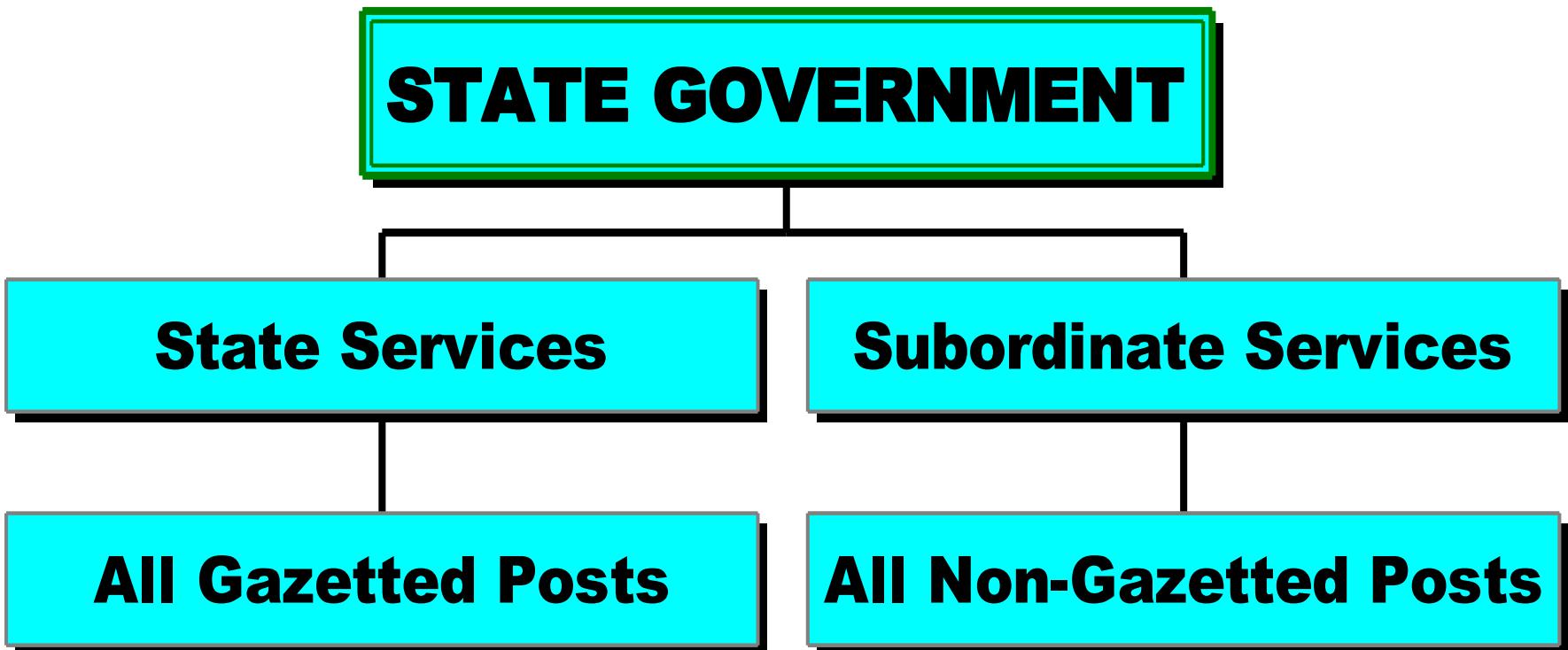


Telangana State and Subordinate Service Rules, 1996

by
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Assistant Accounts Officer,
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Telangana.

