Such postponement of increment shall not, however, be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponement of future increments after he completes his probation satisfactorily.
- (ii) However, in the case of a person whose probation is one year on duty and whose increment is biennial, the increment shall be postponed until he completes his probation, but shall not be

postponed, if it falls due after he completed his probation satisfactorily.

(d) Penalty on a member on the maximum of his pay Scale for failure to pass prescribed tests:- Where the special rules or these rules prescribe postponement of increments as a penalty for failure to pass a special test or acquire a special qualification prescribed in these rules, such failure shall, in the case of a member who has reached the maximum of the time scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his timescale.

(e) Appeal against discharge of a probationer:-

(i) A probationer, who is discharged under clause (i) or clause (iii) of sub-rule (f) of rule 16, shall be entitled to appeal, within a period of 30 days from the date of receipt of the order of discharge, against the order of discharge passed by the competent authority to the authority to which an appeal would lie against the order of dismissal passed by the competent authority against the member of a service:

Provided that in the case of a probationer in a State service who is discharged from service by an authority subordinate to the State Government, an appeal would lie only to the State Government.

(ii) The authority competent to entertain an appeal under clause (i) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said clause within one year of the date of such order.

Note: The period between the date of discharge of a probationer and date of restoration shall be excluded for calculating the period of two years or three years as the case may be referred to in clause (i) and (ii) in sub-rule (c) of rule 16.

(iii) Where the appellate or revisionary authority sets aside an order discharging a probationer on the ground that his discharge was wholly unjustified and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration, shall be treated,—

(a) Where the said authority is of the opinion that the discharge of the probationer was wholly unjustified, as on duty, except for the purpose of probation;

(b) in any other case, not as on duty, unless the said authority directs that it shall be so treated for any specified purpose.

(iv) Such probationer shall be given for the period such order of discharge as has been in force:

(a) In the case where the discharge of the probationer has been held as fully unjustified, the full pay and allowances to which

he would be entitled, had that order of discharge not been issued.

- (b) In any other case, such pay and allowances, as the authority passing the order shall determine.
- (v) The period of probation undergone by a probationer discharged under clause (i) and (ii) of sub-rule (a) of this rule, before his discharge, shall, upon such restoration, count towards the period of probation prescribed by the rules applicable to him.

**18. DECLARATION OF PROBATION:**

- (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.
- (b) (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer, as soon as such lapse is noticed, so as to enable the probationer to rectify such lapses. A decision whether a probationer could be considered to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probation. If any delay occurs in taking decision as stated, the probationer shall not be deemed to have completed his probation satisfactorily.
- (ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for the purpose of record:

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges or against whom a charge sheet has been filed before any court of law during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the State Government or by the appointing authority with the approval of the State Government, to be equivalent to the said special qualifications or special tests, within the said period of probation.

**19. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-**

- (a) A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.
- (b) (i) Discharge of a probationer or approved probationer:- A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority.
2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative unit, the representation of the Scheduled Castes or the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those Castes or Tribes, the persons belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these Castes or Tribes are discharged, that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

- |        |                                                                                                                                         |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------|
| First  | Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in the order of juniority; |
| Second | Probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;                   |
| Third  | Approved probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;          |
| Fourth | Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority;                    |
| Fifth  | Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;                                     |
| Sixth  | Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority;                                |

- (ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be

deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

- (c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation: The absence of an approved probationer from a post in a service, class or category whether on leave or on foreign service or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible and qualified, render him ineligible in his turn,—
- (i) for re-appointment to the post on which he is an approved probationer;
  - (ii) for promotion from a lower to the higher category in such service;
  - (iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent.

He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence:

Provided that a member of service who is appointed to another service and if he is a probationer in the latter service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:

Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

- 1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or
- 2) for promotion from a lower to a higher category in such former service.

Note:- This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

## **20. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-**

The power exercisable by the appointing authority other than the State Government, may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:-

- (1) discharge of a probationer under sub-rule (f) of rule 16 or clause (ii) of sub-rule (a) of rule 17; and
- (2) extension of probation under sub-rule (a) or (b) of rule 17.

## **21. CONFIRMATION:**

- (a) Confirmation of a member of a service:- As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority. The seniority of the person shall however be regulated in terms of rule 33 of these rules.

### **Explanation:-**

- (1) For the purpose of the rule "appointed initially" means appointment of a person for the first time to any post in the civil service in the State or Civil post in the service of the State of Telangana.
  - (2) A member of a service or a class of a service shall be confirmed in such service or class of a service irrespective of whether there is a permanent or substantive post or vacancy available in that service.
  - (3) A person appointed to a Government service shall be confirmed in any service, only once during his service in Government at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other service or class of service, from time to time.
- (b) A person confirmed in a particular category, class or service shall not be confirmed in any other category, class or service.

## **22. SPECIAL REPRESENTATION (RESERVATION):**

- (1) Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Persons With Disability, Meritorious Sportsman, Ex-Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or as the case may be, in the special rules. The principle of reservation as hereinafter provided shall apply to all appointments to a service, class or category:-
  - (i) by direct recruitment, except where the Government, by a general or special order made in this behalf, exempt such service, class or category;
  - (ii) otherwise than by direct recruitment the principle of reservation in the matter of promotion and appointment by transfer involving promotion in so far it relates to Scheduled Castes and Scheduled Tribes only shall apply to such services, class or category whose total cadre strength of the post is more than five.
- (2)(a)(i) The unit of appointment for the purpose of direct recruitment shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, twenty nine shall be reserved for Socially and Educationally Backward Classes and remaining



fifty appointments shall be made on the basis of open competition and subject to Rule 22-A of these rules.

(ii) The unit of appointment for the purpose of reservation in the matter of promotion and appointment by transfer involving promotion shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes and six for Scheduled Tribe employees as per the roster points in sub-rule 2(e).

- A. In the case of appointments / promotions to the posts referred to in clause 2(a)(ii) above, the panels of eligible candidates for promotion, the names of the eligible Scheduled Caste and Scheduled Tribe employees from the feeder category are to be shown against the roster points earmarked for them irrespective of their seniority position in the feeder category.
  - B. If a Scheduled Caste and Scheduled Tribe employee gets a higher place in the eligible candidates list by virtue of his seniority in the feeder category, he need not be adjusted in a lower position which is earmarked for an Scheduled Caste and Scheduled Tribe employees as per roster system. Such roster point is to be filled up by moving up an Scheduled Caste and Scheduled Tribe employee who is below in the seniority list in the feeder category.
  - C. Filling up the roster points shall continue till the required percentage of Scheduled Caste and Scheduled Tribe candidates is obtained. Once the required percentage is obtained by taking into account both the Scheduled Caste and Scheduled Tribe candidates who are found in the list of candidates fit for promotion on account of their seniority in the feeder category and those who are moved up to fill up the required roster point, further adjustment of Scheduled Caste and Scheduled Tribe employees against roster point is to be stopped.
  - D. Unutilized roster points, after the required Scheduled Castes and Scheduled Tribes percentage is met, shall lapse.
  - E. If required number of Scheduled Caste and Scheduled Tribe employees is not available in the feeder category to obtain the required representation in the promotion category, the vacancies earmarked for Scheduled Caste and Scheduled Tribe employees according to the roster points will be carried forward.
- (b) Out of fifty appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the persons with disabilities.
- (c) In the case of appointments to clerical posts including the posts of typists i.e. in Group III and Group IV services and in the case of posts in the Police Subordinate Service of the State of Telangana, to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty seven appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of Ex-servicemen.

- (d) In the case of appointments to the posts of Junior Assistants, Junior Stenographers and Typists in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants and Junior Stenographers in the Secretariat to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty five appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen:

Provided that the claims of members of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women and the Persons With Disabilities or the Ex-servicemen, as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

- (e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:-

- 1 Open Competition (Women)
- 2 Scheduled Castes (Women)
- 3 Open Competition
- 4 Socially and Educationally Backward Class (Group-A) (Women)
- 5 Open Competition
- 6 Blindness or Low Vision (Women)
- 7 Scheduled Castes
- 8 Scheduled Tribes (Women)
- 9 Open Competition
- 10 Socially and Educationally Backward Class (Group-B) (Women)
- 11 Open Competition
- 12 Open Competition (Women)
- 13 Open Competition
- 14 Socially and Educationally Backward Class (Group-C)  
(In every third cycle of 100 point roster, this point shall be reserved for women belonging to SEBC-C category)
- 15 Open Competition
- 16 Scheduled Castes
- 17 Open Competition (Women)
- 18 Socially and Educationally Backward Class (Group-D) (Women)
- 19 Socially and Educationally Backward Class (Group-E) (Women)
- 20 Socially and Educationally Backward Class (Group-A)
- 21 Open Competition
- 22 Scheduled Castes (Women)

- 23 Open Competition (Women)
- 24 Socially and Educationally Backward Class (Group-B)
- 25 Scheduled Tribes
- 26 Open Competition
- 27 Scheduled Castes
- 28 Open Competition
- 29 Socially and Educationally Backward Class (Group-A)
- 30 Open Competition (Women)
- 31 Hearing Impaired (Open)
- 32 Open Competition
- 33 Scheduled Tribes
- 34 Open Competition (Women)
- 35 Socially and Educationally Backward Class (Group-B)
- 36 Open Competition
- 37 Open Competition
- 38 Open Competition (Women)
- 39 Socially and Educationally Backward Class (Group-D)
- 40 Open Competition
- 41 Scheduled Castes
- 42 Open Competition
- 43 Socially and Educationally Backward Class (Group-D)
- 44 Socially and Educationally Backward Class (Group-E)
- 45 Socially and Educationally Backward Class (Group-A) (Women)
- 46 Open Competition
- 47 Scheduled Castes (Women)
- 48 Open Competition
- 49 Socially and Educationally Backward Class (Group-B) (Women)
- 50 Open Competition (Women)
- 51 Open Competition
- 52 Scheduled Castes
- 53 Open Competition
- 54 Socially and Educationally Backward Class (Group-A)
- 55 Open Competition (Women)
- 56 Locomotor Disability or Cerebral Palsy (Open)
- 57 Open Competition
- 58 Scheduled Tribes (Women)
- 59 Open Competition (Women)

- 60 Socially and Educationally Backward Class (Group-B)
- 61 Open Competition
- 62 Scheduled Castes
- 63 Open Competition
- 64 Socially and Educationally Backward Class (Group-D) (Women)
- 65 Open Competition (Women)
- 66 Scheduled Castes (Women)
- 67 Open Competition
- 68 Socially and Educationally Backward Class (Group-D)
- 69 Socially and Educationally Backward Class (Group-E)
- 70 Socially and Educationally Backward Class (Group-A)
- 71 Open Competition (Women)
- 72 Scheduled Castes
- 73 Open Competition
- 74 Socially and Educationally Backward Class (Group-B)
- 75 Scheduled Tribes
- 76 Open Competition
- 77 Scheduled Castes
- 78 Open Competition (Women)
- 79 Socially and Educationally Backward Class (Group-A)
- 80 Open Competition
- 81 Socially and Educationally Backward Class (Group-B) (Women)
- 82 Open Competition
- 83 Scheduled Tribes
- 84 Open Competition (Women)
- 85 Socially and Educationally Backward Class (Group-B)
- 86 Open Competition
- 87 Scheduled Castes (Women)
- 88 Open Competition
- 89 Socially and Educationally Backward Class (Group-D)
- 90 Open Competition (Women)
- 91 Scheduled Castes
- 92 Open Competition
- 93 Socially and Educationally Backward Class (Group-D)
- 94 Socially and Educationally Backward Class (Group-E)
- 95 Socially and Educationally Backward Class (Group-B)
- 96 Open Competition (Women)

- 97 Scheduled Castes
- 98 Open Competition
- 99 Socially and Educationally Backward Class (Group-B) (Women)
- 100 Open Competition:

Provided that:-

- (i) in the case of appointments to a post referred to in sub-rule (c), the 13<sup>th</sup> and 37<sup>th</sup> turns in each unit of hundred vacancies shall be reserved for ex-servicemen. Out of 13<sup>th</sup> and 37<sup>th</sup> roster points, preference to one of the two points for women can be given and if women candidates are not available, both the points with men shall be considered. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to Open Competition.

- (ii) In the second cycle of 100 roster points, the following points shall be reserved as follows:-

- 106 Blindness or Low Vision (Open)
- 131 Hearing Impaired (Women)
- 156 Locomotor Disability or Cerebral Palsy (Open)

In the third cycle of 100 roster points, the following points shall be reserved as follows:-

- 206 Blindness or Low Vision (Open)
- 231 Hearing Impaired (Open)
- 256 Locomotor Disability or Cerebral Palsy (Women)

The 6<sup>th</sup>, 31<sup>st</sup> and 56<sup>th</sup> turns in each cycle of hundred (100) vacancies shall be allotted to the Blindness or Low Vision (Visually Handicapped), Hearing Impaired (Hearing Handicapped) and Locomotor Disability or Cerebral Palsy (Orthopaedically Handicapped) persons respectively as stated above and where qualified and suitable candidates are not available from among them, the turn allotted for them in the unit referred to above shall be carried forward to the succeeding recruitment year for being filled from the same category. If, in that year also, qualified candidates of the same category are not available, the same shall be notified for being filled up by interchanging from among the three categories. Only when there is no person with disability of any of the 3 categories available for the post, the vacancy shall be filled up by the employer by appointment of a person, other than a person with disability. Provided that if qualified women candidates are not available for the posts reserved for women, qualified men candidates of the same category of disabled may be appointed.

- (f) The reservation in case of Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be

(Group-E) and Persons With Disabilities shall be in force till 31<sup>st</sup> May, 2021.

