

**THE A.P.LAST GRADE
SERVICE RULES, 1992**

**(GOMs No. 565 GA (Ser. B)
24.10.1992)**

- **CONSTITUTION :**

Category (1)

(a) Jamedar

(b) Jamedar Sweeper/Jamedar Scavenger

(c) Head Mali / Head Malan

(d) Daroga/ Head Chowkidar/ Head Watchman.

Category (2)

**(a) Office Subordinates, Attender Warder/Peon –
Warder in the prisons Department, Assistant Record
Keeper in Medical Education/Health & Family Welfare
Dept. Daffedars etc.,**

**(b) Office Subordinates in the office of Non ISF Records
at Hyderabad.**

- Category (3) : Watchman, Attender cum Watchman Chowkidars etc.,.
- Category (4) : Auto-Rickshaw Driver in the Scale of pay of attender.
- Category (5) : Cycle Orderly
- Category (6) : Ambulance Cleaner, Attender cum Cleaner etc.,
- Category (7) : Helper, Chainman in the settlement, survey and land records and Agriculture Department and Town Planning Department etc.,.
- Category (8) : Sweeper including sweeper - cum-scavenger and head sweeper etc.,.

- Category (9) : Cooks, Butlers etc.,
- Category (10) : Head Farrash, Farrash etc.,
- Category (11) : Gardner, Malan, Mali etc.,
- Category (12) : Other posts by whatever designation in the scale of pay of Office Subordinates and with equivalent qualifications.

- 3(a) Applicability of General Rules:

A.P. State and Subordinate Service Rules apply to the service except to the extent different provisions are made in these rules.

(b) These rules do not apply to the posts borne on the contingent establishment.

4. Method of Appointment

- **Category**

- **Method of Appointment**

11. (a) Jamedar

By promotion from Cat 2 (a) or 2 (b) as the case may be

(b) Jamedar Sweeper/
Jamedar Scavenger

By promotion from Cat – 8.
(Sweeper including sweeper – cum-
scavenger and head sweeper etc.)

(c) Head Mali/ Head
Malan

By promotion from Cat. – 11.
(Gardner, Malan, Mali etc.)

(d) Daroga/Head
Chowkidar/
Head Watchman

By promotion from Cat. - 3
Watchman, Attender cum
Watchman Chowkidars etc.,

- **2 (a) Office Subordinates and Other Posts Listed in Cat(2) (a) :**
 - (i) By D.R or
 - (ii) If any person in Cat2(b) or Categories 3 to 12 possesses the qualifications prescribed for D.R for appointment to the posts in cat2(a) and are willing for transfer, by transfer of such personnel.

**(b) O.S.in the O/o the
Non-ISF records, Hyd.**

3 to 12

**(i) By D.R or
(ii) If any person in Cat2(b) or
Categories 3 to 12 possesses the
qualifications prescribed for D.R for
appointment to the posts in cat2(a) and
are willing for transfer, by transfer of
such personnel
By D.R**

Note 1 : All promotions and transfers indicated in the above table shall be made within each unit of appointment :

provided that notwithstanding anything contained in these rules preference shall be given to the ex-National Cadet Corps and Auxiliary Cadet Corps Personnel in making appointments to the posts of Lascars and Office Subordinates in the National Cadet Corps Office.

Note 2 : Appointment to the posts of Office Subordinates, the qualified village servants shall be given preference for such appointment by transfer in the District Revenue Establishment (G.O.Ms.No.566, General Administration (Services – B) Department, Dated 9-10-1990).