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



State and Subordinate Service Rules

Secretariat Services
(Gazetted & Non-Gazetted)

Ministerial
Services

State (Gazetted)
Services in various
Departments

General
Subordinate
Services

Subordinate (Non-
Gazetted) Services in
various Departments

Last Grade
Services

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
2. Appointed to service
3. Approved candidate:
4. Approved probationer:
5. Appointment or Recruitment by transfer:
6. Armed Forces of the Union
7. Socially and Educationally Backward Classes: Part-C of Schedule-I.
8. Cadre

Rule 2. DEFINITIONS

9. Commission

10. Confirmed Member: Rule 21.

11. Date of regular appointment :

12. Departmental Promotion Committee

13. Discharge of a Probationer:

14. Duty :

15. Direct Recruitment:

16. Ex-Serviceman

Rule 2. DEFINITIONS

17. General Rules:

18. Government:

19. Member of a Service:

20. Meritorious Sportsman: G.O.Ms.No.74, YAT&C
(Sports) Dept, dt.09.8.2012 read with G.O.Ms.No.107, G.A
(Ser.D) Dept, dt.27.7.2018

21. Officiating appointment:

22. Panel:

Rule 2. DEFINITIONS

23. Persons with disabilities:

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

24. Presidential Order:

25. Probation:

26. Probationer:

27. Promotion:

Rule 2. DEFINITIONS

28. Schedule:

29. Schedule Caste: Part-A of Schedule-I.

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

30. Schedule Tribes: Part-B of Schedule-I

31. Screening Committee:

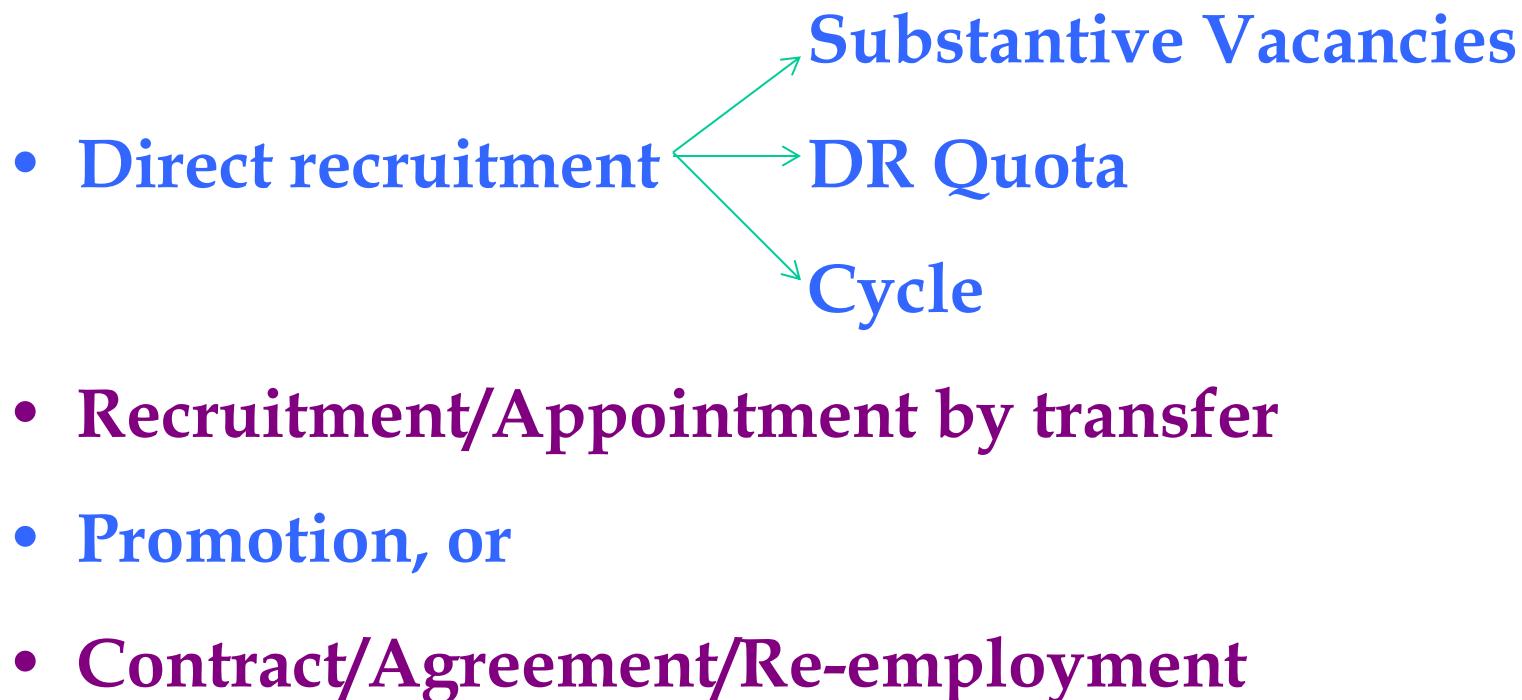
32. Service:

33. Special Rules:

Rule 3(A): Conditions of service:-

Rule 3(B): Application of rules :

Rule 4: Methods of Appointment:



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graph TD; A[Substantive Vacancies] --> B[DR Quota]; B --> C[Cycle];
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- **Direct recruitment**
- **Recruitment/Appointment by transfer**
- **Promotion, or**
- **Contract/Agreement/Re-employment**

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

Rule 5:

a) Selection Posts:

All Gazetted posts → Ability & Seniority → Panel

b) Non-selection posts :

All non-gazetted posts → 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: 1st September is the qualifying date to determine the eligibility.
- Panel year : 1st September to 31st August of succeeding year.
- Currency of panel : 1st September to afternoon of 31st December of succeeding year or date of approval of panel for next year *whichever is earlier.*

Rule 6:

- Vacancies arising from 1st September to 31st August
- The zone of consideration : 1:3
- Zone of consideration of ration 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*.

- *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.
 - ✓ with reference to the relative merit & ability of other candidates coming up for fresh consideration.
 - ✓ Not necessary to carry forward in the same order.
 - ✓ Ineligible during previous panel, but subsequently qualified as on the qualifying date.
 - ✓ Qualified persons considered unsuitable for inclusion in the previous panel.

- 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
- 1st September of the year to 31st August of the succeeding year.

Rule 7: Appointing authority:

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

Rule 8: Requirement for promotion or appointment by transfer:

- ✓ Probation in lower cadre
- ✓ Minimum Service
- *The minimum service for appointment by promotion or by transfer be reduced from three years to two years, without any panel year restriction, until further orders.*

(G.O.Ms.No.259, G.A (Ser.A) Dept, dt.30.08.2021)

Rule 9: APPOINTMENT BY AGREEMENT OR CONTRACT:

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

- In Public Interest
- When appointment as per rules delays
- Only in exigencies of service
- Not entitled to any preferential claim to future appointment
- Liable to be terminated or reverted at any time
- No increments till satisfies the condition

Rule 11: The time limit for joining.

- (a) Direct Recruitment
- b) Otherwise than by Direct Recruitment

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

Rule 12: (b) Age limit:

Min - 18 Years & Max - 34 Years as on 1st July

Relaxation

- For SCs, STs & BCs
- For Limited Recruitment
- For Persons with disabilities
- *Upper age limit for compassionate appointment to the spouse of deceased Government employee is 45 years*
- (c) (i) Persons worked in Armed forces
- (iii) Persons already in regular service of the State Government

Rule 12:

2. The minimum General Educational Qualifications as per Schedule-II

3(a) Direct Recruitment:- Prescribed qualifications and experience on the date of notification.

(b) Promotion / Appointment by Transfer:- Requisite qualifications, departmental/ other tests, Training if any as per special rules.

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) Time limit
 - Postponement of Increments
- Extension of probation under Rule-17 (b)
- Further extension by Government under Rule-31.
- Release of postponed increments *without arrears*
- (b) Standard of the test:
 - 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) 2nd 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) 3rd class language test in Telugu: Person who passed 7th or 8th class examination with Telugu medium or with Telugu as one of the subjects.
- (c) On attaining the age of 45 years.