- (g) If in any recruitment, qualified candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and women are not available for appointment to any or all the vacancies reserved for them, a limited recruitment confined to candidates belonging to them shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.
- (h) (I) If in any recruitment, qualified candidates belonging to Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or women are not available for appointment to all or any of the vacancies reserved for them even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the Open Competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of Open Competition.
- (II) Where any vacancies reserved for the Scheduled Castes or Scheduled Tribes or, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Women in addition to the vacancies that may be available for that recruitment for them and if in the said succeeding recruitment year also, qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women:

Provided that if in the said second succeeding recruitment also, no qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may

be (Group-E) or Women are available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women, in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Women:

Provided further that in the third succeeding recruitment if qualified candidates belonging to Scheduled Tribes or as the case may be Scheduled Castes are not available, a vacancy reserved to be filled by a candidate belonging to Scheduled Tribes may be filled by a candidate belonging to Scheduled Castes and a vacancy reserved to be filled by a candidate belonging to Scheduled Castes may be filled by a candidate belonging to Scheduled Tribes and if a qualified candidate belonging to a particular group of Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) is not available for appointment, the vacancy reserved to that group shall accrue to the next group.

- (III) If any additional vacancy or vacancies reserved in favour of candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in any recruitment in accordance with the provisions in clause (II), appointments thereto shall be made before the appointments in the order of rotation for the relevant recruitments are made.
- (i) At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule (g), the number of reserved vacancies including the additional vacancies reserved under sub-rule (h), shall exceed 56% of the total number of vacancies for the selection; and all vacancies in excess of 56% of the total number of vacancies for which recruitment is made on any particular occasion shall, notwithstanding anything in this rule, be treated as unreserved:

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment year shall be available for utilization even where the total number of such reserved vacancies exceeds 56% of the vacancies filled in that recruitment, in case the overall representation of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and Women in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes, 6% for the Scheduled Tribes, 7% for Socially and Educationally Backward Classes (Group-A), 10% for Socially and Educationally Backward Classes (Group-B), 1% for Socially and Educationally Backward Classes (Group-C), 7% for Socially

and Educationally Backward Classes (Group-D), 4% for Socially and Educationally Backward Classes (Group-E) respectively.

- (j) Where there is only a single solitary post borne on the class, or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules:

Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category of grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

- (k) In respect of appointments by promotion or recruitment by transfer from Subordinate Service to State Service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Tribes shall be considered for such appointment on the basis of seniority subject to fitness:

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

- (l) In implementing the rule of reservation in favour of Socially and Educationally Backward Classes, the creamy layer shall be excluded. The criteria as fixed by the Government of India from time to time shall be adopted to determine the creamy layer among the Socially and Educationally Backward Classes in the State.

Note: While determining the creamy layer status of any candidate as given in Category-VI of the Schedule to the OM No.36012/22/93-Estt (SCT), dt.8.9.1993, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs.6.00 lakh per annum, income from agricultural land is more than Rs.6.00 lakh per annum, but income from other sources is less than Rs.6.00 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income / Wealth Test, provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

## **22-A WOMEN RESERVATION IN APPOINTMENTS:-**

Notwithstanding anything contained in these rules or special rules or adhoc rules:-

- (1) In the matter of direct recruitment to posts, for which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.



- (2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 $\frac{1}{3}$ % of the posts in each category of Open Competition, Socially and Educationally Backward Classes (Group-A), Socially and Educationally Backward Classes (Group-B), Socially and Educationally Backward Classes (Group-C), Socially and Educationally Backward Classes (Group-D), Socially and Educationally Backward Classes (Group-E), Scheduled Castes, Scheduled Tribes and Persons With Disabilities and Ex-servicemen quota.
- (3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.
- (4) In the matter of promotion and appointment by transfer involving promotion to posts for which women and men are equally suited and where the cadre strength of posts is more than five, there shall be reservation to women to an extent of 33 $\frac{1}{3}$ % in favour of Scheduled Castes and Scheduled Tribes:

Provided that where no eligible women candidate is available to fill up the roster point earmarked to them, the vacancy shall be filled up with male SC/ST candidates as the case may be.

**23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-** An order appointing a member of a service or class of service or category, to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a service, class or category, such revision may be made by the appellate authority aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the service, class or category:

Provided that the Government may, irrespective of whether they are the appellate authority or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing:

Provided further that no order of revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision:

Provided also that a member of service may submit a revision petition against the order of the Appellate Authority, within three months of the order passed by the Appellate Authority, to the Government.

**24. REVISION OF LISTS OF APPROVED CANDIDATES (PANELS) OR LIST OF ELIGIBLE CANDIDATES FOR APPOINTMENT BY PROMOTION OR BY TRANSFER:-**

- (a) The State Government shall have the power to revise in any manner they consider suitable, any panel of approved candidates for appointment by transfer or by promotion to any category, class or service, prepared by a Head of the Department or any other authority

subordinate to the Head of the Department, in exercise of the powers conferred on them by the special rules or these rules:

Provided that where the panel is prepared by an authority subordinate to a Head of the Department, in exercise of the powers conferred on him by the special rules, the aforesaid power of revision may be exercised by the Head of the Department. This will not preclude the State Government from exercising the powers of the revision aforesaid, against the orders either of the Head of the Department or of any other subordinate authority aforesaid.

- (b) The State Government and the Head of the Department shall have power to revise in any manner they consider suitable, any list of eligible candidates for promotion to any category, class or service in respect of the subordinate service, prepared in accordance with rule-5. The aforesaid power of revision by the State Government could be exercised by them in respect of an order passed by the Head of the Department or by any other subordinate authority.
- (c) The aforesaid power or revision mentioned in sub rule (a) and sub-rule (b), may be exercised by the State Government or by the Head of the Department on their own motion, at any time, or on an application made by the aggrieved person, within a period of six months from the date of order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time limit of six months aforesaid may, for good and sufficient reasons to be recorded in writing, be waived by the State Government:

Provided further that where the panel referred to in sub-rule (a) has been partially utilized, any order of revision likely to affect a person who has already been appointed from such panel shall be given an opportunity of making his representation against the proposed revision, before any order of revision is passed:

Provided also that if any revision of list of eligible candidates mentioned in sub-rule (b) is likely to affect a person already promoted from the aforesaid list of eligible candidates, he shall be given an opportunity of making a representation against the proposed revision before any order of revision is passed:

Provided also that where a panel has been prepared on the basis of the recommendations made by a Departmental Promotion Committee/ Screening Committee, any revision of such panel shall be made only after consultation with such Departmental Promotion Committee / Screening Committee.

**25. REVIEW:-** The State Government may, of their own motion or otherwise, review any original order passed by them, promoting a member of a service or class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class or service, prepared by them, or any order of revision passed by them under rule 24, if it was passed under any mistake,

whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason:

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected thereby is given an opportunity of making his representation against the proposed review.

**26. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:-**

- (a) Except where otherwise provided in these or the special rules, an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the appointing authority, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the service, class or category.
- (b) The powers in sub-rule (a) shall be exercised by the Head of the Department, if he is not the appellate authority, or by the State Government on its own motion, or on an appeal received by the Head of the Department or the State Government, as the case may be.
- (c) The appellate authority, if it is not the Head of the Department or the Government, shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Head of the Department or the State Government may intervene in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.
- (d) No appeal for restoration of seniority or assignment of notional seniority on par with his Junior shall be entertained by the appellate authority after a period of 90 days from the date on which junior was promoted.
- (e) A member of service may submit a revision petition against the order of the Appellate Authority, within three months of the orders passed by the Appellate Authority, to the Government.

**27. APPOINTMENT OF ALL INDIA SERVICE OFFICERS TO POSTS IN THE STATE SERVICES:-** Notwithstanding anything contained in these rules or the special rules, an officiating or permanent member of the All India Services may be appointed to any post in any State Service subject to the provisions of the All India Service Rules. Such an officer shall not, by reason of such appointment, cease to be a member of the All India Service concerned.

**28. RELINQUISHMENT OF RIGHTS BY MEMBERS:-** Any member of a service may, in writing, relinquish any right or privilege to which he may be entitled to under these rules or the special rules, if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest. Such relinquishment once made will be final and irrevocable. Nothing contained in these rules or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished:

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

**29. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.:-**

- (a) A member of the State or Subordinate Service discharged on account of his suffering from TB or such other diseases as may be specified by the Government from time to time, shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for Government service by the Medical authority, authorized for this purpose by the State Government.
- (b) For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in the special rules or these rules, the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.
- (c) On re-appointment of any such member, the actual service rendered by him prior to his discharge from service shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On re-appointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, up to a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.
- (d) The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

**30. RESIGNATION:-**

- (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect—
  - (i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance.
  - (ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and
  - (iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify:

Provided that the resignation of a member of a service shall not be accepted against whom disciplinary proceedings are instituted as per the

provisions of the Civil Services (Classification, Control and Appeal) Rules, applicable to the State of Telangana from time to time or investigation, inquiry or trial is initiated:

Provided further that a member of a service may withdraw his resignation before it takes effect:

Provided also that no withdrawal of resignation shall be permitted, if the withdrawal is made after the resignation takes effect.

- (b) If the resignation of a member of service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service.
- (c) A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.
- (d) Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service of this State Government; or to a post under the service of the Government of India or any other State Government; and is appointed to it, his lien on the service or his probationary right, if any, in the former post, shall be retained for a period of three years from the date of relief in the former post or till his probation is declared or deemed to have been declared in the latter post, whichever is earlier. If, before the expiry of three years, his probation is not declared or not deemed to have been declared in the latter post, unless he reverts to the former post, he shall be deemed to have resigned to the former post with effect from the date on which the three years period expires:

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

**31. RELAXATION OF RULES BY THE GOVERNOR:-** Notwithstanding anything contained in these rules or in the special rules, the Governor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Telangana in such manner as may appear to be just and equitable to him, where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

**32. RELAXATION OF RULES BY THE HEAD OF THE DEPARTMENT:-**

- (a) Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Governor under rule 31, the Head of the Department shall also have the power to relax any rule or rules in these rules or in the special rules in favour of any person or class of persons or category of persons for being appointed to or of any person

or class of persons who have served or are serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in his department in so far as such cases relate to transfer, promotion or the service conditions governed by these rules or special rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned. Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of Junior Assistant or equivalent post in the Ministerial or any other Subordinate Service of the State of Telangana.

Explanation:- This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

- (b) Notwithstanding anything contained in rule 31 or sub-rule (a) of this rule, the State Government, may, of their own motion or otherwise, review the orders of relaxation issued in rule 31 or sub-rule (a) of this rule; or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing:

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

### **33. SENIORITY:-**

- (a) The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service, class, category or grade.
- (b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service, fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason, the order of preference among them; and where such order has been fixed, seniority shall be determined in accordance with it:

Provided that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

- (c) Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying

length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.

- (d) The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred. Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Government, if they are the appointing authority and in other cases, the authority next higher to the appointing authority shall determine the seniority.
- (e) Where a Member of a service, class or category is reduced for a specific period, to a lower service, class or category or grade,—
  - (i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provides otherwise, be fixed in the higher service, class or category at which it would have been fixed but for his reduction;
  - (ii) in cases where the reduction operates to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.
- (f) Seniority of a retrenched and reappointed person:- The seniority of a member of a service who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such re-appointment:

Provided that the inter-se-seniority of such members absorbed in the same service, class or category shall be determined,

  - (i) in any case in which re-appointment of such members was made in consultation with Public Service Commission or the other selecting authority, in accordance with the order of merit or the order of preference indicated by the said Public Service Commission or other selecting authority; and
  - (ii) in any other case, in accordance with the total length of service, in the same equivalent or higher service, class or category put in by such member prior to retrenchment.
- (g) The seniority of an approved candidate, who takes up military service before joining his appointment to any service, class or category shall, on his appointment to such service, class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.

**34. PREPARATION OF INTEGRATED OR COMMON SENIORITY LIST OF PERSONS BELONGING TO DIFFERENT UNITS OF APPOINTMENT:-** Where as integrated or common seniority list of a particular class, or category or grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer, to a class or category having different units of appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub-rule (a) of rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

Explanation: The principle specified in this rule shall be applicable even where a common integrated list is required to be prepared for categories in different services, classes or categories.

**35. FIXATION OF SENIORITY IN THE CASE OF TRANSFERS ON REQUEST OR ON ADMINISTRATIVE GROUNDS:-**

- (a) The seniority of a member of a service, class or category, transferred from one unit of appointment to another unit of appointment, on administrative grounds, shall be determined with reference to the date of seniority of such member in the former unit.
- (b) The seniority of a member of a service, class or category, who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

**36. INTER-SE-SENIORITY WHERE THE DATES OF COMMENCEMENT OF PROBATION ARE SAME:-** The seniority of the persons in the service shall be determined—

- (i) in respect of the candidates selected by the Telangana State Public Service Commission or other selecting authorities by direct recruitment, as per the ranking assigned to them, irrespective of the dates of commencement of their probation in that category.
- (ii) in respect of the persons promoted or appointed by transfer involving promotion, as per the dates from which they were placed on probation;
- (iii) in respect of persons covered under item (ii) above and whose dates of commencement of probation are same, as per their age i.e., whoever is aged shall be the senior;
- (iv) in respect of the persons appointed on transfer on administrative grounds, as per the date on which the individual was placed on probation in the original department; and
- (v) in respect of the persons appointed on transfer on his own request, as per the date of his joining in the new department or unit.

**37. SENIORITY OF DIRECTLY RECRUITEED CANDIDATES, RE-ALLOTTED IN CONSULTATION WITH TELANGANA STATE PUBLIC SERVICE COMMISSION:-** The candidates re-allotted under sub-rule (c) of rule-4 shall be assigned seniority below the last regular candidate as on the date of their joining the



posts in the concerned class or category in the unit to which they are re-allotted.

**38. POSTINGS AND TRANSFERS:-**

- (a) A member of a State Service or class of a State Service may be posted to any post borne on the cadre of such service or class of service anywhere in the State:

Provided that such postings and transfers shall be limited to the territorial jurisdiction of the local cadres specified in accordance with or in pursuance of the Presidential Order, where applicable, or to the units of appointment, if any, specified in the Special Rules.

- (b) A member of a Subordinate Service or a class of such service may be posted to another post borne on the cadre of such service or class of such service, within the unit of appointment specified in the special rules and subject to the provisions of the Presidential Order.