Note 3 : All appointments to the post of Watchman, in all the women welfare Institutions which are residential in nature shall be made by the woman candidates only. (G.O.Ms.No.295 GAD (Ser B) Dept. dt.8.8.2000)

R-5 : Qualifications (a) Prescribed in Col (1) of Annexure – I and ability to read and write the language or one of the languages of the Districts specified in Annexure II

Annexure I
See Rule 5(a)

Category	Method of Appointment	Qualifications
1	2	3
2(a) Attenders and other posts listed in cat.2(a)	By any method specified	i. Must have passed VII class examinations. ii. Must be able to ride a bicycle.
b.Attenders in the O/o the Non is records, Hyd.	-do-	i. Must have passed VII class exam with Urdu as a subject. ii. Must be able to ride a bicycle.
3. Watchman and other posts (Cat.3)	-do-	i. Must have passed V class or its equivalent exam.

		<p>ii. Must be an exservice man or must have been trained in civil defense or as a home guard.</p> <p>iii. Must be able to ride a bicycle.</p>
Other posts by whatever designations known in the scale of pay of attenders	By any method specified.	Depending on the functions and responsibilities of the post.
		<p>a.i. Must have passed VII class exam. &</p> <p>ii. Must be able to ride a bicycle .</p> <p>b(i) must be able to read and write telugu or Urdu or English or Hindi</p> <p>ii) Must have experience of one year in the relevant vocation as may be required for the post.</p>

Annexure II

REFERRED TO IN R 5(b)

District	Language
Anantapur	Telugu
Chittoor	Telugu and Tamil
Cuddapah	Telugu and Urdu
East Godavari	Telugu
West Godavari	Telugu
Guntur	Telugu and Urdu
Kurnool	Telugu and Urdu
Krishna	Telugu
Nellore	Telugu
Prakasam	Telugu
Srikakulam	Telugu
Visakhapatnam	Telugu
Vizianagaram	Telugu

Hyderabad

Telugu and Urdu

Medak

Telugu and Urdu

Nizamabad

Telugu and Urdu

Warangal

Telugu and Urdu

Mahaboobnagar

Telugu and Urdu

Karimnagar

Telugu and Urdu

Khammam

Telugu and Urdu

Adilabad

Telugu and Urdu or
Marathi

Nalgonda

Telugu and Urdu

Ranga Reddy Dist.

Telugu and Urdu

R-6 : Appointing Authority : The Authority shall be the head of the Office or Institution or the G.O of a Department exercising jurisdiction over the Dist.

The Dist. & Sessions Judge concerned, Chief Judge etc., shall be the appointing authority in R/o all the posts in the L.G service in all the respective courts.

Rule 7 : Reservation of Appointments :

I) Posts of Sevikas, Ayas, Malans and Kamatons and other posts for which women alone are considered suitable, may be filled by women only ;

ii) In the matter of D.R for appointment to the posts of sweeper for which women are better suited, they may be preferred.

b. For the posts of Chowkidars, Office Subordinates required to ride bicycle or drive motor cycle, process servers, Dalayats and Sub-Jail Warders, only men shall be appointed.

c. In the case of appointments to the posts in the Secretariat and Offices of H.O.D's out of 54 vacancies meant for O.C one vacancy shall be reserved for D.R of meritorious sportsmen.

d. The appointments to the service in the endowments Department shall be made only from among persons professing the Hindu Religion.

Rule 8 : Age . D.R. 18 years

Max. 34 years as on 1st July

In cases of candidates released from bonded labour the max. age is 40 years.

For D.R. to the category of Watchman etc in cat. 3, in case of Ex-Serviceman, the maximum age is as per A.P. State and Subordinate Service Rules,

Rule 9: Minimum service : 3 years

- Rule 10 :** (a) D.R's probation 2 years on duty within a continuous period of 3 years.
- (b) Promotion – 1 year on duty within a continuous period of 2 years.
- (c) A person transferred from one post to another within a cat. or to a post included in another cat. in the service shall not be required again in that latter cat.

Rule 12 : Service in a category in different departments or offices to count for probation and seniority .