Rule 14: Language Test

- ✓ Change of Commencement of probation 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

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

- ✓ (a) Commencement of probation for direct recruits:
- ✓ (b) Minimum service for commencement of probation otherwise than DR:
 - ✓ For Selection Posts
 - ✓ For Non-Selection Posts
- ✓ (c) Period of Probation:
 - ✓ Direct Recruitment:
 - ✓ Promotion/Appointment by Transfer:
 - ✓ *Service in higher post counts for probation in the lower post.*

Rule 16:

(e) Tests to be passed during probation:

(f) If does not pass tests within probation?

- Extension **(Rule-17(b))** by Appointing Authority

- Extension By Government **(Rule-31)**

(g) Exempted if passed before commencement of probation

(h) Change of date of commencement of probation

(Rule 17 and /or Rule 31)

- ✓ 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 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 → Discharge from service
 - With one month notice or one month's pay
 - Such probationer may be posted 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) Extension of Probation:
 - by the appointing authority if failure in 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
 - 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:-
- (e) Appeal against discharge of a probationer:-
- Appellate Authority
- Revision of Order of discharge
- The period between the date of discharge and restoration – Excluded for calculation of Probation
- Justified discharge of a Probationer
- Unjustified discharge of a Probationer
- Pay & Allowances when restored

- **Rule 18: Declaration of Probation:**
- (a) Responsibility of Appointing Authority
- (b) Decision of extension of probation
- A decision as to extend/suspend or discharge of probation should be taken within 8 week after expiry of probation period.
 - *Any delay taking such decision, the probationer shall not be deemed to have completed his probation successfully.*
- Deemed to have been declared probation
 - Exceptions

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

(a) First preference to an approved probationer or probationer.

(b) Discharge of a probationer or approved probationer:

For want of vacancy:

i. The probationers in the order of juniority

ii. The approved probationers in the order of juniority.

Rule 19:

✓ (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.

- Further Proviso in case termination of lien on account of being approved probationer in another service

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

- ✓ 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:-

Rule 22: Special Representation (Reservation):-

- Out of 100 vacancies
- 15% for S.C's,
- 10% for S.T's (*G.O.Ms.No.33, Tribal Welfare Dept, dt.30.09.2022 read with G.O.Ms.No.130, G.A (SER.D Dept, dt.09.11.2022)*)
- 29% for S&E B.C's (A-7%; B-10%; C-1%;D-7% and E: 4%)
- 4% for P.H (6 VH, 31 HH, 56 OH, 81 Mental illness)
- 2% (13 and 37) for Ex-Serviceman.
- In respect of S.A's, J.A's, Junior Steno's, Typists etc., in H.O.D's and A.S.O's etc., in Secretariat, 1 vacancy for meritorious sports men.
- 10% Economically Weaker Sections
(G.O.Ms.No.33, GA (Ser.A) Dept, dt.08.02.2021 read with G.O.Ms.No.65 G.A (Ser.A) Dept, dt.19.03.2021)

Rule 22-A: Women reservation:

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

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

Proviso: RoR is applicable when selection is to be made against only one vacancy but, cadre strength is more than one.

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

| Roster Point No | Order of rotation |
|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|
| 1 | O.C -W | 26 | O.C | 51 | O.C | 76 | EWS |
| 2 | SC-W | 27 | SC | 52 | SC | 77 | SC |
| 3 | O.C | 28 | EWS | 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 | EWS | 82 | MH |
| 8 | ST-W | 33 | ST-W | 58 | ST | 83 | ST |
| 9 | EWS | 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 | EWS | 61 | O.C | 86 | EWS |
| 12 | O.C -W | 37 | Ex-S/OC | 62 | SC | 87 | SC-W |
| 13 | Ex-S/OC | 38 | O.C -W | 63 | O.C | 88 | OC |
| 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 | ST | 40 | O.C | 65 | EWS-W | 90 | O.C-W |
| 16 | SC | 41 | SC | 66 | SC-W | 91 | SC |
| 17 | EWS-W | 42 | ST | 67 | ST | 92 | ST |
| 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 |
| 22 | SC-W | 47 | SC-W | 72 | SC | 97 | SC |
| 23 | O.C -W | 48 | Sports/O.C | 73 | O.C | 98 | Sports/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 | EWS-W | 75 | ST-W | 100 | EWS |