- (c) All transfers and postings of a member of State or Subordinate Service shall be made subject to sub-rules (a) and (b) by the appointing authority or such other authority subordinate to the appointing authority, specified in the special rules or to whom the appointing authority has delegated such powers of postings and transfers:

Provided that such power will be exercised by the appointing authority or the authority to whom the power has been delegated, within their respective jurisdiction, but subject to the units of appointment under the Presidential Order, applicable to the relevant post:

Provided further that the Head of the Department may transfer a member of a service from the unit of one appointing authority to the unit of another appointing authority, where the Presidential Order is not applicable:

Provided also that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction of such appointing authority within the units of appointment specified in the special rules and subject to the provisions of the Presidential Order:

Provided also that where the State Government are the appointing authority in respect of the members of the State Services, the Head of the Department who is competent to grant leave to such members under FR 66 shall also be competent to issue reposting order in respect of those members on return from leave:

Provided also that unless otherwise stipulated in any special rules or adhoc rules, the State Government may, on its own motion or on a proposal received from a Head of the Department, Order, for sufficient reasons to be recorded in writing, the transfer of members of the State or Subordinate Services from the local cadres organized in pursuance of

the Presidential Order, to the office of the concerned Head of the Departments and offices notified under the said Order as State Level Offices or Special Offices or Major Development Projects and vice-versa. The seniority of any member of the service who is so transferred on administrative ground, shall be fixed in the unit to which he is transferred with reference to the date of his appointment in the office from which he is transferred and the seniority of any member of the service who is transferred at his own request shall be fixed with reference to the date of his joining in the unit to which he is transferred.

- (d) Notwithstanding anything in these Rules or the special or the ad-hoc rules, transfer of a person holding post in a category organized into local cadre under paragraph 3 of the Presidential Order as amended, from one local cadre to another may be made by the Government:-
- (a) against a vacancy where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest; and
  - (b) on reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of transfer in the cadre to which he is transferred:

Provided that the Head of the Department may transfer on tenure, from a local cadre to a post to which the Presidential Order does not apply, where such posts are required to be filled on tenure basis from such local cadres and retransfer him to his local cadre.

- (e) A member of a State or Subordinate Service or a class of such service may be required by the appointing authority or any other authority superior to such appointing authority, to serve in any post borne on the cadre of any body wholly or substantially owned or controlled by the Government.

### **39. SAVINGS:-**

- (a) (i) Nothing contained in these rules, unless a contrary intention is expressly indicated, shall adversely affect any person who is a member of any service on the date of coming these rules into force.
  - (ii) Nothing contained in any amendments to any special rules governing a service, unless a contrary intention is expressly indicated therein, shall adversely affect any person who is a member of such service on the date of coming those amendments into force.
- (b) Subject to the provisions of sub-rules (c) and (d) where these rules or the special rules would adversely affect in respect of any matter, a person, who was a member of any service before the date of coming into force thereof, shall, in respect of the post held by him immediately prior to such date, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

- (c) A person who was on duty, otherwise than in a substantive capacity in a post, which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty, but for his being on duty in a higher category, if he,—
- (i) was on duty in such post on the date of issue of the special rules for that service; or
  - (ii) was absent from duty in such post on that date, on leave granted by a competent authority, having been on duty in such post immediately before and immediately after such absence:

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment thereto, the provisions of these rules and of the special rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation, if any to the extent such service would have counted had these rules and the special rules come into force at the time of such first appointment.

- (d) A person, who, before the issue of the special rules for a service had officiated in a post which was subsequently included in the service, class or category thereof, but who is not entitled to be regarded as probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post, after the issue of the special rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation:

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation:- The re-appointment of a person under this sub-rule shall not, for the purposes of these rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

- (e) If, before the issue of the Special Rules, a person had been exempted under the orders then in force, from the possession of any qualification or the passing of such test prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

**SCHEDULE -I**

*[See rule 2(28)]*

**PART - A**

**Scheduled Castes**

*[See rule 2(29)]*

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
9. Beda (Budga) Jangam
10. Bindla
11. Byagara, Byagari
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chanchandi
23. Godari
24. Gosangi
25. Holey
26. Holey Dasari
27. Jaggali
28. Jambuvulu
29. Kolupulvandlu, Pambada, Pambanda, Pambala
30. Madasi Kuruva, Madari Kuruva
31. Madiga
32. Madiga Dasu, Mashteen
33. Mahar
34. Mala, Mala Ayawaru
35. Mala Dasari
36. Mala Dasu
37. Mala Hannai
38. Malajangam
39. Mala Masti

40. Mala Sale, Nethani
41. Mala Sanyasi
42. Mang
43. Mang Garodi
44. Manne
45. Mashti
46. Matangi
47. Mehtar
48. Mitha Ayyalvar
49. Mundala
50. Paky, Moti, Thoti
51. Pamidi
52. Panchama, Pariah
53. Relli
54. Samagara
55. Samban
56. Sapru
57. Sindhollu, Chindollu
58. Yatala
59. Valluvan

**PART – B**  
**Scheduled Tribes**  
*[See rule 2(30)]*

1. Andh, Sadhu Andh
2. Bagata
3. Bhil
4. Chenchu
5. Gadabas, Bodo Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba
6. Gond, Naikpod, Rajgond, Koitur
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar
13. Konda Dhoras, Kubi
14. Konda Kapus
15. Kondareddis
16. Kondhs, Kоди, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Kondhs, Tikiria Kondhs, Yenity Kondhs, Kuvinga
17. Kotia, Bentho Oriya, Bartika, Dulia, Holya, Sanrona, Sidhopaiko

18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Rajkoya
19. Kulia
20. Manna Dhora
21. Mukha Dhora, Nooka Dhora
22. Nayaks (in the Agency tracts).
23. Pardhan.
24. Porja, Parangiperja
25. Reddi Dhoras
26. Rona, Rena
27. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
28. Sugalis, Lambadis, Banjara
29. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
30. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi
31. Yerukulas, Koracha, Dabba Yerukala, Kunchapuri Yerukala, Uppu Yeruklala
32. Nakkala, Kurvikaran

### **PART – C**

#### **SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES**

*[See rule 2(7)]*

#### **GROUP-A**

(Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi-Nomadic Tribes etc.)

1. Agnikulakshatriya, Palli, Vadabalija, Bestha, Jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannereddi, Pallikapu, Pallireddi), Neyyala, Pattapu
2. Balasanthu, Bahurupi
3. *(omitted)*
4. Budabukkala
5. Rajaka (Chakali, Vannar)
6. Dasari (formerly engaged in Bikshatana i.e., Beggary)
7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. *(omitted)*
13. *(deleted)*
14. Medari or Mahendra
15. Mondivaru, Mondibanda, Banda

16. Nayi-Brahmin / Nayee-Brahmin (Mangali), Mangala and Bhajantri
17. *(deleted)*
18. Vamsha Raj / Pitchiguntla
19. Pamula
20. Pardhi (Nirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu, Dammali / Dammala / Dammula / Damala
23. Veeramushti (Nettikotala), Veerabhadreeya
24. Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi / Yellapu, Pedda Boya), Talayari and Chunduvallu
25. *(deleted)*
26. Gudala
27. Kanjara – Bhatta
28. *(omitted)*
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata
34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu), Vaddera, Vaddabhovi, Vadiyaraj, Waddera
38. Mandula
39. Mehtar (Muslim)
40. Kunapuli
41. Patra
42. *(omitted)*
43. *(omitted)*
44. *(omitted)*
45. Pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali (area confined to Hyderabad and Ranga Reddy Districts only)
46. Rajannala, Rajannalu (area confined to Karimnagar, Warangal, Nizamabad and Adilabad Districts only)
47. Bukka Ayyavars
48. Gotrala
49. Kasikapadi / Kasikapudi (area confined to Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar and Adilabad Districts only)
50. Siddula
51. Sikligar / Saikalgar
52. Poosala
53. *(omitted)*

54. *(omitted)*
55. Orphans and destitute children who have lost their parents before reaching the age of ten years and are destitute; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognized by the Government.

**GROUP-B**

(Vocational Groups)

1. *(omitted)*
2. Aryakshatriya, Chittari, Giniyar, Chitrakara, Nakhas
3. Devanga
4. Goud [Ediga, Gouda (Gamalla), Kalalee, Gounda and Srisayana (Segidi)]
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devathilakula
7. Jandra
8. Kummara or Kulala, Salivahana
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. *(omitted)*
13. Neelakanthi
14. Patkar (Khatri)
15. Perika (Perika Balija, Puragiri kshatriya)
16. Nessi or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. *(deleted)*
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshatriya
21. Viswabrahmin (Ausula, Kamsali, Kammari, Kanchari, Vadla or Vadra or Vadrangi and Silpis), Viswakarma
22. *(omitted)*
23. Lodh / Lodhi / Lodha (area confined to Hyderabad, Ranga Reddy, Khammam and Adilabad Districts only)
24. Bondili
25. Are Marathi, Maratha (Non-Brahmins), Arakalies and Surabhi Natakavallu
26. Neeli
27. Budubunjala / Bhunjwa / Bhadbhunja (area confined to Hyderabad and Ranga Reddy Districts only)
28. *(omitted)*



**GROUP-C**

(Harijan Converts)

1. Scheduled Castes converts to Christianity and their progeny

**GROUP-D**

(Other Classes)

1. *(omitted)*
2. Arekatika, Katika, Are-Suryavamshi
3. *(omitted)*
4. Bhatraju
5. Chippolu (Mera)
6. *(omitted)*
7. *(omitted)*
8. Hatkar
9. *(omitted)*
10. Jingar
11. *(omitted)*
12. Koshti
13. Kachi
14. Surya Baliya (Kalavanthula), Ganika
15. Krishnabaliya (Dasari, Bukka)
16. *(omitted)*
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli)
19. Mudiraj, Mutrasi, Tenugollu
20. Munnurukapu
21. *(omitted)*
22. *(deleted)*
23. *(omitted)*
24. *(deleted)*
25. Passi
26. Rangarez or Bhavasara Kshatriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service, but not Shivarchakars
30. *(omitted)*
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevallu and Arollu
35. *(omitted)*
36. *(omitted)*

37. Ayyaraka (area confined to Khammam and Warangal Districts only)
38. Nagaralu (area confined to Hyderabad and Ranga Reddy Districts only)
39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar (including Thuluva Vellalas) (area confined to Hyderabad and Ranga Reddy Districts only)
40. *(omitted)*
41. *(omitted)*
42. Sondi / Sundi
43. Varala
44. Sistikaranam
45. Lakkamarikapu
46. Veerashaiva Lingayat / Lingabaliya
47. Kurmi

**GROUP-E**

(Socially and Educationally Backward Classes of Muslims)

1. Achchukattalavandlu, Singali, Singamvally, Achchupanivally, Achchukattuvaru, Achukatlavandlu
2. Attar Saibulu, Attarollu
3. Dhobi Muslim / Muslim Dhobi / Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tsakalas, Sakalas or Chakalas, Muslim Rajakas
4. Faqir, Fhaker Budbudki, Ghanti Fhaker, Ghanta Fhakerlu, Turaka Budbudki, Darvesh, Fakeer
5. Garadi Muslim, Garadi Saibulu, Pamulavally, Kani-Kattuvally, Garadollu, Garadiga
6. Gosangi Muslim, Phakeer Sayebulu
7. Guddi Eluguvally, Elugu Bantuvally, Musalman Keelu Gurravally
8. Hajam, Nai, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deera Phakerlu, Bonthala
11. Qureshi, Kureshi / Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik / Sheikh
13. Siddi, Yaba, Habshi, Jasi
14. Turaka Kasha, Kakkukotte Zinka Saibulu, Chakkitakanevale, Terugadu Gontalavaru, Thirugatigantla, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha

## **SCHEDULE – II**

### Minimum General Education Qualification *[Referred to in Rule 12(2)]*

A candidate is said to possess the Minimum General Education Qualification if he has passed one of the following examinations:-

1. Secondary School Certificate Examination conducted by the Board of Secondary Education, Telangana or by the Board of Secondary Education, Andhra Pradesh;
2. Indian Army Special Certificate of Education;
3. A pass in the Higher Education Test of the Royal Indian Navy.
4. A pass in the Anglo – Vernacular School leaving Certificate (Burma Examination);
5. A pass in the Burma High School Final Examination;
6. A pass in the Matriculation Examination of the Rangoon University;
7. A pass in the Secondary School Certificate Examination conducted by the Government of Bombay;
8. A pass in the Admission Examination of the Benaras Hindu University;
9. A pass in the Advanced Class (Indian Navy) Examination held in or before 1953;
10. A Certificate granted by the East Bengal Secondary Education Board, Decca, in any of the following three Examinations conducted by it:-
  - (i) Matriculation Examination.
  - (ii) Higher Madrasa Examination.
  - (iii) School Final (Science side examination).
11. Successful completion of two years course at the Joint Services Wing of the National Defence Academy provided that the Cadet's discontinuance of the course at the Academy on completion of the two years was not due to academic reasons;
12. A pass in the High School Examination of the Aligarh University;
13. Cambridge School Certificate Examination (Senior Cambridge);
14. European High School Examination, held by the State Government;
15. Tenth Class Examination of the Technical Higher Secondary School Delhi Polytechnic;
16. Pass in the preparatory Examination of the Delhi University;

17. School leaving Examination of the Government of Nepal;
18. A pass in the Vidyadhikari Examination of Gurukula Kanigiri – Viswa Vidyalaya.
19. A pass in Ceylon Senior School Certificate Examination.
20. A pass in the following French Examinations of Pondicherry;
  - i) Brevet Elementaries;
  - ii) Brevet D' Etudes dupremier Cycle;
  - iii) Brevet D' enseignment Premaire Superior de languo Indienns, and
  - iv) Brevet de languo Indienn (Vernacular).
21. A Certificate of Post-Basic Education awarded by a post-Basic School.
22. General Certificate of Education of Ceylon at Ordinary level, provided that the candidate has passed in six subjects including English, Mathematics and either Sinhaless or Tamil;
23. A pass in the Secondary School leaving Certificate of Kerala State;
24. A pass in the Secondary School Certificate Examination (New Pattern 1967) (10 years course) of Madhya Pradesh State;
25. A pass in HSLC Examination conducted by the Board of Secondary Education, Manipur.
26. A compartmental pass in SSLC Examination of Government of Kerala;
27. A pass in the Matriculation Examination of Haryana State conducted by the Board of School Education, Haryana.
28. A pass in the Secondary School Leaving Certificate Examination of Mysore State.
29. A pass in any other examination declared as equivalent to SSC examination by the Government of Telangana.
30. A pass in HSC examinations conducted by the Board of School Examination of Nagaland (G.O.Ms.No. 982 Edn (K2) Dept., dt:6.10.77)

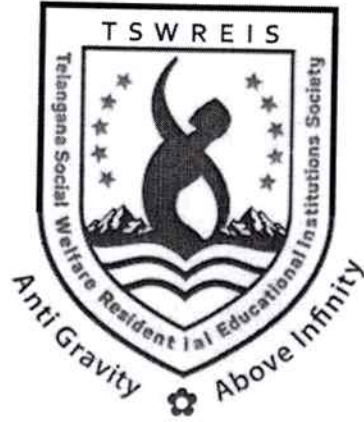
RAJIV SHARMA  
CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY //

  
SECTION OFFICER.