- a) Service in one category in a department or office count for probation in same or another post in the same category whether in the same or another dept or office.
- b) The seniority of a re-employed on retrenchment owing to reduction in staff, shall be determined from the date of absorption.
 - (i) In case of absorption in the same category inter se seniority shall be in the order of merit or preference indicated by the selecting authority.
 - (ii) In other cases, with reference to total length of service in the same equivalent or higher service put in prior to retrenchment.

- **Rule 13** : Unit of Recruitment, Appointment, Discharge and Reappointment etc.,
Offices of the H.O.D's or Directorate, or an Office or Group of offices, or a Dist. or a part of a Dist. or an Institution or office or a group of Institutions or offices within the Dist. in each Department.

- 14. Postings and transfers :

No member to service outside the unit of appointment in which he is appointed.

The appointing authority may transfer from one post to another irrespective of the functions attached to such posts.

The powers of Appointing authority can be exercised by the authority higher to appointing authority.

15. JAMEDARS FOR ATTENDANCE ON MINISTERS :-

(a) Ministers may select persons for appointment as their Jamedars, from among Jamedar Sweepers, Jamedar Scavengers, Daffedars and Office Subordinates and other equivalent categories of the General Administration Department or other Department or Office. Such appointment does confer on him any preferential claim for continuance in the category to which he is appointed.

- (vide G.O.Ms.No.227, G.A. (Ser.B) Dept., dt.12.4.2007)

Provided that whenever the service of such person is not required by a Minister, such person may be reverted to the General Administration Department or such other respective Department or Office, as the case may be, without any reasons being assigned for such reversion.

(b) OFFICE SUBORDINATES AND SWEEPERS FOR ATTENDANCE ON MINISERS:

Ministers may select such persons for appointment as their Office Subordinates and Sweepers but such shall not be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to any service. The number of persons so appointed shall not exceed two Office Subordinates and one sweeper under each of the Minister and two Office Subordinates and two Sweepers under the Chief Minister.

- The Services of such person may be terminated at any time without assigning any reasons .
- Notwithstanding anything contained in these rules regarding qualifications, special representation and medium of Employment Exchange, the Office Subordinates and Sweepers who have been appointed under Sub-rule (b) of rule 15 and have put in a minimum period of four years of continuous service shall be eligible for absorption as Office Subordinates and Sweepers for regular appointment as such whenever vacancies arise in the Departments of Secretariat/offices of Heads of Departments.
- (vide G.O.Ms.No.227, G.A. (Ser.B) Dept., dt.12.4.2007)

- **(c) STAFF OF THE GOVERNMENT WHIP:**

The Government Whip may select such persons for appointment as his Office Subordinates but person shall not be regarded as appointed to the service, nor shall such appointment confer any preferential claim for appointment to the service.

(vide G.O.Ms.No.227, G.A. (Ser.B) Dept., dt.12.4.2007)

- The services of such persons may be terminated at any time by the Government Whip concerned without any reasons being assigned for such termination.

- **16. Service counting for leave and pension in respect of persons transferred from a local body of municipal institution :**
- Employees transferred from Local body or Municipal institution to the control of State Government shall not be entitled to count his previous service under local body or institution for pension unless such service was rendered in pensionable post and pension contributions were being paid on his behalf by such local body/institutions and such body/institution agrees to contribute its share of the pensionary benefits calculated as per rule of proportion and such person agrees to forego the bonus earned by him in that service.

- (b) such employee shall not be entitled to get the credit of leave, if any, earned by him prior to such appointment, unless the local body/institution agrees to bear the entire leave salary for the period of the leave so earned , calculated on the average pay of such member at the time of his proceeding on leave.

17. Special provisions: Direct recruitment means recruitment of a suitable candidates through Employment Exchange.

If probationers of approved probationers are ousted for want of vacancy or retrenched, the appointing authority shall issue a certificate indicating the full particulars regarding the service, work and conduct and reasons for discharge .

Such probationers and approved probationers will be allotted for appointment in the unit in the vacancy that may be notified to the Employment Exchange.

THANK YOU