| 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 | MH |
| 8 | ST-W | 33 | ST-W | 58 | ST | 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 | ST | 40 | - - - | 65 | - - - | 90 | - - - |
| 16 | SC | 41 | SC | 66 | SC-W | 91 | SC |
| 17 | - - - | 42 | ST | 67 | ST | 92 | ST |
| 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-W | 100 | - - - |

- 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.

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

| Director 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 selection 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 5, 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 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:

- ✓ Within six months by the appellate authority
- ✓ Further revision within three months

Rule 24: Revision of lists approved candidates (panels) or list of eligible candidates for appointment by promotion or by transfer:- Within six months from the date of original order.

Rule 25: Review:- By the State Government

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

- The appellate authority - *HoD or the State Government.*
- *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:-**

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.:-

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.

Rule-30: Resignation:-

- 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.
- **Resignation forfeits entire past service**
- When a member is selected to another service by Direct Recruitment:

Rule 31: Relaxation of rules by the Governor: *The Governor has the power to relax rules in public interest for Junior Assistant and above cadres.*

Rule 32: Relaxation of rules by the Heads of Departments:- The Head of the Department is competent to relax rules below the cadres of *Junior Assistant* in his Department.

- The State Government may relax or cancel such relaxation orders within a period of 6 months for any sufficient reason.
- *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 TGPSC, Seniority with reference to the order of merit or order of preference.
- *“Provided further 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 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 joining in the latter unit of appointment.

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

- in respect of candidates selected by T.G.P.S.C:
- in respect of persons promoted or appointed by transfer:
 - in respect of the above, if the date of commencement of probation is same, whoever is aged shall be the Senior.
- For persons appointed on transfer on administrative grounds:
- For persons appointed on transfer on his own request:

Rule 37: Seniority of directly recruited candidates, re-allotted in consultation with TGPSC:- 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.

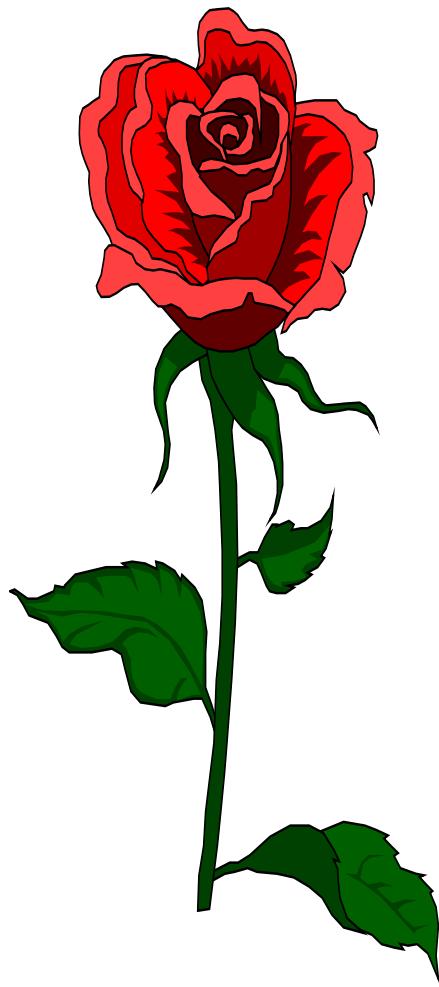
- For Determining the seniority of the employee the provisions contained in *General Rule-33* shall be followed.
- The Seniority of a Direct Recruit is to be determined only from the date of his/her joining duty but not from the date on which the vacancy earmarked for direct recruitment arose.
- If an 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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