# TSWRDC Employee Handbook

## *Duties and Responsibilities*



1	Model Time Table for TSWRDCs	2
2	General Discipline	2
3	Safety of Students	3
4	Duties and Responsibilities of Principal	4
5	Duties and Responsibilities of Vice-Principal	6
6	Duties and Responsibilities of Health Supervisor (HS)	7
7	Duties and Responsibilities of Physical Director (PD)	10
8	Duties and Responsibilities of Librarian	12
9	Duties and Responsibilities of Lecturers	13
10	Duties and Responsibilities of House Parents	14

JOINT SECRETARY  
HIGHER EDUCATION  
T.S.W.R.E.I SOCIETY  
HYDERABAD

## **1 Model Time Table for TSWRDCs**

- Model Time Table for TSWRDCs will be shared later

## **2 General Discipline**

Staff and students at TSWRDCs will strive to be model citizens. This means

1. Speaking in polite and courteous language. Raised voices and insulting language (to hurt someone's self esteem) should not be tolerated at any level.

There should be zero tolerance for ragging and bullying among students or by Staff members. The Faculty should be especially vigilant in providing good role models for students by avoiding berating and belittling their colleagues.

The Discipline Committee of the College should investigate all complaints of rude and harsh words and counsel offenders to improve their social behavior.

Repeat offenders should be reported to the ZC / HO.

2. A neat and clean personal appearance.
3. Creating and maintaining not just a clean, but an aesthetically pleasing and beautiful campus. Every Staff member and student should work actively for this.
4. No student can be given physical (corporal) punishment. This includes asking a student to stand/run or do any other physically stressful activity as a consequence of indiscipline.
5. Striving for punctuality.
6. Striving for excellence in all assigned tasks.
7. Creating a positive atmosphere in the college, staying away from gossip and constant criticism.
8. Willingness to learn from seniors and mentor juniors.
9. Refraining from asking for or giving personal favors (doing some- one else's work to gain marks or other advantages). No student should be asked to perform personal chores for Faculty (for ex- ample, clearing their used plates from the dining hall).
10. Willingness to do some volunteer work for the benefit of the so- ciety (your colleagues).

### **3 Safety of Students**

Safety of the students is of prime importance. Every visitor to the campus should be screened and registered at the Gate.

1. The House Parent should have a Personal Information Sheet for each student in his/her class. This sheet should have the names, relationship, and photographs of family members authorized to visit the student. Only authorized family members should be al- lowed to visit the student during Second Saturday Parents' Meetings.
2. Males between the ages of 12 - 35 cannot be allowed to visit a student even if they are blood relatives (brothers) as they may develop undesirable friendships with other students in the College.



3. Students should be allowed to make phone calls to family with utmost discretion. The identity of any person making phone calls to a student should verify diligently.
4. When outside the campus for attending exams or sporting events, all students of the group should always be in the visual field of the Escort.
5. Students admitted to a hospital should have a staff member or family member in attendance.

## **4 Duties and Responsibilities of Principal**

### **Regular Duties:**

1. The foremost responsibility is to create a positive atmosphere in the college by supporting Faculty and students to excel in all activities noted in the TSWRDC Academic Calendar.

In this matter, it should be noted by the Principal and communicated to the Faculty that the new National Education Policy has directed that there be no difference in importance given to Curricular, Co-curricular, and Extra-curricular Activities as all contribute towards developing the personality of the student.

The Principal will treat all Faculty and students equally, without dispensing special favours.

2. The Principal will constitute College Committees to assist in managing the College activities, and ensure that the Committees have all the resources and support to function optimally.
3. The Principal will communicate achievements and problems of the College with the ZC / HO during scheduled Video conferences. This includes cases of indiscipline and attendance shortfall. In addition to routine

(a) Zone-wise Video Conference on every Friday.

(b) Submission of Bills on the 22<sup>nd</sup> of each month.

Principals should appraise the Head Office of any important issue immediately.



4. The Principal will make a daily round of the:
  - (a) Dormitories, including bathrooms and toilets.
  - (b) Kitchen and dining hall.
  - (c) Classrooms, laboratories, staff rooms, library, and other areas of the College.
  - (d) Wellness Center.
  - (e) College grounds.to note any damage or dirty/unhygienic conditions and immediately take the necessary action.
5. The Principal should be present on Campus during teaching hours of 9 AM to 5 PM. In addition, the Principal should attend at least one morning (5:15 AM - 6:15 AM) and one evening (5 - 6 PM) Physical Activity session each week to ensure that students are participating in these activities. The Principal should also make a visit during Homework and Revision Activities (8 - 9 PM) at least once a week.
6. The Principal is responsible for the Academic activities of:
  - (a) Drawing up the daily time table and ensuring adherence to the time table by staff and students.
  - (b) Conducting Pre-final examinations.
  - (c) Finalizing the list of candidates eligible for the Semester examinations.
  - (d) Following University Almanac in conducting Internal Assessment and Semester examinations, and conveying the results to the University before the deadline.
7. The Principal will ensure that Parents' Visits are smooth and orderly. Special care is to be taken to allow only authorized persons from a family to meet the student.
8. The Principal can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women Principals can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.

### **Assigning Duties:**

Assigning Night Stay and Holiday duties is one of the most difficult

tasks. No teacher should feel targeted for excessive and unfair Duties. To avoid even an appearance of partiality,

1. The Principal may set up a team of 2-3 Faculty to draw the NightDuty Calendar.
2. Night Duties can be assigned by roaster. A Faculty member may be allowed to exchange their date with any other willing colleague in case of personal difficulties in accepting a particular date. All such exchanges should be communicated to the Principal.

Similarly, assignments for Committee duties and Escort duties should be done in a transparent manner, using a roaster system wherever possible.

#### **Other Duties:**

### **5 Duties and Responsibilities of Vice-Principal**

#### **Regular Duties:**

1. The Vice-Principal will assist the Principal in all Institutional work. He/she will take over all duties of the Principal in absence of the Principal.
2. The Vice-Principal will conduct elections for the Student Council.
3. The Vice-Principal will make a daily round of the:
  - (a) Dormitories, including bathrooms and toilets.
  - (b) Kitchen and dining hall.
  - (c) Classrooms, laboratories, staff rooms, library, and other ar-eas of the College.
  - (d) Wellness Center.
  - (e) College grounds.to note any damage or dirty/unhygienic conditions and immediately notify the Principal and/or take the necessary action.
4. The Vice-Principal should be present on Campus during teaching hours of 9 AM to 5 PM. In addition, the Vice-Principal should attend at least one morning (5:15 AM - 6:15 AM) and one evening (5 - 6 PM) Physical Activity session each week to ensure that students are participating in these activities.



The Vice-Principal should also make a visit during Home work and Revision Activities (8 - 9 PM) at least once a week.

5. The Vice-Principal will assist the Principal in:
  - (a) Drawing up the daily time table and ensuring adherence to the time table by staff and students.
  - (b) The Vice Principal should maintain the substitution register under his/her control and allot substitution duties whenever the teachers are on leave/on duty/absent.
  - (c) Conducting Pre-final examinations.
  - (d) Finalizing the list of candidates eligible for the Semester examinations.
  - (e) Following University Almanac in conducting Internal Assessment and Semester examinations, and conveying the results to the University before the deadline.
6. The Vice-Principal shall act as Chairman of the Housekeeping Committee to decide the purchase of:
  - (a) Consumables such as stationary.
  - (b) Goods for electrical and plumbing (sanitation) repairs.
  - (c) Expenditure on special occasions.
  - (d) Medical expenditure.Each Cheque should be signed jointly by the Principal and Vice-Principal.
7. The Vice-Principal will ensure that only authorized persons from a family to meet the student during Parents' Visits on Second Saturdays.
8. The Vice-Principal can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women Vice-Principals can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.

**Other Duties:**

**6 Duties and Responsibilities of Health Supervisor (HS)**

1. HS will report administratively to the Principal of the college.
2. HS will report operationally to Panacea Command Centre.

**Primary Responsibilities**

1. HS should stay in the college from 7:45 am to 3:45 pm on all days.
2. She will have one day (other than Saturday and Sunday) as weekly holiday.

### **Wellness Centre Responsibilities**

1. Wellness Centre should be kept open every day during specific hours as directed by the Principal.
2. The Wellness Centre should carry posters/pamphlets about seasonal diseases to alert the students about prevention and symptoms.
3. HS should ensure availability of all necessary medicines to provide first aid and primary treatment in the Wellness Centre.
4. HS should immediately report all sick cases to Panacea and update their status daily (or more frequently, if required) until they recover.
5. HS should monitor sick students by making two or more rounds in a day, as required.
6. . HS has to administer all the medicines personally to students.
7. HS should also direct the mess to provide appropriate diet to sick students.
8. HS should attend to emergency cases. If hospitalization is required, HS should accompany the student to the hospital and follow-up until the student is discharged.

### **Preventive Health Care Duties**

1. HS should conduct a "Head-to-Toe" examination of all students on healthy Tuesdays as per the checklist provided by Panacea.

2. HS should organize an eye camp every six months. Details of the results should be updated in the EHR. All complaints regarding sight problems should be immediately reported to Panacea for issue of sight-correcting glasses etc.
3. HS should organise regular lectures related to current health concerns and answer health-related questions from the students.

### **Maintenance of Registers and Health Records**

HS should maintain the following registers in the prescribed format:

1. Stock registers of equipment and other items such as furniture in the Wellness Centre
2. Stock register of medicines
3. Issue register of medicines
4. Sick cases register
5. Menstrual record register
6. Chronic cases register
7. Health record of all students to note their height and weight (BMI will be automatically calculated in the SIF note), blood group, and Hb count.
8. A special note should be made to record any allergies to foods and drugs (tablets) by asking relevant questions to the student and her parents.

### **Liaison with Panacea, P.H.Cs and Local Government Hospitals**

1. HS should have the contact information (phone number, name of in-charge person) for:
  - (a) Panacea Command Center
  - (b) Local PHCs
  - (c) Panacea-affiliated hospitals in the area with ambulance and ventilator facilities.

She should know about the other facilities available at the chosen local hospitals.



2. HS should note that PHCs are directed to provide free medicines to RDCs. HS is responsible to collect medicines and maintain proper records of such receipts.
3. For serious cases, HS should take the patient to the nearest hospital for primary treatment and immediately inform Panacea Command Centre. From that point, Panacea Command Centre will co-ordinate the treatment, and HS should follow the directions from Panacea.
4. Any ayurvedic, homeopathic, or unani medicines/treatments should be given to students only after approval of the Panacea Command Centre.

#### **Additional Measures for Girls' Institutions**

HS should monitor symptoms for vitamin and mineral deficiency in students. She administers suitable supplements (vitamins A, D, and B12, calcium, iron and vitamin C) to students as required.

#### **Assistance to HS**

1. HS will supervise the activities of the Assistant Health Caretakers
2. Two capable students from each class should be appointed as Little Doctors for the class. These will report sick children and lapses in personal hygiene (care of teeth, skin, nails, and hair) to the HS.

#### **Supervision of Health screenings and other camps**

1. All data from a medical camp or screening camp held in the college should be uploaded on the Panacea Command Centre dashboard immediately.
2. Screening data of each student should be updated on the EHR.

### **7 Duties and Responsibilities of Physical Director (PD)**

#### **Regular Duties:**

1. Conduct daily activities (morning and evening sessions, as per timings in the Time Table) to improve physical fitness of all students. A mix of warm up and stretching exercises as well as athletics, aerobics, yoga, and games etc. should be

conducted to build muscle mass and body flexibility.

Whenever possible, music should be used to provide rhythm and tempo to the exercise routines. The Principal of the College will facilitate the installation/use of PA system for playing music during Physical Activity sessions.

PD will also encourage Faculty of the College to participate in morning/evening Physical Activity sessions.

2. Provide specialized training to promising sportswomen and prepare them for College-, University-, and State- level Sports events.

In this matter, PD will maintain good relations with Head Office and all local and regional Sports Authority bodies.

PD will conduct timely training activities as per the TSWRDC Academic Calendar.

3. PD will help build NCC and NSS teams of the College.
4. It will be the PD's responsibility to:
  - (a) Maintain all existing sports facilities in the College.
  - (b) Help in building new facilities such as gymnasium.
  - (c) Take care of all sports and games- related equipment.
  - (d) Train students for March Past events.
  - (e) Administer First Aid to students injured during sporting activities and notify the HS for further action.
5. PD will be responsible for the following registers:
  - (a) Games and Sports Material Stock Register.
  - (b) Games and Sports Issue Register.
  - (c) Attendance Register for morning and evening roll call and ground activities.
  - (d) Student Participation and Achievements Register.
6. PD will perform holiday duties as per the roster in the college. There will be no compensation for Sunday/holiday duties.
7. PD can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women PDs can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.



**Escort Duties:**

1. PD shall escort students to other colleges or venues to attend Sporting events as directed by the Principal / Head Office.
2. Occasionally, a PD may have to escort a sick student to a PHC or local hospital.

**Other Duties:**

In case of emergency or absence of another staff member, PD may have to temporarily take up some administrative work.

PD can give/organize motivational talks and visits by Sports personalities or screen sports-related movies/videos to enhance students' interest in Sports.

**8 Duties and Responsibilities of Lecturer in Library Science (Librarian)**

1. College timings are 9 am to 5 pm. The Librarian is expected to be present in the college by 8:50 am and stay up to 5:10 pm.
2. The Librarian will be responsible for:
  - (a) Organizing the Library.
  - (b) Maintaining records of borrowed books.
  - (c) Assisting Faculty and students with search for reference material.
  - (d) Reporting lost or damaged books to the Principal.
  - (e) Annual stock taking of the Library books.
  - (f) Preparing a list of books that can be purchased for the next academic year for each subject after consultation with subject teachers.
3. The Librarian will keep the Library open on Sundays and design a schedule to give each class sometime in the Library. He/she can take Monday or Tuesday as a weekly day off instead of Sunday.
4. He/she will perform Night duties and Sunday/other holiday duties as per the roster in the college. There will be no compensation for Sunday/holiday duties.
5. All lecturers can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women lecturers can avail of 5



additional CLs per year. He/she cannot avail more than 4 CLs in a month.

## **9 Duties and Responsibilities of Lecturers**

### **Regular Duties:**

1. College timings are 9 am to 5 pm. Each lecturer is expected to be present in the college by 8:50 am and stay up to 5:10 pm.
2. Each lecturer will teach an average of 4 classes per day (a total of 24 classes a week).
3. He/she will be responsible for:
  - (a) Writing lesson plans, teaching notes, and teaching diary.
  - (b) Setting question papers and correcting answer scripts for tests and exams. Grading of answer scripts must be done in a fair and impartial manner.
  - (c) Preparing progress cards for all students.
  - (d) Identifying future learners and gifted students and provide needed assistance (remedial classes, mentorship sessions, etc.). However, no student should be given special help during examinations (as by revealing questions beforehand or giving hints/answers during tests).
  - (e) Preparing teaching aids and developing research projects.
  - (f) Participating in Department and Faculty Forums.
4. He/she will perform Night duties and Sunday/other holiday duties as per the roster in the college. There will be no compensation for Sunday/holiday duties.
5. All lecturers can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women lecturers can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.
6. The senior-most lecturer in a subject will act as in-charge of the department and be responsible for maintaining records such as (a) attendance registers, (b) marks registers, and (c) lab stock/library book registers for the department.

**Night Stay Duties:**

1. Each lecturer will have to complete 3 or 4 Night duties per month (depending on the strength of the college). For Night duty, the lecturer shall continue to stay in the college from 5 pm (at the end of regular time table) overnight until then next day. He/she will supervise Evening study period (around 8 pm - 10 pm). If the following day is a working day, he/she can leave the college at 1:30 pm.
2. Exemption from Night Duty for a limited time period may be provided on a case-by-case basis on the discretion of the Principal and Head Office. Exempted lecturers may have to compensate by taking up other responsibilities as directed by the authorities.

**Escort Duties:**

1. A lecturer shall escort students to other colleges or venues to attend events such as VIBRATIONS (cultural activities), University and Entrance exams, Sports meets, etc. as directed by the Principal / Head Office.
2. Occasionally, a lecturer may have to escort a sick student to a PHC or local hospital.

**Other Duties:**

In case of emergency or absence of another staff member, a lecturer may have to temporarily take up some administrative work (such as that of the Vice Principal) or teaching duties (of a lecturer from a related subject).

**10 Duties and Responsibilities of House Parents**

1. Each section of a class (around 40 students) comprises a House.
2. The Class Teacher of each House will be designated the in loco parentis or House Parent for the class.

No Faculty member can refuse to be a House Parent as it is the backbone of the Residential System. However, only women Class Teachers can be House Parents in Women's Colleges.



3. The House Parent will create and update an information sheet for each student in the House. This sheet should note:
  - (a) The names and phone numbers of parents.
  - (b) The postal address of parents.
  - (c) List of authorized visitors with names, relationship and photographs.
  - (d) Any chronic medical condition (requiring medicine or special care) such as allergies.All sheets should be assembled into a Class Book which can be made available to the Principal, HS, or any other Faculty member in need of this information (for example when the House Parent is on leave).
4. The House Parent will make a daily round of the class dormitory to check for cleanliness and order.
5. A sick student should be reported immediately to the HS and Principal.
6. The House Parent will be present when parents visit the students of her House on Second Saturdays. On other Saturdays, the House Parent will hold an interaction/counseling session with the House members to understand their difficulties and provide guidance in improving their performance in the college.
7. The House Parent may appoint a student as the House Leader to help in managing the House.

The House Leader can be appointed by election, or by lottery, or by rotation as per the attendance register. A new House Leader may be appointed each month to give every student a chance to play a Leadership role.
8. Once a week, all House Parents in the College will simultaneously conduct a Kit Check to go through the belongings of the students and confirm that
  - (a) All issued items (like sheets and blankets) are present and in good condition (not given away to parents, for example).
  - (b) No unauthorized items are present. These include food and medicines (likely to be given by parents). Students should be counseled not to store food in the dormitory (and consume all gifted or purchased food items as

early as possible). Special care should be taken to check for nail polish or other chemicals that can cause self-harm.

- (c) All materials are organized neatly in the storage space.

**GOVERNMENT OF TELANGANA  
ABSTRACT**

RULES – The Telangana State and Subordinate Service Rules, 1996 –  
Amendment – Notification - Orders - Issued.

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**GENERAL ADMINISTRATION (SER.D) DEPARTMENT**

**G.O.Ms.No. 243**

**Dated: 24-08-2021**

**Read the following:**

1. G.O.Ms.No.436, G.A (Ser.D) Department, dated: 15.10.1996.
2. G.O.Ms.No.196, G.A (Ser.D) Department, dated: 28.05.2016.
3. G.O.Ms.No.33, G. A (Ser.A) Department, dated: 08.02.2021.
4. G.O.Ms.No.65, G. A (Ser.D) Department, dated: 19.03.2021.
5. G.O.Ms.No.242, G.A (Ser.D) Department, dated:24.08.2021.

@ @ @

**ORDER:**

In the G.Os 4<sup>th</sup> read with 5<sup>th</sup> read above, guidelines and roster points earmarking in the Telangana State and Subordinate Service Rules, 1996 have been issued for implementation of 10% reservation to Economically Weaker Sections in respect of initial appointments to the posts in services in the State specifying that necessary amendments will be made to the Telangana State and Subordinate Service Rules, 1996.

2. Accordingly, the following notification shall be published in the Telangana Gazette dated:24.08.2021.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India and of all other powers hereunto enabling, the Governor of Telangana, hereby makes the following amendments to the Telangana State and Subordinate Service Rules, 1996 issued in G.O.Ms.No.436, General Administration (Services-D) Department, dated the 15<sup>th</sup> October, 1996 read with G.O.Ms.No.196, General Administration (Services-D) Department, dated the 28<sup>th</sup> May, 2016 and published in Part-I Extraordinary Issue of the Telangana Gazette No.97, dated: the 28<sup>th</sup> May, 2016 as subsequently amended from time to time.

**AMENDMENT**

In the Telangana State and Subordinate Service Rules, 1996, in rule 22, in sub-rule (2), in clause (e), after proviso (vi), the following proviso shall be added, namely,-

“(vii) in respect of initial appointments to the posts in services in the State, the 9<sup>th</sup>, 17<sup>th</sup> (Women), 28<sup>th</sup>, 36<sup>th</sup>, 50<sup>th</sup> (Women), 57<sup>th</sup>, 65<sup>th</sup> (Women), 76<sup>th</sup>, 86<sup>th</sup> and 100<sup>th</sup> turns in each unit of hundred vacancies shall be reserved for Economically Weaker Sections”.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT**

To

All the Departments in the Secretariat.

All the Heads of Departments / District Collectors in the State.

The Principal Secretary, TSPSC, Hyderabad.

The Registrar, Hon'ble High Court of Telangana.

The Advocate General for the state of Telangana, High Court, Hyderabad.

**Copy to:**

The P.S. to Principal Secretary to CM /The P.S. to Chief Secretary.

The P.S. to Prl. Secy, GAD.

The Law Department / All Service Sections in GAD.

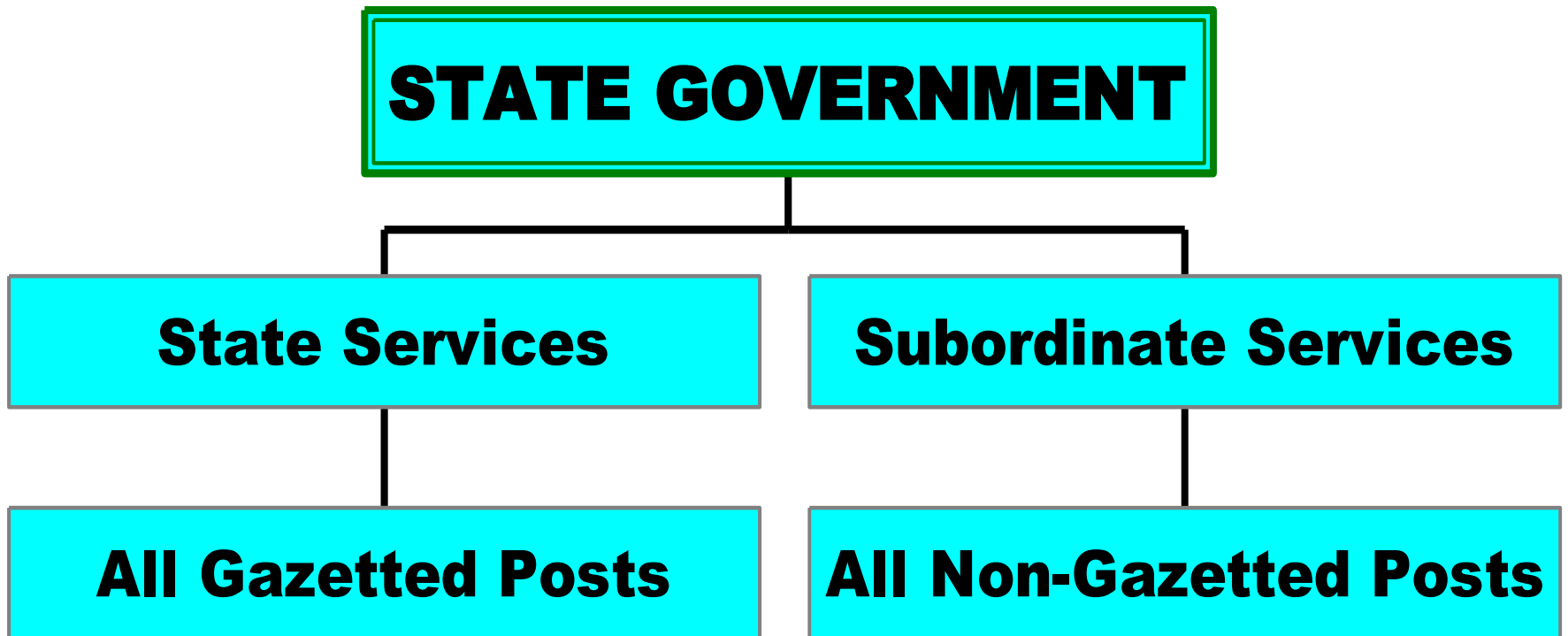
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**// FORWARDED :: BY ORDER //**

**SECTION OFFICER**

**TELANGANA STATE  
AND SUBORDINATE  
SERVICE RULES, 1996**

**G.O.Ms.No.436, G.A (Ser.D) Dept, dt.15.10.1996**  
*as adapted in*  
**G.O.Ms.NO.196, G.A (Ser.D) Dept, dt.28.05.2016**



## **Rule 1. Short title, scope and relation to special rules:-**

- These Rules may be called *the Telangana State and Subordinate Rules, 1996*.
- Apply to holders of posts under State and Subordinate Services whether temporary or permanent
- Do not apply to the holders of the posts appointed by contract or on agreement
- These rules cannot prevail over other rules



## Rule 2. DEFINITIONS

- **1. Adhoc Rules:** Issued to govern a temporary post which is not covered by any special rules or all or some of the services in regard to issues of common applicability of all such service
- **2. Appointed to service:** A person is said to be “appointed to a service” when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules or Ad hoc Rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

- **3. Approved candidate:** A candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.
- **4. Approved probationer:** Member of a service, class or category who has satisfactorily completed his probation in such service, class or category.

- **5. Appointment or Recruitment by transfer:** A candidate is said to be appointed or recruited by transfer to a service;
  - (a) if, at the time of his first appointment thereto, he is an approved probationer in the High Court Service or Legislature Service in the State of Telangana or in any other service, the rules for which prescribed a period of probation for members thereof; or
  - (b) in case at the time of his first appointment thereto, he is the holder of a post which has been included in another service, but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.

- (7) **“Socially and Educationally Backward Classes”** mean the communities mentioned in Part-C of Schedule-I.
- (8) **“Cadre”** means the posts in various classes, categories and grades in a service.
- (9) **“Commission”** means the Telangana State Public Service Commission.
- (10) **“Confirmed Member”** means a member of a service who has been confirmed in a service under the State Government in accordance with Rule 21.
- (11) **Date of regular appointment** : Date of commencement of probation .
- (14) **Duty** : Performing duty, training, deputed for higher studies, joining time, vacation, authorized holidays, casual leave.

- **(15) Direct Recruitment:** A candidate said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-
  - (i) by promotion from a lower category or
  - (ii) by transfer from any other class of that service or
  - (iii) by appointment by transfer from any other service,  
or
  - (iv) by re-employment of a person in case he had retired from service of Government prior to such appointment,  
or
  - (v) by appointment by agreement or contract.

**(16) Ex-Serviceman** means a person who served in any rank in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Para-Military Forces, General Research Engineering Force etc.,

**(17) General Rules: The Telangana State and Subordinate Service Rules.**

**(18) Government** means the State Government of Telangana.

**(19) Member of a Service** means a person who has been appointed to a service and is continuing in that service as a Probationer/approved Probationer/Confirmed member.

**(20) Meritorious Sportsman:** The individual who has participated in the disciplines or obtained Medals mentioned in the Annexure I & II respectively to G.O.Ms.No.74, YAT&C (Sports) Dept, dt.09.8.2012.

*(G.O.Ms.No.107, G.A (Ser.D) Dept,dt.27.7.2018)*

**(21) Officiating appointment:** If appointment has been made after inclusion in the panel, but whose appointment is not been regularized.

**(22) Panel:** The authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, *but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.*

**(23) Persons with disabilities:** The persons with following disabilities come under this category.

- i. Blindness
- ii. Low vision
- iii. Leprosy cured
- iv. Hearing impairment
- v. Locomotor disability
- vi. Mental retardation
- vii. Mental illness.

**(24) Presidential Order:** The Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, issued by the President of India under Article 371-D of the Constitution of India and application to the extent of territorial jurisdiction of TS, for time to time, in its true spirit.

**(25) Probation:** The period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.



**(26) Probationer:** A member in a service class or category who has not completed his probation.

**(27) Promotion:** The appointment of a member of any category of a service to a higher category of such service.

**(28) Schedule:** The Schedule to these rules.

**(29) Schedule Caste:** The Communities mentioned in the Part-A of Schedule-I.

*No person who professes a religion different from Hinduism, the Sikh or Buddhism shall be deemed to be a member of a S.C*

**(30) Schedule Tribes:** The Communities mentioned in Part-B of Schedule-I

**(31) Screening Committee:** A Committee constituted by Government to recommend the names for inclusion in the panel for promotion or appointment by transfer involving promotion to the posts, for which it is necessary to consult the TSPSC under the regulations of the TSPSC.

**(32) Service:** A post or a group of posts or categories of post classified as State or Subordinate service.

**(33) Special Rules:** The rules applicable to each service or class or category of a service, which include ad hoc rule applicable to temporary posts in a service or class or category which are not covered by the special rules.

- **Explanation:-** The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

**Rule 3(A): Conditions of service:-** The Fundamental Rules, rules regulating the Scales of Pay, the Civil Services (Conduct) Rules, CCA Rules, Leave Rules, the GLI Fund Rules, the RPRs applicable to the State of Telangana from time to time and any other Acts, Rules or Regulations enacted or issued or may be issued by Government are applicable to govern members of every service and persons appointed in any post in any service.

**Rule 3(B): Application of rules :** Rules made under Article 309 are applicable to all persons holding posts intended to be held by members of that service on the date on which such rules were made applicable.

*Provided right or privilege entitled by or under any rule applicable prior to the making of such rule shall not be deprived.*

## **Rule 4: Method of Appointment:**

**(a) Appointment may be one or more than one of the following methods :**

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

## **Rule 4:**

- (b) Direct Recruitment:-** Direct recruitment shall be applicable to all substantive vacancies and shall be made only against the substantive vacancies.
- (i) Substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.
- (ii) The posts earmarked for direct recruitment shall be filled by direct recruitment strictly and not by any other method.
- (iii) The percentage earmarked for direct recruitment should not fall short of 33 $\frac{1}{3}$ % in respect of posts in State Service and 30% in respect of posts in Subordinate Service.
- (iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.

## **Rule 4:**

### **(c) Re-allotment of candidates selected by the Public Service Commission:-**

- The re-allotment of candidates selected by the Telangana State Public Service Commission for appointment, from one unit to another unit, either in the same service or in any other service shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission.
- The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission.
- *Such order of re-allotment shall be strictly in conformity with the provisions of the Presidential Order.*

## **Rule 5:**

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

- Promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal by the appointing authority from the *panel* of candidates.
- Such *Panel* shall be prepared as laid down in **Rule-6** by the appointing authority or any other authority empowered on this behalf.

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

- Promotion and appointment by transfer shall be made in accordance with seniority-cum-fitness

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

- The appointing authority prepares in consultation with DPC/SC.
- The appointing authority shall make appointments of candidates from panel/list, in the order in which the candidates in such panel are arranged in their order of preference.
- Qualifying Date: 1<sup>st</sup> September is the qualifying date to determine the eligibility.
- Panel year : 1<sup>st</sup> September to 31<sup>st</sup> August of succeeding year.
- Currency of panel : 1<sup>st</sup> September to afternoon of 31<sup>st</sup> December of succeeding year or date of approval of panel for next year *whichever is earlier*.



## Rule 6:

- Vacancies arising from 1<sup>st</sup> September to 31<sup>st</sup> August
- The zone of consideration : 1:3
- Zone of consideration of ratio of 1:3 shall not be applicable to S.C & S.T Candidates, *whose total cadre strength is more than five.*
- The Panel can be reviewed after a period of 6 months after its approval to consider unqualified candidates (*for not passing the prescribed tests or for not having special qualifications only*) who become qualified subsequently.
- No panel of candidates need be prepared-
  - If vacancies are not available in a panel year
  - If the appointing authority does not consider it necessary
  - If there are any stay orders of court of law or court litigations or seniority disputes among the employees.

## Rule 6:

- **REVIEW OF PANEL**
- When eligible persons were omitted to be considered or ineligible persons were considered by mistake;
- When a Person's Seniority is revised with retrospective effect;
- When procedural irregularity is committed by the D.P.C, and
- When adverse remarks against a person have been subsequently toned down/expunged.

*(GOMs.No. 187 GA (Ser.B) Depart dt. 25-4-1985)*

## Rule 6:

### Estimate of vacancies :

- Existing vacancies
- Vacancies to arise owing to retirement.
- Consequential Vacancies due to promotion or appointment by transfer
- If number of qualified and eligible candidates in a panel year are less than the number of estimated vacancies, such number of eligible and found fit only shall be included in the panel.
- 10% of the total estimate of vacancies towards reserve for (i) Deputation (ii) Training (iii) long Leave
- Provided that the candidates kept in reserve in the approved list shall be *not less than one*, where the estimate of vacancies is *five or less than five*.

- Vacancies arise during the current panel year, if could not be filled up due to administrative reasons before 31<sup>st</sup> August , the same can be filled from the current panel to the extent of vacancies arise during the current panel year UPTO 31<sup>st</sup> December or before the date of approval of the panel for the next panel year, whichever is earlier.
- *Mere inclusion of name of a candidate in a Panel, does not confer him any right for promotion / appointment by transfer.*

- The following persons shall be considered for inclusion in the panel:-
  - ✓ Qualified persons included in the previous panel but who have not commenced their probation.
    - ✓ Such cases shall be considered with reference to the relative merit & ability of other candidates coming up for fresh consideration.
    - ✓ It shall not be necessary to carry forward their names in the current panel in the same order.
  - ✓ Persons who were ineligible during previous panel due to not possessing the prescribed qualifications, but are subsequently qualified as on the qualifying date.
  - ✓ Qualified persons considered unsuitable for inclusion in the previous panel.

- **Persons included in more than one panel:-**
  - ✓ Some times, a candidate's name can be included in different panels for more than one service;
  - ✓ The cadre controlling authority of the parent department shall inform the cadre controlling authority of the other panel about the inclusion of name of the candidate in parent department's panel.
  - ✓ The HoD shall call for the option from the person to which he wishes to be appointed.
  - ✓ The option of the person shall be informed to the other cadre controlling authorities.

- Promotion or Appointment by transfer to a Higher Post in respect of officers who are facing Disciplinary Proceedings or a Criminal Case or whose conduct is under investigation is governed by G.O.Ms.No.257 GA (Ser-C) Dt.10.06.99.
- Employees whose increments were withheld shall not be recommended for promotion during the period for which the increments were ordered to be withheld, w.e.f. the Date of Issue of the order imposing the penalty. (*Cir. Memo No.34633/Ser.C/99 Dt.04.11.99*)
- Any Minor Penalty Bars Promotion or Appointment by transfer for a minimum period of one year and withholding of increment with cumulative effect bars promotion or Appointment by Transfer for twice the period for which Increment is withheld to both Selection and Non-Selection Posts. (*G.O.Ms.No.342, GAD (Ser-C) Dt.04.08.1997*)

- Employees against whom there are a series of punishments, which are not subsisting at the time of consideration for promotion, the D.P.C/ Screening Committee have to take into consideration his overall performance which includes past punishments and not merely guided by the fact whether punishment is subsisting as on the date of meeting of D.P.C/ Screening Committee or on the qualifying Date for preparation of panel. (*G.O.Ms.No.203, G.A (Ser-C) Dt.05.05.99*)



- If the charges have not been framed or proposed to be framed and the matter is at the stage of preliminary enquiry, no cognizance need be taken and the case may be considered on individual merits, disregarding the allegations under enquiry.
- Similarly, in respect of cases relating to ACB which are at the stage of preliminary enquiry the eligibility of a candidate for promotion may be determined without reference to such preliminary enquiry
- Where enquiry by the ACB is completed and it is proposed to hold regular enquiry, the case may be deferred. (*GOMs.No. 187 GA (Ser.B) Depart dt. 25-4-1985*)

- If a disciplinary proceedings/investigation/ inquiry / trial has been taken up against an employee between the date of inclusion of his name in the approved panel and the date of actual promotion, such promotion has to be deferred till the termination of the such proceedings.

*(GOMs.No. 104 GA(Ser.C) Dept dt. 16-2-1990)*

- Confidential reports of the last 5 years would be taken, including the CRs in the lower/higher category or to the extent available in respect of direct recruitment, to assess the suitability for promotion.

*(G.O Ms.No. 291 GA(DPC-Desk-I) Dept dt. 3-4-1990)*

- Un-communicated adverse remarks in ACRs should not be considered.
- When representation against the communicated adverse remarks is pending or the time for submission of representation is not over, the case of such employee should be deferred till the disposal of the representation made or that may be made.  
*(GOMs.No. 187 GA(Ser.B) Depart dt. 25-4-1985.)*

- *In G.O.Ms.No.529, G.A (Ser.C) Department, dt.19-8-2008,* orders were issued to consider the cases of employees for promotion wherever charges are held not proved by the criminal court and acquitted them, even though an appeal is preferred before the higher court against such acquittal.
- “Such promotion shall be purely on temporary basis with prospective effect and subject to outcome of the appeal pending before higher court.
- Such consideration shall be in the *ensuing Meeting* of the Departmental Promotion Committee / Screening Committee only.  
(*G.O.Ms.No.593, G.A (Ser.C) Department, dt.21-10-2011*)

## **G.O.Ms.No.331, G.A (Ser.C) Department, dt 4-5-2013**

- Orders that promotions shall be considered with prospective effect only in subsequent panel years duly placing the matter before the DPC/ Screening Committee afresh in respect of the cases where;
- (i) Charges were dropped using the words such as *let off, warning, to be more careful in future, on humanitarian grounds, on benefit of doubt etc.*,
- (ii) Original order of penalty was modified on appeal or revision, after elapse of stipulated time (or) on humanitarian grounds (or) due to retirement etc.,
- (iii) The individual was acquitted by courts on benefit of doubt in criminal cases.

## Preparation of panels

- An Estimate of vacancies has to be arrived.
- The information in Annexure to G.O.Ms.No.187, G.A (Ser.B) Department, dt.25-4-1985 has to be furnished.
- A self contained note should be enclosed indicating the full information regarding the provisions for promotion under relevant service rules.

- **Annexure-I** showing the service particulars of the qualified and unqualified employees in the order of seniority who come within the zone of consideration has to be furnished.
- **Annexure-II** showing the disciplinary proceedings, ACB cases, Vigilance cases; Punishments imposed and in currency for the preceding five years of the qualified employees in the order of seniority who come within the zone of consideration has to be furnished
- **Annexure-III** furnishing the position of Confidential Reports indicating the adverse remarks if any, communication of adverse remarks, whether representation made and the final orders on the same either expunging or retaining the adverse remarks for the preceding five years of the qualified employees in the order of seniority who come within the zone of consideration.

- Seniority list communicated has to be enclosed.
- Confidential Reports of the qualified employees in the zone of consideration be placed.
- All files relating the disciplinary cases/ACB cases/Vigilance cases pending/finalised of the qualified employees in the zone of consideration be made available.
- A copy of the Service Rules applicable should be furnished.
- Minutes of the previous DPC/SC



## **Rule 6 (i): Non-Selection Posts:-**

- All Non-Gazetted posts are Non-Selection Posts.
- Appointing authority shall prepare List of eligible candidates
- Record Sheet and the qualifications prescribed in the special rules are basis for preparation of List eligible candidates
- 1<sup>st</sup> September of the year to 31<sup>st</sup> August of the succeeding year.

## Rule 7: Appointing authority:

State Services	Appointing Authority
1 <sup>st</sup> Level Gazetted Posts	Regional Officers / HoD
2 <sup>nd</sup> Level Gazetted Posts	HoD
3 <sup>rd</sup> Level Gazetted Posts and above in the State Service	Government

**Rule 8:** For promotion or appointment by transfer from one service to another service, a member shall have satisfactorily completed his *probation* in the category from which he is proposed to be promoted or appointed by transfer to such higher post.

- Minimum service for promotion or appointment by transfer is **not less than three years service in such lower category, class or grade”**

## **Rule 9: APPOINTMENT BY AGREEMENT OR CONTRACT:**

- (a) (i) State Government may make appointment to any post otherwise than in accordance with these rules or special rules, **by agreement or contract** subject to special provisions made in the agreement or contract and nothing in these rules or the special rules shall apply in respect of any matter for which provision is made in the agreement or contract:
- In respect of any matter no provision has been made in the agreement or contract, provisions of these rules or special rules relating to the post shall apply.

## Rule 9:

(a) (ii) The agreement or contract may inter-alia include provisions in respect of conditions of service, pay and allowances, discipline, contract period of appointment, notice period for termination of appointment by either party and other relevant matters.

(iii) The Government may, by order, prescribe the form of such agreement or contract.

(b) A person appointed on contract or agreement basis shall not be regarded a member of service and *shall not be entitled for any preferential right for any other appointment.*

## **Rule 10: Temporary appointment including appointments by Direct Recruitment/appointment by transfer or by promotion:**

- Temporary appointment by direct recruitment/ appointment by transfer or by promotion in public interest when the appointment in accordance with the rules delays.
- No appointment shall be made of a person without qualifications except in exigencies of service where no qualified person is available subject to replacement by a qualified person as soon as possible.
- Such appointee shall not be regarded as probationer and shall not be entitled to any preferential claim to future appointment.
- Such appointee shall be liable to be terminated/reverted at any time without any notice.

## **Rule 10:**

- No appointee shall be eligible to an increment in the time scale of pay applicable unless passes the tests, completes the training or acquires the qualifications prescribed in the Special Rules, as a condition for the grant of increment .
- A person appointed to any part-time post, created in lieu of a whole time post shall not be regarded as a probationer nor shall he entitled to any preferential claim to future appointment.
- The practice of making in-charge arrangements on own scale of pay of the incumbent is totally prohibited.
- In the exigencies of administration, necessary action may be taken to fill the vacant posts by promotion or direct recruitment.

## **Rule 11: The time limit for joining.**

- (a) Direct Recruitment – **60 days** from the *date of dispatch* of the appointment order by RPAD .
  - If the individual doesn't join with 60 days the offer of appointment shall be treated automatically cancelled and his name be deemed to have been omitted from the list .
  - b) Otherwise than by Direct Recruitment – **15 days** from the *date of receipt of the order* by RPAD or by any other means.
  - Name of the individual shall be placed before the next DPC if he does not join or evades to join in time.
  - In case of non-selection posts, name of such candidate shall be considered for promotion again after one year from the date of first offer, subject to availability of vacancy.
- “Provided that the employee, who does not join the post within the stipulated time or evades to join the post by proceeding on leave, second time also, *shall lose his promotion right / offer permanently.*”



## **Rule 12: Qualifications for Direct Recruitment:**

### **1 (a) General conditions to be fulfilled for DR:**

- Sound Health, Active habits, free from any bodily defect or infirmity rendering unfit for service;
- Good character and antecedents
- Academic and other qualifications prescribed for such post.
- Citizen of India

### **(b) Age limit:**

- Min. 18 years & Max. 34 years as on 1<sup>st</sup> July (for General candidates) of the year in which the notification is made.
- *Do not apply for DR to the posts in Police Recruitment Service and Special Armed Police Service*

## **Rule 12:**

### **Relaxation:**

- 5 years for S.C's, S.T's and B.C's.
- For Limited Recruitment for SCs and STs the age is raised by 10 years.
- Persons with disabilities uniformly 10 years.
- For widows, divorced women and women judicially separated who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SCs and STs candidates and 35 years in the case of others.
- *Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.*

## **Rule 12:**

- (c ) (i) A persons worked in Armed forces shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit; for direct recruitment
- (iii) a person already in service of the State Government, who has been appointed regularly, shall be allowed to deduct from his age the length of regular service under the State Government up to a maximum of five years for purposes of the maximum age limit (for direct recruitment).

## **Rule 12:**

- 2. The minimum General Educational Qualifications wherever referred to in these or special rules shall be the qualifications prescribed in **Schedule-II** of these rules.
- 3(a) Should possess the academic qualifications and experience prescribed, if any, on the date of notification for DR.
- (b) The person should possess the requisite academic/technical qualifications, should pass the departmental/other tests, should satisfactorily complete any course or training prescribed in the special rules as a prerequisite qualification, if any, to stand eligible for appointment to a post by promotion or appointment by transfer.

## Rule 12:

### 4. Disqualifications for appointment:

- ❖ Canvass or extraneous support from officials, non-officials relatives etc
- ❖ Bigamy
- ❖ Woman whose marriage is void by reason of her marriage with a person who has a wife living at the time of such marriage
- ❖ Dismissal from service on conviction for an offence involving moral turpitude

## **Rule 13: Language test in Telugu:-**

- (a) Pass in Language Test in Telugu within the period of probation failing which probation shall be extended and *increments shall be postponed without cumulative* effect until passes the test.
- If not passed within the probation period, probation can be extended by appointing authority under **Rule-17 (b)** and further by the Government under **Rule-31**.
- After passing the Language test in Telugu in the extended period of probation or exempted on completing 45 of years of age, the person is entitled to release the postponed increments *but not entitled to draw arrears*.
- (b) The standard of the test shall be II class language test in Telugu for holders of the posts for which minimum general education qualifications (**Schedule-II**) or higher academic qualifications and a pass in the III class language test in Telugu for others.

## **Rule 14: Language Test – Exemption:-**

- (a) 2<sup>nd</sup> class language test in Telugu: Person who passed SSC or any higher examination with Telugu medium or with Telugu as one of the subjects.
- (b) 3<sup>rd</sup> class language test in Telugu: Person who passed 7<sup>th</sup> or 8<sup>th</sup> class examination with Telugu medium or with Telugu as one of the subjects.
- (c) On attaining the age of 45 years.
- Commencement of probation shall be re-fixed under **Rule-16 (h)** in case a person fails to pass the test even after extending the period of his probation under **Rule-17 (b) & Rule-31 and** claimed exemption after crossing the age of 45 years.

## **Rule 15: Time to pass newly prescribed tests:-**

- Where a test is newly prescribed and no one has passed such test, person who is otherwise qualified may be promoted in the first instance.
- Such person should pass the newly prescribed test within the period of probation **or** within one year **or** in one of the first two examinations held after promotion, *which ever is later.*
- If he fails to pass the test, he shall be reverted and promoted only after passing such tests.
- *This concession will be available only for a period of 3 years from date on which the test has been newly prescribed.*



## **Rule 16: Commencement of probation/period of probation/change in date of commencement of probation:**

- ✓ (a) Commencement of probation for direct recruits: From date of joining duty
- ✓ (b) Minimum service for commencement of probation: Continuously on duty for a period of not less than 60 days from the date of joining duty after having been appointed otherwise than direct recruitment (promotion/ appointment by transfer)
- ✓ *This rule shall not apply to the persons appointed by DR or DPC or any agency for recruitment.*

✓ Rule 16:

(c) Period of Probation:

- i. Direct Recruitment: 2 years on duty within a continuous period of 3 years.
- ii. Promotion/Appointment by Transfer: 1 year on duty with a continuous period of 2 years.
- iii. *Service in higher post counts for probation in the lower post.*

(d) Where probation is not prescribed to a higher post according to the special rules, “Probation” and “Probationer/Approved Probationer” mean “Officiating Service” and “ Person Officiating” respectively.

## Rule 16:

- ✓ (e) Tests to be passed during probation: Person who has commenced his probation in a service, shall pass the requisite tests or acquire qualifications prescribed in the service rules *within the period of probation.*
- ✓ (f) If the person does not pass tests with in the period of probation, the appointing authority shall discharge him from the service **unless** the probation is extended for one year by the appointing authority (Rule-17(b)) and subsequently by Government (Rule-31).
- ✓ If does not pass tests even in the extended period of probation, *the appointing authority shall discharge him from service.*
- ✓ If the probationer has appeared for the requisite tests in time and the results are not declared within the probation/extended period of probation, he shall continue to be on probation until the publication of results of such tests.

## Rule 16:

- ✓ *Any delay in issue of the order discharging the probation, shall not entitle him to be deemed to have satisfactorily completed his probation.*
- ✓ (g) Exempted from Special qualification to be acquired or special tests to be passed during probation if the probationer has already acquired such qualification or passed tests before commencement of his probation.
- ✓ **(h) Change of date of commencement of probation:-** If a candidate does not pass within the period of extended probation, the date of commencement of probation be changed to a date two years anterior to the date of passing the tests and the seniority be reckoned from such date.
- ✓ In such cases, the Government fixes the date of commencement of probation.

✓ **Rule 16 (h): Change of date of commencement of probation:-** A probationer, who does not pass the prescribed tests or acquire the prescribed special qualifications within the period of probation or within the extended period of probation under rule 17 or further extended by Government under rule 31, till the date of passing tests or acquiring qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

## **Rule 17: Suspension, termination or extension of probation:-**

- (a) Probation can be suspended for want of a vacancy.
- Probation can be terminated for -
  - unsatisfactory performance or progress during training
  - unsatisfactory performance of duties
  - failure in passing the prescribed tests
- Termination of probation will lead to discharge from service after giving one month's notice or one month's pay in lieu such notice.
- Such probationer may be posted by the appointing authority under another officer to make sure that the previous report made against him by a superior officer is not a biased one.

## **Rule 17:**

- (b) Probation can be extended by the appointing authority in case of failure of passing tests within the time.
- Such extension shall not exceed one year, whether on duty or otherwise in such service.
- (c) Increments shall be postponed, if the probation is extended
- Such postponement of increments shall not be treated as a penalty
- Only as condition for extension of probation
- It shall not have effect on future increments after the person completes his probation satisfactorily.

## Rule 17:

- (d) Penalty on a member on the maximum of his pay scale for failure to pass prescribed tests:- Pay of such member is to be reduced to the next lower stage in his time-scale.
- (e) Appeal against discharge of a probationer:- A probationer who is discharged under Rule-16(f)(i) or (iii), shall be entitled to appeal within a period of 30 days from the date of receipt of order of discharge.
- *If the probationer is in a State Service, the appeal would lie only to the State Government.*
- After appeal, the competent authority *may revise* the order of discharging the probationer *within one year* of the date of such order.
- The period between the date of discharge and restoration of the probationer shall be excluded for calculating the probation period.



## **Rule 17:**

- Where the order discharging a probationer is set aside on the ground that his discharge was wholly unjustified and the probationer is restored to the service, the period on and from the date of discharge to the date of restoration shall be treated,-
- (a) *as on duty except for the purpose of probation*, if the appointing authority opines that the discharge was wholly unjustified.
- (b) *not as on duty* in any other case. (the authority shall direct to treat such period for any specified purpose)
- In case of (a) above, the full pay & allowances shall be given to which he would be entitled, had the order of discharge not been issued.
- In case of (b) above, such pay & allowances, as the authority passing the order shall determine.

- **Rule 18: Declaration of Probation:**

- (a) The appointing authority shall consider whether the individual shall be considered for declaration of probation.
- After taking a decision, he shall issue an order declaring the probationer to have satisfactorily completed the probation.
- (b) Decision of extension of probation shall be taken soon after expiry of the prescribed period of probation.
- If any lapses are noticed during probation period, the same should be communicated to enable the probationer to rectify such lapses.
- A decision as to extend/suspend or discharge of probation should be taken within 8 weeks after expiry of probation period.
- Any delay taking such decision, the probationer shall not be deemed to have completed his probation successfully.

## **Rule 18:**

- If no such order is passed within one year of expiry of probation period, such employee be deemed to have satisfactorily completed the period of probation and a formal order should be issued for the purpose of record.
- The above clause does not apply, in case of charges pending or failure in passing the special tests or acquiring special qualifications prescribed, if any, within the period of probation.

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

(a) First preference in filling up of a vacancy should be given to an approved probationer or probationer.

### **(b) Discharge of a probationer or approved probationer:**

A probationer or an approved probationer shall be discharged for want of vacancy in the following order:

- i. The probationers in the order of juniority
- ii. The approved probationers in the order of juniority.

## Rule 19:

- ✓ *The discharge of persons in any administrative unit consequent on the retrenchment of posts shall be in the following order:-*
- ✓ 1. Persons, other than S.Cs & S.Ts, **appointed Temporarily**, in the order of juniority;
- ✓ 2. **Probationers**, other than S.Cs & S.Ts, in the order of juniority.
- ✓ 3. **Approved Probationers**, other than S.Cs & S.Ts, in the order of juniority.
- ✓ 4. S.Cs & S.Ts appointed temporarily in the order of juniority.
- ✓ 5. S.C & S.T probationers in the order of juniority.
- ✓ 6. S.C & S.T approved probationers in the order of juniority.

## Rule 19:

- ✓ Where RoR is followed while recruitment, 15 % of posts in respect of S.Cs and 6 % of posts in respect of S.Ts shall be deemed to have been reserved for this purpose.
- ✓ **(c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation:-** An approved probationer of a service whether on leave or on foreign service or on deputation, is eligible for:
  - ✓ i. re-appointment in the parent department;
  - ✓ ii. promotion in the parent department;
  - ✓ iii. appointment to a post in another service

*Provided that such a member appointed to another service and is a probationer in that service, is selected to another service on direct recruitment, can be appointed only after he relinquishes his right in the present service.*

## **Rule 19:**

✓ *Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class in any other service shall not be eligible:-*

- ✓ *1. for re-appointment to a regular post, whether permanent or temporary in the previous service in which he was an approved probationer; or*
- ✓ *2. for promotion from a lower to higher category in such previous service.*

**Note:** *This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.*

## **Rule 20: Exercise of certain powers of appointing authority in respect of probationers:-**

- ✓ The following powers exercisable by the appointing authority may also be exercised by a higher authority in that department directly or indirectly:-
  - ✓ 1. discharge of a probationer under Rule 16 (f) or Rule 17 (a) (ii); and
  - ✓ 2. extension of probation under Rule 17 (a) or (b).

**Rule 21: Confirmation:-** Employee declared to have satisfactorily completed his probation in his initial cadre, shall be confirmed as a member of that service.

- ✓ Such confirmation shall be done irrespective of availability of a permanent or substantive post or vacancy in that service.
- ✓ Such confirmation shall be only once during his service in the Government that too in entry grade irrespective of his further promotions in that service.



## Rule 22: Special Representation (Reservation):-

- Out of 100 vacancies
- 15% for S.C's, 6% for S.T's
- 29% for S&E B.C's ( A-7%; B-10%; C-1%;D-7% and E: 4%)
- 3% for P.H (6 VH, 31 HH 56 OH) .
- 2% ( 13 and 37) for Ex-Servicemen.
- In respect of S.A's, J.A's, Junior Steno's, Typists etc., in H.O.D's and A.S.O's etc., in Secretariat, 1 vacancy for meritorious sports person.

## Rule 22-A: Women reservation:

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

Roster Point No	Order of rotation	Roster Point No	Order of rotation	Roster Point No	Order of rotation	Roster Point No	Order of rotation
1	O.C -W	26	O.C	51	O.C	76	O.C
2	SC-W	27	SC	52	SC	77	SC
3	O.C	28	O.C	53	O.C	78	O.C -W
4	S&E BC=A-W	29	S&E B.C-A	54	S&E B.C-A	79	S&E B.C-A
5	O.C	30	O.C -W	55	O.C -W	80	O.C
6	VH-W	31	HH	56	OH	81	S&E B.C-B-W
7	SC	32	O.C	57	O.C	82	O.C
8	ST-W	33	ST	58	ST-W	83	ST
9	O.C	34	O.C -W	59	O.C -W	84	O.C -W
10	S&E BC-B-W	35	S&E B.C-B	60	S&E B.C-B	85	S&E B.C-B
11	O.C	36	O.C	61	O.C	86	O.C
12	O.C -W	37	O.C	62	SC	87	SC-W
13	OC	38	O.C -W	63	O.C	88	O.C
14	S&E B.C-C *	39	S&E B.C-D	64	S&E B.C-D-W	89	S&E B.C-D
15	O.C	40	O.C	65	O.C -W	90	O.C -W
16	SC	41	SC	66	SC-W	91	SC
17	O.C -W	42	O.C	67	O.C	92	O.C
18	S&E B.C-D-W	43	S&E B.C-D	68	B.C-D	93	S&E B.C-D
19	S&E BC-E-W	44	S&E BC-E	69	O.C S&E BC-E	94	S&E BC-E
20	S&E B.C-A	45	S&E B.C-A-W	70	S&E B.C-A	95	S&E B.C-B
21	O.C	46	O.C	71	O.C -W	96	O.C -W
22	SC-W	47	SC-W	72	SC	97	SC
23	O.C -W	48	O.C	73	O.C	98	O.C
24	S&E B.C-B	49	S&E B.C-B-W	74	S&E B.C-B	99	S&E B.C-B-W
25	ST	50	O.C -W	75	ST	100	O.C

Roster Point No	Order of rotation	Roster Point No	Order of rotation	Roster Point No	Order of rotation	Roster Point No	Order of rotation
1	- -	26	- -	51	- -	76	- -
2	SC-W	27	SC	52	SC	77	SC
3	- -	28	- -	53	- -	78	- -
4	- -	29	- -	54	- -	79	- -
5	- -	30	- -	55	- -	80	- -
6	VH-W	31	HH	56	OH	81	- -
7	SC	32	- -	57	- -	82	- -
8	ST-W	33	ST	58	ST-W	83	ST
9	- -	34	- -	59	- -	84	- -
10	- -	35	- -	60	- -	85	- -
11	- -	36	- -	61	- -	86	- -
12	- -	37	- -	62	SC	87	SC-W
13	- -	38	- -	63	- -	88	- -
14	- -	39	- -	64	- -	89	- -
15	- -	40	- -	65	- -	90	- -
16	SC	41	SC	66	SC-W	91	SC
17	- -	42	- -	67	- -	92	- -
18	- -	43	- -	68	- -	93	- -
19	- -	44	- -	69	- -	94	- -
20	- -	45	- -	70	- -	95	- -
21	- -	46	- -	71	- -	96	- -
22	SC-W	47	SC-W	72	SC	97	SC
23	- -	48	- -	73	- -	98	- -
24	- -	49	- -	74	- -	99	- -
25	ST	50	- -	75	ST	100	- -

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

**Provided that the rule of special representation shall be applicable for appointment if the number of posts is more than one even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.**

- **In respect of appointments by promotion or recruitment by transfer from subordinate service to state service, the claims of S.C's & S.T's shall be considered on the basis of seniority subject to fitness.**

**Provided that a member of the S.C or the S.T possessing superior merit & ability shall be allowed to supersede not only others but also the members of S.C's or S.T's as the case may be.**

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

## SALIENT POINTS TO BE BORNE IN MIND

SC and ST Vacancies are not inter-transferable.

The vacancies for backward classes are inter-transferable only among the different groups.

The members belonging to SC, ST, and BC can also be considered against OC vacancies

- Unfilled reserved vacancies for physically handicapped should be carried forward to next year. If no candidate is available for second year also such vacancy is interchangeable among VH/ HH/ PH. If the vacancy cannot be filled by interchange, the same can be filled as OC vacancy in the subsequent year . (GOMs No. 99 GA(Ser.D) dt. 4-3-2014 w.e.f. 28-8-2004)



## DIFFERENCES IN OBSERVATION OF RULE OF RESERVATION

Direct Recruitment	Promotion/Appointment by transfer
1. when the sanctioned posts are more than one.	only when cadre strength is more than five
2. Reservation for SC, ST, BC, Women, PHC, Ex Serviceman, Meritorious Sportsmen	Reservation only for SC, SC-W, ST, ST-W, PHC
3. Separate roster be maintained	Separate roster be maintained
4. Applicable from August 1970	Applicable from 14-2-2003.
5. SC, ST candidates selected against OC vacancies shall not reckoned for their representation	SC, ST employees promoted as per seniority shall be taken into account to consider the adequacy.
6. Since the adequacy of representation is not considered and the reservation is observed as per the roster points with reference to cadre strength	Once the adequacy of representation is achieved, the reservation should be stopped.
7. The question of lapsing Un-utilized roster points for SC and ST does not arise as such points are to be carried forward till the same are filled up.	Un-utilized roster points for SC and ST shall lapse when the percentage is achieved.
8. ST points should be filled as per roster points earmarked for ST and cadre strength has no relevance.	When cadre strength is 6, 7 or 8, one vacancy shall be filled by ST at their turn in the roster if there is no representation.
9. When SC and ST candidates are not available such point cannot be filled by other communities and such points shall be carried forward till the same are filled by respective categories.	When eligible and suitable SC and ST employees are not available consecutively for second panel year, such vacancies can be filled by seniority. However equal number of such vacancies shall be made good in the next panel year
10. The selection of candidates against roster points shall be made by the recruiting agency	The recommendation of the employees against roster points for SC and ST shall be made by the DPC/SC

**Rule 23: Appeal, Revision and Review of orders of appointment (including promotion) to Higher Posts:** Order can be revised within six months by the appellate authority on its own motion or on appeal filed by the aggrieved employee. Revision can be made within three months on the appellate authority order.

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

**Rule 25: Review:-** The State Government may review its order or any order of revision passed by them under Rule 24 if it was passed under any mistake, whether of fact or of law or in ignorance of any material fact or for any other sufficient reason.

## **Rule 26: Appeal against seniority or other conditions of service:-**

- The appellate authority for submitting appeals against an order fixing seniority of a person or affecting any conditions of service passed by the appointing authority shall be the *HoD or the State Government*.
- In other words, the authority to whom an appeal would lie against an order of dismissal passed against the member of the service.
- *No* Appeal against seniority or assignment of notional seniority on par with junior shall be entertained by the appellate authority *after a period of 90 days from the date on which junior was promoted*.
- *Revision petition* against the order of appellate authority may be submitted to the Government, *within 3 months*.

**Rule 27: Appointment of All India Service Officers to posts in the State Services:-** An officiating or a permanent member of the All India Services may be appointed to any post in any State Service subject to the provisions of the AIS Rules.

**Rule-28: Relinquishment of rights by members:-** Relinquishment of any privilege by the employee may be accepted if it is in public interest.

- Such relinquishment once made will be final and irrevocable.
- Conditional or temporary relinquishment shall not be permitted.

**Rule 29: Re-employment of members of service discharged on account of their suffering from T.B etc.:-** Member discharged on account of his suffering from TB or such other diseases shall be eligible for re-appointment to the post held by him prior to his discharge or to an equivalent post in the department.

- Service rendered prior to discharge from service shall count for purposes of seniority and pay. Break period shall not be counted for any purpose.

## **Rule-30: Resignation:-**

- Resignation forfeits past service.
- It takes effect from the date of relief.
- If on leave it takes effect from the date of expiry of leave.
- The employee may withdraw his resignation before it takes effect.
- The Resignation of a Government Servant against whom
- departmental proceedings are pending shall not be accepted.
- If the resignation is accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service.
- A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

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

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

**Rule 31: Relaxation of rules by the Governor:** *The Governor has the power to relax rules* in public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned in respect of posts carrying a scale of pay of *Junior Assistant and above*.

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

- The State Government may relax or cancel such relaxation orders within a period of 6 months from passing the said orders under any mistake or for any sufficient reason.
- However, the affected party should be given an opportunity of making representation against the proposed review or cancellation.

## Rule 33: Seniority:-

- (a) The date of first appointment to a service
- (b) Fixation of seniority among two persons who join service simultaneously, the order of preference fixed by the competent authority is the criterion.
- For candidates allotted by the T.S.P.S.C, Seniority with reference to the order of merit or order of preference.
- *“Provided further that the order merit or order of preference indicted in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to candidates position in that list, or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary shall be assigned to the persons concerned with reference to the order or merit or order of preference assigned to them in the said list.”*



- (c) If notional date for promotion is assigned such date shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to next higher category. Such notional date should be counted for the purpose of declaration of probation also in the feeder category.
- (d) Transfer of a person in the same service and scale shall not change his seniority in that category.
- (e) Seniority in case of reduction to lower cadre and re-promotion/re-appointment:
  - If the reduction *does not operate to postpone future increment*, seniority in the higher cadre shall be restored after his re-promotion;
  - If the reduction *operates to postpone the further increment*, the seniority in the higher cadre shall be fixed by giving credit for the period of service earlier rendered by him in the higher grade.
  - *The orders of punishment shall be taken into consideration before fixing seniority in the above cases.*

- (f) The seniority of retrenched employee on reappointment is with reference to the date of reappointment.

**Rule 34: Preparation of integrated or common seniority list of persons belonging to different units of appointment:-**

The list should be prepared with reference to the provisions of *Rule-33 (a)*, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

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

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

**Rule 36: Inter-se Seniority where the dates of commencement of probation are same:-** The seniority of the persons in the service shall be determined-

- in respect of candidates selected by T.S.P.S.C, as per the ranking assigned to them, irrespective of the dates of commencement of probation.
- in respect of persons promoted or appointed by transfer, the dates from which they were placed on their probation.
- in respect of the above, if the date of commencement of probation is same, whoever is aged shall be the Senior.
- in respect of persons appointed on transfer on administrative grounds, the seniority shall be from the date on which the individual was placed on probation in the original dept.
- in respect of the persons appointed on transfer on his own request, as per the date of his joining in the new department.

**Rule 37: Seniority of directly recruited candidates, re-allotted in consultation with T.S.P.S.C:-** Seniority of the candidates re-allotted under *Rule-4 (c)* shall be assigned below the last regular candidate in the concerned class or category in the unit to which such candidate is re-allotted.

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

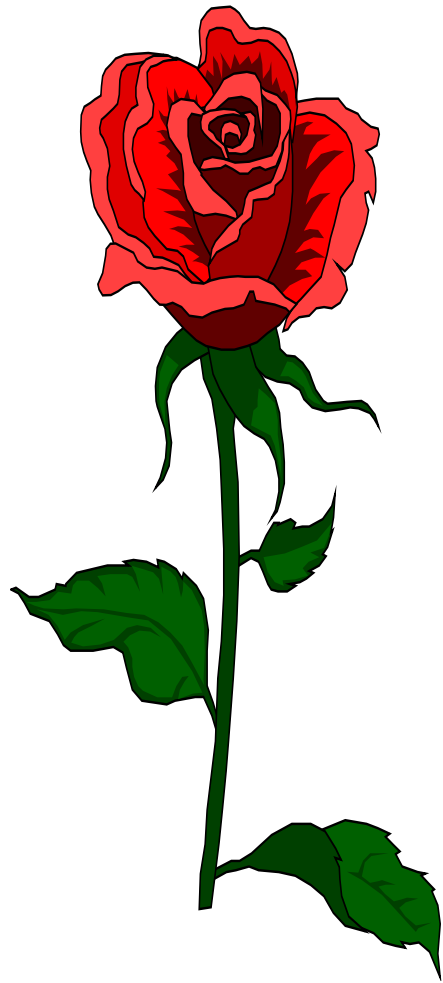
- For Determining the seniority of the employee the provisions contained in *General Rule-33* shall be followed.
- The Seniority of a Direct Recruit is to be determined only from the date of his/her joining duty but not from the date on which the vacancy earmarked for direct recruitment arose.
- If an employee is promoted to a post earmarked for Direct Recruit, his probation shall be reckoned from the date on which he would have occupied the vacancy meant for promotee.
- The inter-se Seniority of Direct Recruits shall be as per the ranking assigned to them by the recruiting agency irrespective of their dates of joining provided they all joined within the time allowed for them to join as per Rule. 11
- The Seniority lists already finalized as per court orders need not be disturbed, if they are finalized. If not yet done, they should be finalized as per these instructions.

**No request for revision of seniority for a period  
which is more than 3 years shall be considered  
(GM No. 57759/Ser.A/2004-2 GA(Ser.A) Dept dt. 20-5-  
2004 )**

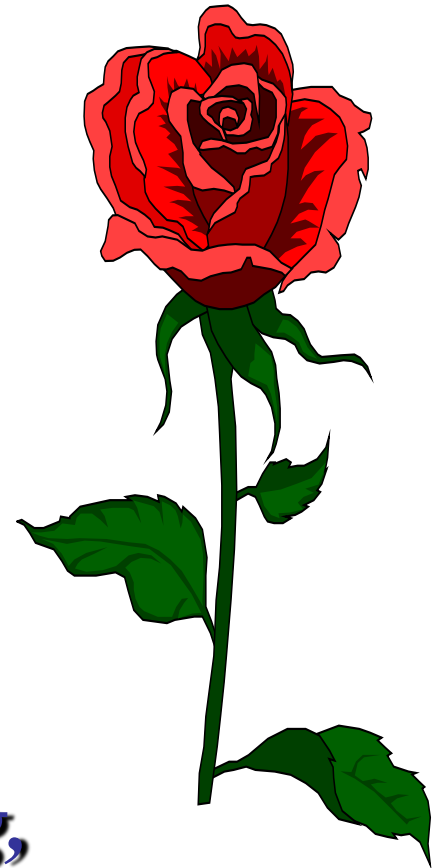
## **Rule 38: Postings and transfers:-**

- ✓ Transfer to a post within the unit of appointment or within in the jurisdiction of local cadres.
- ✓ Appointing authority or any authority superior to appointing authority or any subordinate authority delegated such power.
- ✓ HoD from one unit to another unit where the Presidential Order does not apply including on tenure basis.
- ✓ All inter local cadres transfers in public interest and on reciprocal basis be made by Government only .

## **Rule 39: Savings:-**



# ***THANK YOU***



*by*  
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